



GENERAL TERMS AND CONDITIONS OF THE TRAINING AGREEMENT

CANVAS SCHOOL

Table of Contents

1	STATUS OF DEGREES	3
1.1	NATURE OF THE INSTITUTION	3
1.2	TYPE AND AWARDING OF DEGREES	3
1.3	ABSENCE OF STATE DIPLOMA STATUS.....	3
1.4	RECOGNITION AND LIMITATIONS	3
1.5	STUDENT RESPONSABILITY	3
2	TUITION FEES AND CHARGES.....	4
2.1	ADMISSION FEES FOR DEGREE PROGRAMS	4
2.2	RE-ENROLMENT FEE.....	4
2.3	TUITION FEES.....	4
2.3.1	Tuition Fees.....	4
2.3.2	Tuition Fees for Individualised Programs (“Open Student” Programs).....	4
2.4	SPECIAL CASES OF INCOMPLETE PROGRAMS – ANNUAL PROGRAMS.....	5
2.4.1	Interruption of Training (Annual Agreement).....	5
2.4.2	Admission and Re-enrolment Fees.....	5
2.4.3	Tuition Fee Refunds in Case of Termination of Training	5
2.4.4	Absence from Classes	5
2.5	NON-PAYMENT OF TUITION FEES	5
2.5.1	Late Payment	5
2.5.2	Amendment of Payment Schedule.....	6
2.5.3	Issuance of Documents.....	6
2.5.4	Access to Examinations	6
2.5.5	Loss of Right to Attend Classes	6
2.5.6	Legal Recovery Action	6
2.6	END OF MANDATE.....	6
3	TRAINING CONDITIONS	6
3.1	BEHAVIOUR.....	6
3.2	TEACHING	6
3.2.1	Quality and Values of Teaching	6
3.2.2	Teacher Replacement.....	7
3.3	PROGRAMS	7
3.3.1	Programs Organisation	7
3.3.2	Annual Calendar	7
3.3.3	Teaching Hours	7
3.3.4	Educational Trips and Study Tours	7
3.3.5	Personal Student Materials	8
3.4	INTERNATIONAL STUDENTS	8
3.5	OWNERSHIP RIGHTS OF STUDENT WORK	8
3.6	IMAGE RIGHTS.....	8
3.7	INSURANCE	8
3.7.1	Accident / Illness	8
3.7.2	Civil Liability (Third-Party Liability)	8
3.8	DISPUTE RESOLUTION / JURISDICTION	8

GENERAL INFORMATION CANVAS SCHOOL / REGULATORY FRAMEWORK

- Institute of Arts and Fashion Techniques
- Private School governed by its Company (Zafiria Sàrl)
- Member of the European Federation of Schools (FEDE)
- Member of the Vaud Association of Private Schools (AVDEP)
- European Foundation Degrees and Bachelors accredited by FEDE
- Quality Labels: Swiss Label
- Academic calendar specific to Canvas (holidays, start of term, end of year, etc.)
- Student ID card and entitlement to family allowances (subject to parental eligibility criteria)
- No access to Swiss government study grants (in accordance with current federal regulations)
- Opportunity to submit one's training project to private foundations

1 STATUS OF DEGREES

1.1 Nature of the Institution

Canvas School is a private institution under Swiss law and a member of the European Federation of Schools (FEDE). It provides training in accordance with the pedagogical standards established by FEDE and the legal provisions applicable to private institutions in Switzerland.

1.2 Type and Awarding of Degrees

Canvas School offers differentiated training programs depending on learning objectives. It issues internal training certificates and attestations.

Two pathways lead to qualifications such as the Foundation Degree and the European Bachelor, accredited by FEDE. These qualifications are awarded by FEDE following training completed at Canvas School, according to FEDE-validated curricula.

As an International Non-Governmental Organisation (INGO), the European Federation of Schools issues qualifications considered as private law degrees.

The Foundation Degree is a European private law qualification at Level 5 of the European Qualifications Framework (EQF).

The European Bachelor is a European private law qualification at Level 6 of the European Qualifications Framework (EQF).

1.3 Absence of State Diploma Status

The qualifications awarded do not constitute state diplomas issued by a national education authority (e.g., CFC or professional baccalaureate in Switzerland, BTS or Licence in France, etc.).

1.4 Recognition and Limitations

The recognition of the qualifications depends exclusively on the criteria in force in the relevant countries, institutions, or companies. Such recognition may vary according to academic or professional contexts and cannot be guaranteed by Canvas School.

1.5 Student Responsibility

It is the responsibility of each student, prior to enrolment at Canvas School, to verify the conditions under which the qualification to be awarded will be recognised (e.g., educational institutions for further studies, access to regulated professions). Furthermore, the student is responsible for ensuring that the qualification obtained will enable them to pursue their academic or professional objectives if these are already defined. By signing the Canvas Training Agreement, the student acknowledges having been informed of the type of qualification to be awarded at the end of the program and of its possibilities and limitations.

