

GENERAL CONDITIONS

- 1) Upon receipt of a completed enrolment form and payment of the deposit and registration fees (see fee schedule), BEPS will consider the child for enrolment on the expected start date.
- 2) The deposit is payable once only upon enrolment. It is held by the school for the duration of enrolment and is refundable upon withdrawal and after payment of all school fees due.
- 3) The registration and school development fund fees are payable once only upon enrolment and are non-refundable (except as indicated in sec. 6).
- 4) Upon school's acceptance of the enrolment on the expected start date, the parent accepts responsibility for payment of school fees in accordance with stated conditions.
- 5) A waiting list is established when the school is unable to determine if a place will be available on the requested start date.
- 6) In the event that a place is not available on the expected start date, the parent may cancel the enrolment and request a full refund of the deposit, registration and school development fund fees. The parents may choose to remain on the waiting list until a place becomes available and may request a refund at any time until the school confirms place availability.
- 7) **The contract is valid for the complete school year, or remainder thereof, following the date of enrolment.** The school year starts the first week of September and ends the last week of June (see school calendar).
- 8) The parent(s) agree(s) to pay the appropriate annual fee for the child by June 15th at the latest. On an exceptional basis, other payment plans may be arranged, subject to the approval of the school's financial committee.
- 9) If the application is countersigned by an organization, the organization assumes, jointly and severally with the parent(s), full responsibility for payment of school fees.
- 10) The contract is automatically renewed on May 15th for the next complete school year. For withdrawal at the end of the current school year, the parent or organization agrees to provide written notice to the school office no later than May 15th. In the absence of notice, the contract is renewed for another complete school year and the next year's fees will be assessed.
- 11) The parent or organization may terminate the contract during the school year and receive a reduction to annual fees by giving the school written notice.

| Student leaving school | Reduction on full year tuition |
|----------------------------------|--------------------------------|
| Between 1 September – 31 January | 25 % |
| After 31 January | 0% |

- 12) An administrative charge of €125.00 per invoice and an interest charge of 1% per month will be assessed, automatically and without notice, on overdue invoice balances.
- 13) BEPS reserves the right to adjust the school fees with 30-day notice.
- 14) BEPS reserves the right to adjust the general conditions for the next school year no later than July 1st.
- 15) BEPS reserves the right to suspend the child from attending school for a period of not more than 30 days without affect to this contract or to the financial obligations of the parent or organization. Reasons for suspension are failure to pay school fees or if, in the opinion of the head of school, the child does not comply with the school's rules of student behavior.
- 16) BEPS reserves the right to terminate this contract without notice for failure to pay school fees or if, in the opinion of the head of school, the child repeatedly does not comply with the school's rules of student behavior. In the event of such termination, annual fees will be reduced by 25% for termination before January 31st and 0% for termination after January.
- 17) Competent courts in the Brussels region shall have sole jurisdiction over any disputes.

I have read and agree to the above general conditions

Family name _____ Date _____ Signature _____

August 2018