



ENROLMENT CONTRACT

2021-2022

I/We, _____, as legal parent /guardian wish to enrol _____, in Cedar International School (hereafter known as the School) for the 2021-2022 academic year. I/We agree to accept and enrol the student under the following terms and conditions:

- A. The Parent/Guardian agrees to pay all tuition and fees for the student's appropriate grade level for the 2021-2022 academic year, less any scholarship or financial aid that has been awarded the family by the School, in accordance with the terms outlined in the Terms and Conditions of Payment appended at the end of this Enrolment Contract, and as may be varied from time to time.
- B. Tuition payment schedule preferred (please mark preferred option):

_____ Annually _____ By Semester _____ Monthly
- C. A non-refundable pre-enrolment deposit equivalent to one month's tuition is to be included with this signed enrolment contract. This pre-enrolment deposit guarantees a seat for the child and will be credited towards the June tuition of the 2021-2022 school year, as described in the Terms and Conditions of Payment below.
- D. The Parent/Guardian agrees that the child's application will not be considered valid and the child may not be allowed to attend classes until all transcripts, immunisation records, required physical examinations and other necessary forms have been received by the School.
- E. The Parent/Guardian understands that in signing this Enrolment Contract the family agrees to abide by the rules and regulations delineated in the School's Student/Parent Handbook for the appropriate grade level, and in the School's Policy Manual available on the School's website.
- F. The Parent/Guardian agrees to see that the child arrives at school at least five minutes prior to the start of the day, and is picked up no later than fifteen minutes after the end of the day, unless the student is registered for an after school club or in the after school care programme.

- G. The Parent/Guardian understands that the School is not funded or staffed to fully service students with special learning needs. Though every effort is made to work with students with special learning needs, such students may require supplemental tutoring or other special services. All costs for such supplemental services will be borne by the parent.
- H. Prior to signing this contract, the Parent/Guardian has inspected the School and has determined that it is a safe and suitable environment for his/her child.
- I. This contract is valid for a period of one year and may be renewed at the option of the School. This contract is subject to termination for disciplinary reasons or if all financial obligations have not been met as described in the Terms and Conditions of Payment.
- J. The parent/guardian of a new incoming student agrees to a probationary period of three (3) months for the initial enrolment contract to evaluate whether the student's needs can be adequately met based on the resources currently available.

Signed on behalf of the student:

Parent/Guardian Signature	Printed name of Parent/Guardian	Date
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Parent/Guardian Signature	Printed name of Parent/Guardian	Date
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Signed and accepted on behalf of Cedar International School:

Director's Signature	Date
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Terms and Conditions of Payment

Tuition Payment and Charges

In consideration of the School's acceptance of a student, parents/guardians shall agree to the tuition and fee requirements set by the School and will be responsible for all charges due.

The enrolment of a student is an individual contract between the parents/guardian and the School, regardless of any arrangement a parent may have with his/her employer concerning payment of the fees. The parents/guardian remains responsible for payment of all School fees for his/her child.

Fees for registration, tuition and any others are payable in US dollars. Applicable payment must be made in advance according to schedules authorized by the Board.

Non-payment of Tuition, Late Payment of Fees

Both parents/guardians are liable for the payment of fees on the due dates and the school has the responsibility to pursue the timely collection of all school fees and charges. School fees are due the first (1st) day of each month of the School year for monthly payers; the first day of each term for term payers and the first day of each School year for annual payers. Tuition fees paid in June represent pre-enrolment fees and will be applied as payment of fees for the following June.

Where fees remain overdue and unpaid beyond the due date, a late fee shall be billed to parents. This is currently set at 12% of the amount outstanding and interest will be charged at the rate of 1.5% per month on the amount outstanding. In cases where fees remain overdue and unpaid for a period of forty-five (45) days or on the first day of any term, whichever is first, further attendance of students shall be denied.

Where pre-enrolment fees remain outstanding for more than ten (10) days, a penalty of \$150.00 will be billed to the parent(s)/guardian(s).

Pre-enrolment fees are non-refundable, however, in an effort to reduce undue hardship where a student is unable to attend due to a change in circumstances, the fees may be returned if the space is taken by another student for the commencement of the school year. Where such a refund is made, a \$100.00 administration fee shall apply and the refund reduced accordingly.

The School's administration is charged to release students' reports, records and transcripts only to those parents and guardians who are in good financial standing with the School. This includes regular school reports, so that, for example, unpaid late fees or unpaid small

obligations to the School would preclude term reports being issued until the account was clear.

If any tuition payment is past due for more than one (1) term, the student may not be allowed to start a new term until monetary commitments have been tendered.

The parents or guardians are ultimately responsible for any action which the School must undertake to ensure tuition payments. Any fees or charges incurred in recovering overdue or unpaid amounts will be recoverable from the parent(s)/guardian(s).

A student denied attendance at the School in accordance with the Non-payment of Tuition/ Late Payment of Fees policy may only be readmitted once all outstanding fees and charges have been paid. No portion of the fees shall be waived for the time that the student was denied attendance for non-payment of tuition fees.

In order to enable the School to plan for its financial responsibilities and for its staffing and class configurations, parents/guardians of all students, other than those in year twelve, are required to give at least one full month's notice of withdrawal of a student from the School or pay one full month's fees in lieu of notice.

The School's administration is charged to release students' records and transcripts only to those parents and guardians who are in good financial standing with the School. In the case of withdrawing students, this means those parents and guardians who have either given one full month's notice of withdrawal or who have paid one full month's fees in lieu of notice.

Any indulgence, relaxation or waiver of any of these Terms and Conditions shall be entirely at the discretion of the School and may not be regarded as setting any binding precedent.

Definitions:

Tuition Fees and Charges shall include but not be limited to the following:

After School Care Fees: Monies charged to parents for the provision of after school care to students.

Application Fee: Monies charged to parents at the time of application to cover processing costs of the School.

Club Fees: Monies charged for participation in clubs offered through the School.

School Development fee: Assessed on each incoming student - kindergarten through to grade 12 - for the improvement of the School's facilities and the academic programme offered to students. Payment may be made monthly in place of an upfront, discounted lump-sum.

Late Fee: Interest charged to parents for fees not received by the School within 30 days of the due date of such fees.

Music Tuition fee: Monies charged for individual or band music lessons offered through the School to students outside of the normal music curriculum.

Pre-enrolment Fee: Monies charged to ensure a student's place for the subsequent School year.

Primary Supply Fee: Monies charged to purchase supplies for students in the primary school.

Secondary Supply Fee: Monies charged to offset the cost of lab supplies and textbooks for secondary students.

Tuition fee: Monies charged to parents each school year to cover operating costs of the school as approved by the School Board from time to time. The Board has the right to review and revise the school fees and payment schedules at any time. The school year shall be the period from 1st September of one year to 31st August of the following year.