Canvas School shall not be held liable in the event of non-recognition of a qualification by a third party.

2 TUITION FEES AND CHARGES

The tuition fees, registration fees, and re-enrolment fees payable to Canvas School shall be as set out in the Training Agreement executed by the student and, where applicable, by their legal guardians, guarantors and/or payers. Such fees shall cover the academic year or the period specified in the Training Agreement.

The Training Agreement shall be renewed annually in order to permit the student to progress to a higher level of study. The total amount specified in the Training Agreement shall be payable in full prior to the commencement of the relevant training period.

2.1 Admission Fees for Degree Programs

The enrolment of a new student shall be deemed valid upon the payment of the admission fee. Canvas School shall establish the student's file and issue all documents necessary for the commencement of studies. The admission fee shall be payable in a single instalment, which shall be non-divisible, non-negotiable, and non-refundable, simultaneously with the execution of the Training Agreement.

2.2 Re-enrolment Fee

Each academic level (i.e., progression to a higher year) shall be subject to a separate re-enrolment fee, payable concurrently with the preparation and execution of the Training Agreement for the subsequent academic year. Such fee shall be non-refundable.

2.3 Tuition Fees

The composition and structure of tuition fees shall be in accordance with the School's general fee schedule. The method and timing of payment of tuition fees shall be as specified in the Training Agreement.

2.3.1 Tuition Fees

Unless otherwise specified in the contract, the full annual tuition fee shall be payable in a single lump sum prior to the start of the academic program.

If payment in deferred installments is requested, the total amount is increased by interest calculated based on the number of installments. Tuition is then paid in accordance with the contractually established payment schedule.

The School reserves the right to modify the overall educational offering—including the types of programs and their associated costs—prior to the start of each academic year.

2.3.2 Tuition Fees for Individualised Programs (“Open Student” Programs)

The Open Student Agreement shall specify a “total contractual fee in CHF”, representing the total tuition fee agreed for the organisation and delivery of courses whose nature and duration are specified in the Agreement.

The total contractual amount payable shall be fixed and non-modifiable. It constitutes a contractual claim in its entirety, payable to Canvas School. In the event of absence from classes, withdrawal, or postponement of courses by the student, the total amount shall remain due and shall be definitively acquired by Canvas School, as it represents a claim arising from the organisation and provision of the individualised “Open” course structure.

The total contractual fee in CHF corresponds to the establishment or creation of an individualised “Open” program and shall be payable as follows:

- In a single upfront payment, with or without a discount (see %)
- Quarterly (net amount)
- Monthly, with a surcharge (see %)

2.4 Special Cases of Incomplete Programs – Annual Programs

Any modification to a fixed-term Training Agreement shall only be made in writing, by means of an addendum to the Agreement, duly signed by all parties concerned.

2.4.1 Interruption of Training (Annual Agreement)

A student's decision to interrupt an annual training program shall be communicated by sending a signed letter (registered mail) clearly stating the reason for the interruption during the academic year, addressed to the School's administration. Any other form of termination notice (oral, email, text message, or other means) shall not be accepted and shall be considered null and void.

The reason for the interruption during the semester must be deemed valid by the School in order for the student to be eligible for any tuition fee adjustment or refund.

The effective date of cessation of attendance shall correspond to the date of receipt of the registered letter (the week in which it is received shall be counted as a consumed week).

The student or their legal guardian shall undertake to inform the School as soon as possible upon becoming aware of a situation requiring the suspension of the training program.

The calculation of tuition fees shall be conducted as follows:

If

Tuition Fees with Surcharge (admission/re-enrolment fees excluded): TFWs
Tuition Fees without Surcharge (admission/re-enrolment fees excluded): TFWOS
Total Number of Weeks of the Contractual Program, excluding examination periods: TNW
Number of Weeks of Training Attended: NWA

Tuition Fees Consumed		Departure Penalty for Unattended Period
$\frac{TFWS \times NWA}{TNW}$	+	$\frac{TFWOS \times (TNW - NWA)}{TNW} \times 0.15$

The balance of tuition fees for the program specified in the Training Agreement shall be calculated pro rata based on the number of weeks attended in relation to the total number of weeks stipulated in the Training Agreement. In addition, termination fees shall apply, corresponding to 15% of the tuition fees for the cancelled portion of the training period.

*) Invalid reasons for termination include, but are not limited to: change of study direction, transfer to another school, seeking employment, etc.

2.4.2 Admission and Re-enrolment Fees

Admission and re-enrolment fees shall be non-negotiable. Under no circumstances shall admission or re-enrolment fees be refundable, regardless of the situation.

2.4.3 Tuition Fee Refunds in Case of Termination of Training

Any refund of tuition fees paid to Canvas School, based on the Training Agreement executed by the Parties, shall, if applicable, be made no later than 60 days after the contractual end date originally agreed in the Training Agreement, irrespective of the date of early termination.

The final calculation shall determine the amount to be refunded in accordance with the regulations and shall include any unforeseen additional costs (e.g., administrative requests, certificates, appointments, follow-ups, etc.) or costs incurred due to the student's departure at an inopportune time (start of academic year, examinations, events, etc.).

2.4.4 Absence from Classes

Classes missed by the student shall neither be replaced nor refunded, and the tuition fees shall remain due and/or be definitively acquired by Canvas School. Absences shall not entitle the student to exceptional make-up measures (individual follow-ups, private lessons, etc.), except for those routinely organised by the School.

2.5 Non-Payment of Tuition Fees

The terms of payment of tuition fees shall be established upon execution of the Training Agreement and, where applicable, shall include a payment schedule in the event of instalment payments, which must be strictly adhered to.

2.5.1 Late Payment

If any instalment of tuition fees cannot be paid on the due date specified in the payment schedule, the student's legal guardian shall notify the School immediately of such delay.

2.5.2 Amendment of Payment Schedule

If the agreed payment schedule cannot be adhered to, the student's legal guardian shall contact the School and submit an alternative schedule, which must be approved by the School.

2.5.3 Issuance of Documents

The issuance of any documents requested by the student may be suspended in the event of irregularities or delays in the payment of tuition fees.

No document validating the completion of a program (certificate, diploma, etc.) shall be issued to the student prior to full settlement of all fees due to the School.

2.5.4 Access to Examinations

Failure to comply with the payment terms of tuition fees may lead the School to determine whether the student may sit for Certificate or Diploma examinations, including any intermediate assessments.

2.5.5 Loss of Right to Attend Classes

In the case of significant payment delays and multiple unsuccessful reminders or attempts at negotiation, the School may decide to temporarily or permanently exclude the student from attendance.

2.5.6 Legal Recovery Action

In the event of late payment, the personal data of the student and/or the guarantor may be transmitted to third parties, specifically the debt collection agency Débitors Management SA. The latter will be responsible for recovering the outstanding amount using any appropriate means. It will apply collection fees that the student and/or the guarantor must pay.

Furthermore, the School may initiate legal action against the debtor at any time.

2.6 End of Mandate

The School provides training courses under an annual mandate (or of a different duration for individualised programs), governed by the Training Agreement executed by the student and their legal guardians, guarantors, and/or payers.

The School reserves the right, at any time, to terminate the mandates of its training programs permanently, without providing any justification. In such cases, the School shall be released from all obligations and shall not be subject to any claim for damages from its subscribers. Only tuition fees paid in advance for courses yet to take place shall be reimbursed.

Special Cases: Any event beyond the School's control, such as accidents, fire, water damage, natural disasters, pandemics, war, or similar events, shall not give rise to any refund entitlement. It shall be the student's responsibility to arrange insurance coverage for such risks, if desired.

3 TRAINING CONDITIONS

The specific training conditions, including *behaviour, conduct and discipline, attendance, materials, grading and examinations, and professional immersion internships*, are set out in the relevant curricula and/or specific charters. These curricula and charters may be updated at the beginning of each academic year as necessary.

3.1 Behaviour

For any breach of conduct or failure to respect others (verbal or physical violence), or repeated misuse of materials after warning, Canvas School may apply sanctions, up to and including temporary suspension or permanent expulsion of the student from the School.

3.2 Teaching

3.2.1 Quality and Values of Teaching

L'École dispose d'outils de suivi, à disposition du corps enseignant, pour l'encadrement pédagogique des étudiant.e.s. The School guarantees qualified teachers for the instruction of their respective disciplines. The Teacher Charter aims to promote the quality of teaching as well as the School's human values.

The School provides monitoring tools for the teaching staff to support the pedagogical supervision of students.

3.2.2 Teacher Replacement

Replacement during the Academic Year:

The decision to replace a teacher permanently during the academic year shall be motivated solely by the School's desire to maintain the quality of teaching for the benefit of the student's learning. In such cases, the School shall implement appropriate measures with the new teacher to ensure the continuation of the relevant program.

Absence of a Teacher from a Class:

The School guarantees that the absence of a teacher shall not hinder the general progress of the class, by monitoring the advancement of the course. The overall objectives of each discipline, as well as the different sequences, are detailed in a syllabus.

For temporary absences (illness, professional reasons, etc.), the School shall organise replacements according to possibilities and needs, as follows:

- Teaching of the scheduled course content by a teacher with equivalent qualifications.
- Transfer of freed hours to a teacher of another discipline within the study program for additional subject-specific practice.
- Independent completion by students of an assignment provided by the absent teacher, with instructions delivered via the School's learning platform. The teacher shall supervise the assignment in the following class.
- Where appropriate, the class may be conducted remotely via videoconference.
- Freed hours may be allocated for self-directed study to allow students to continue work on the assignments from different courses.

The School shall have the discretion to determine the method of covering temporary teacher absences. The student shall not be entitled to any financial compensation. This provision does not apply to students enrolled in hourly paid courses.

3.3 Programs

3.3.1 Programs Organisation

The School operates under framework programs governed by specific standards.

The curriculum is structured around two types of pedagogical approaches:

Core courses: These are delivered on a weekly basis, spanning either a single semester or the entire academic year. They enable students to acquire and consolidate essential knowledge across various disciplines.

Specialized courses: These are offered throughout the academic year as targeted sessions. They allow for a more condensed and intensive exploration of specific topics while complementing the core curriculum.

Depending on the discipline, instruction may be organized by subject matter rather than strictly by class level, thereby bringing together students from different levels and/or fields of study. This method fosters a cross-disciplinary approach to knowledge, extending beyond the confines of any single field or level.

3.3.2 Annual Calendar

The annual calendar shall outline the general structure of the academic year, including the start and end dates, holidays, laboratory sessions, and special activities.

Additional details shall be communicated during the academic year as necessary.

3.3.3 Teaching Hours

A full-time program corresponds to 60 ECTS credits per year. The program shall be delivered through a combination of class hours and individual student work, supplemented by themed laboratories, revision periods, and examinations. A program of 60 ECTS credits shall theoretically correspond to a minimum of 1,500 study hours, distributed across the various components described above. The allocation of hours across the different components forms an integral part of the curriculum and may be adjusted.

(For detailed information on hours and ECTS credits, see the study plan.)

3.3.4 Educational Trips and Study Tours

Planned and announced educational trips shall be conducted as part of the training program and are mandatory for all students. Such trips may also represent the culmination of a multidisciplinary study project. Where these trips modify the standard daily schedule, students shall make appropriate arrangements.

Any costs incurred for these trips shall be borne by the student, in addition to the tuition fee.

Individual subscriptions or discounts shall not entitle students to reductions on the group rates offered by the School.

3.3.5 Personal Student Materials

The purchase of all materials and supplies required for courses shall be the responsibility of the student.

All students shall possess a PC or Mac laptop compatible with the software required for the courses they are enrolled in.

3.4 International Students

The School is open to applicants of all nationalities.

The School shall assist the applicant in preparing their application for a residence permit for studies, to be submitted to the Swiss authorities.

The School shall not be held responsible for the outcome of any decision issued by the authorities.

The issuance of a student visa is, in accordance with Swiss directives on international students, subject to the payment to the School of at least 50% of the annual tuition fees at the time of application, in addition to the admission fee.

Upon issuance of the visa and prior to the commencement of the program, the balance of the full tuition fees shall be settled in full.

3.5 Ownership Rights of Student Work

The School shall have the right to use (display, publish, photograph, or disseminate) students' work produced as part of their training at Canvas, for promotional and educational purposes, without requiring consent beyond these regulations. Such use may include course presentations, exhibitions, fashion shows, websites, social media, competitions, or other events.

The student shall retain ownership of their work.

Only examination work shall not be returned to the student.

3.6 Image Rights

L'Ecole The School shall have the right to use (display, publish, photograph, or disseminate) images or photographs featuring students, produced in connection with their training at Canvas and related activities, for promotional purposes, without requiring further consent beyond these regulations.

Such images or photographs may be used in promotional posters, leaflets, websites, and social media.

The School shall ensure that the use of images or other media does not harm the integrity or moral rights of the student, whether minor or adult, and that their use is strictly related to the School's internal or external activities.

3.7 Insurance

3.7.1 Accident / Illness

Each student shall maintain valid accident and health insurance and shall be able to provide proof of such coverage at all times.

For study trips abroad, it shall be the student's responsibility to obtain any temporary extension of their insurance coverage according to the destination and needs.

3.7.2 Civil Liability (Third-Party Liability)

Each student shall maintain civil liability insurance to cover any damage caused to third parties or to property belonging to Canvas School or third parties.

The student shall be able to provide proof of valid civil liability insurance at all times.

3.8 Dispute Resolution / Jurisdiction

Any dispute arising under or in connection with this Agreement shall fall under the exclusive jurisdiction of the courts of the Canton of Vaud, Switzerland.

A summary of certain provisions of this document is included, for convenience, in the Training Agreement. This summary does not release the contracting party from the obligation to read and fully understand this document, which they acknowledge and accept by signing the Training Agreement.