



TRAVEL OFFICE DIRECTIVES

Rules governing flights, visas and travel arrangements

Students arrivals and departures:

Student's arrivals and departures must respect school term start and finish dates set by CDL. The school has an intensive academic program and in order to teach our students the importance of accepting responsibility and respecting obligations, we have strict rules that do not allow students to miss classes. This is why a school calendar is established at the beginning of the school year to help parents plan their children's travel dates.

Upon arrival from holidays, students are required to give their passports and tickets to their Residential Tutors or House Manager.

Resident card (permis B)

Upon arrival at the beginning of the school year, students must give their passports to their Residential Tutors or House Manager. Collège du Léman requires this in order to obtain the resident card (permis B). For further information please see "New regulations to enter in Switzerland".

Plane tickets, trains or any other kind of arrangement:

Reservations made by the school:

All flight reservations, visa applications and travel arrangements can be made by the *Travel Office*. However, parents must send a confirmation as soon as possible, by fax +41 22 775 55 59 or by e-mail travel@cdl.ch, in order to authorize the *Travel Office* to proceed with any arrangements for their child.

The school cannot guarantee providing your child with the travel arrangements of your choice especially at busy times of the year such as school holidays and Christmas.

Reservations made by the parents:

If parents are organizing flight reservations themselves, we suggest reserving flights well ahead of time to ensure both flight availability and competitive prices. We would appreciate receiving either a fax (+41 22 775 55 59) or an e-mail (travel@cdl.ch) with details of your child's flight information in order for us to arrange transport to and from the airport.

Unaccompanied minor (UM):

For students flying as unaccompanied minors we kindly ask to ensure that the UM paperwork is completed and the charges are paid for both the outward and return trip.

Please note that Mr Selvan Kuppusamy or Mr Hugo Harrewijn will be the person meeting the students at Geneva airport. (phone number +41 22 775 55 55)