



AGREEMENT

Upon the entry of _____ (Name of Child)

as a pupil at The British Junior Academy of Brussels, the parent(s) and, if applicable, the organisation responsible for payment, understand and agree to the following terms and conditions:

- On enrolment a NON-REFUNDABLE registration fee of €500 (€250 for each subsequent child) must be paid.
- On enrolment a REFUNDABLE deposit of €500 must be paid.
The deposit will be refunded upon the departure of my child provided that the conditions laid down in the **Schedule of Fees** have been met. (Please supply relevant bank account details.)
- In the absence of written advice of departure, parents will be required to make payment of 3 months school fees in lieu of written notice. Notice dates are defined in the attached **Schedule of Fees**.

The child is accepted in the school (at the discretion of the Headteacher) when the school is in receipt of:

- Completed Application Form
- Completed Contract Form
- Completed Medical Form
- Registration Fee
- Deposit

The place is reserved for an agreed period of time (at the Headteacher's discretion).

Children are placed in class with their chronological age group, (in exceptional circumstances they may be placed in an alternative year group subject to their needs, at the discretion of the Head Teacher).

Parents are expected to accept and support the details outlined in the Guidelines to Parents.

Parents agree to conform to the uniform requirements detailed in the current BJAB Guidelines to Parents booklet and to any subsequent updates.

The school reserves the right to terminate this agreement in part, or as a whole, if the payment of invoiced fees is not made, according to the **Schedule of School Fees** for the proposed academic year.

In addition I understand that:

- a) The first payment must have been made in accordance with the **Schedule of School Fees**.
- b) All bank charges arising from any method of payment will be borne by the payer and not by International Education Holding.
- c) All school fees for my child must be paid in the manner specified in the **Schedule of School Fees**, payments and by the dates shown. If the fees are paid by an organisation, then this form must be signed by the appropriate representative of that organisation which thereby assumes full responsibility for payment of school fees for the child named in this agreement.
- d) Subsequent accounts should be paid within fourteen days of date of invoice. Overdue accounts will be subject to a surcharge of 4% above Bank Base Rates..
- e) The school reserves the right to adjust the school fees by giving at least 30 days notice prior to the period requiring payment. Similarly the school reserves the right to amend the payment schedule by giving at least 60 days notice.

I have read and understood this agreement and agree to the terms and conditions specified within it.

Name of Parent or Guardian _____

Signature _____ Date _____

To be signed on date of admission

If payment of fees is to be the responsibility of an organisation the following sections must also be completed.

Name and address of Organisation _____

Name of person signing on behalf of the Organisation _____

Position held within the Organisation _____

Signature _____ Date _____

For office use only:
Method of payment
Authorised:

**Appendix: Schedule of School Fees
Guidelines to Parents**