



## Conditions of Enrolment 2018 - 2019

- ◆ The enrolment fee is due before the child's arrival. This is a one-time **NON-REFUNDABLE** fee to cover administrative costs for the student applying for the first time. Receipt of the enrolment fee will be included in the tuition fees invoice to allow parents to claim reimbursement from their company.
- ◆ Receipt of tuition fees and forms by the stipulated date is a pre-condition to the student's attendance in class.
- ◆ Parents will receive a yearly invoice payable before the academic year commences. An alternate payment schedule can be arranged on request, but may include additional costs.
- ◆ For students who leave during the academic year a formal notice has to be sent to the school.  
If the child leaves before 1<sup>st</sup> January there is a 25% reimbursement of the tuition fees.  
If instead the child leaves after 1<sup>st</sup> January there will be no refund.
- ◆ Please note the enrolment of a student is an individual contract between the parents and the school regardless of any arrangement parents may have with their employer regarding payment of the school fees for their child/children.

### ADMISSION TERMS & CONDITIONS

I, parent of \_\_\_\_\_ have read all documents pertaining to admission requirements, conditions of enrolment and fee structures. I accept and agree to the terms and conditions.

**SIGNATURE PARENT**

-----

DATE :-----