

Agreement of Financial Terms and Conditions

1. On initial interest in registering your child a non refundable application fee will be charged to ensure your child is entered on the waiting list.
2. On Securing a place for your child an initial invoice showing Enrolment Fees and Capital Levy is generated that has to be paid to ensure your child's name will be included on the student role. Both fees are not refundable.
 - i. Admission and continuing enrolment is conditional on payment of all fees in accordance with the current rates and financial conditions.
 - ii. Students whose total fees due remain unpaid after the due date indicated on the invoice will immediately be charged a 10% penalty on the outstanding balance on their account.
 - iii. A second deadline after a two Week period will be given thereafter if the balance remains uncleared the student will be excluded from school unless otherwise agreed in writing by the Board.
 - iv. Termly tuition fees must be paid before the start of the term for which they are applicable. For late payment as stated in article 2(ii) an automatic 10% penalty will be charged on the balance owed.
 - v. Lunch fees must be paid before the beginning of each term.
 - vi. Lamda Fees and Club Fees will be invoiced to parents and should be paid in full before the first sessions begin for either activity.
 - vii. Music lessons - once a child is enrolled for music lessons (piano, violin, drums etc) by the parent/guardian an invoice will be sent which should be paid within 2 weeks of date of issue.
 - viii. Any Special arrangement in regards to school fees payment should be addressed to the Board.
 - ix. A discount on tuition fee of 20% on every 3rd child enrolled and any other child within the same family after that will be applicable to every family. Any other discount should be requested by the parent to the Board.
 - x. **NO CASH POLICY** there will be no cash received at the school any payment made to the school should be deposited directly to the school bank account or via cheque at the school or a Telegraphic transfer as per the bank details reflected on the invoice and the school website www.ambrosolischool.com.
 - All Proof of payment should be sent to the School via Email or physically whichever is most convenient for the family.
 - xi. **EXCHANGE RATE-** The exchange rates will be communicated every Friday via newsletter to be applied in the next week.

- xii. Enrolment at Ambrosoli International School is continual until such time as a written notice of withdrawal is received by the Head of School, class teacher or administrator.
- 3. School reports will only be made available to future schools when all financial matters have been cleared through the accounts office and confirmation is given in writing. Parents will not receive reports if all invoices are not paid by the time reports are released.
- 4. In the event of any medical emergency, the School will attempt to contact the parents or guardian. If this is impossible to contact parents/guardians, the School is authorized to seek medical attention for the student from the nearest available qualified medical practitioner or hospital. In this event, the School and its staff shall not be held responsible for the results of medical treatment administered to the student, and any medical expenses incurred shall be chargeable by the parent/guardian.
- 5. Ambrosoli reserves the right not to promote or continue the enrolment of any student if, in the opinion of the School, it is in her/his best interest.
- 6. I will inform the administrator immediately if my address or any contact number changes or if there are any changes to family circumstances that Ambrosoli should be aware of which affect the student's safety and well-being.
- 7. I agree that my child will be included in swimming lessons, physical education, educational outings/trips (with overnight stays) and in the event of any injury to him/her, or damage to his/her property, absolve the School and its staff from any liability whatsoever. Notwithstanding this, the School and its staff shall exercise their duty of reasonable care in relation to the supervision of any student of Ambrosoli.

I/We accept the Terms and Conditions stated above.

----- Signed (parent/guardian)	----- Signed for Company/Organization responsible for payment of fees
----- Name (please print)	----- Name & Title (please print)
----- Dated	----- ----- Company Name, Physical Address and contact number (please print)

For Office Use Only:

Name of the Student:	
Class on Entry:	Security/personal number:
Withdrawal notice received on:	
Leavers Certificate/Report issued:	
Last day in School:	Final Class:

