

ENROLMENT AGREEMENT

This Enrolment Agreement sets forth the requirements for admission of a student to the Anglophone Section of Fontainebleau ("the Section"). Acceptance of a place in the Section requires a binding commitment on the part of the parent(s) or legal guardian and/or the parent's employer (collectively "the Parent") on behalf of the student ("the Student") to abide by the regulations and financial obligations set forth below.

1. INITIAL ENROLMENT FEE

Upon acceptance of the Student to the Section, the Parent agrees to pay a one-time, non-refundable Enrolment Fee applicable to the enrolment process.

2. ANNUAL RE-ENROLMENT DEPOSIT

Each year the Parent agrees to pay a Re-Enrolment Deposit ("Deposit") at the beginning of the third term to reserve a place for the following academic year. This deposit will be set against the annual tuition fee. After the 1st of June, the Deposit is non-refundable.

Re-enrolment is also dependent upon the successful completion of the current academic year.

3. ANNUAL TUITION FEES

Annual Tuition Fees ("Tuition Fees") are set in accordance with the overall costs of running the Section and are reviewed each year by the Board of the Anglophone Section Parents' Association ("the Board").

Tuition Fees must be paid to the Section on or before each due date. They must be paid in Euros by direct debit (*prélèvement automatique*), bank transfer (*virement bancaire*) cheque or by credit card on Ecole Directe (for annual and termly payments only). Parents may elect to be invoiced as follows:

- (i) Yearly Payment – no later than 15th September for which the Parent is entitled to a tuition reduction of 2% (Corporate Rate payers are not eligible for tuition reduction benefit); or
- (ii) Termly Payment – in advance of the start of the relevant school term (see Schedule of Fees on the last page of this enrolment agreement for payment due dates); or
- (iii) Monthly Payment - in ten (10) monthly instalments only by direct debit (*prélèvement automatique*) on the fifth day of each month commencing in September of the relevant academic year.

Tuition Fee Rates are determined by whether the Student is enrolled in Primary, Collège or Lycée and as follows:

- (i) Corporate Rate – the Parent receiving 50% or more of school fees from an employer;
- (ii) Individual Rate – the Parent not receiving 50% or more of school fees from an employer;
- (iii) One-Year Rate – the Student enrolled for one year only or any part thereof and the Parent is not required to pay the Corporate Rate. The Parent paying the One-Year Rate agrees to pay Tuition Fees and other fees in advance of the start of the academic year (or no later than 15th of September) or upon enrolment if starting later in the school year. In the event of early withdrawal, these Fees are non-refundable

4. ASSOCIATION FEE

The Parent agrees to pay an annual Association Fee. This Fee is charged *per* family. A portion of this fee is credited to the Xavier de Groot Fund for the benefit of Parents who may request and qualify for temporary tuition assistance due to financial difficulties, as well as to the Julia Memorial Initiative for Student Well-being.

5. SCHEDULE OF FEES

Enrolment Fees, Tuition Fees, Association Fees and Other Fees (collectively "Fees") are set forth in the Schedule of Fees (see last page). Notice of any changes to the Schedule of Fees is given prior to the start of the following school year and will take effect in the academic year commencing in September.

6. DATE OF ENROLMENT

The Parent agrees to the terms and conditions herein as of the date of this Enrolment Agreement, not the date of entry to the Section.

7. SURCHARGES

- a) The Parent agrees to pay a surcharge of 20€ for overdue payments of Fees. Fee payments (either termly or monthly) are deemed overdue after ten (10) working days of the start of the relevant term or month. Overdue payments beyond fifteen (15) days may be subject to an additional interest charge of 2% of the overdue amount.
- b) If the Section receives a notice of insufficient funds for any Fees deposited on behalf of the Student, the Parent agrees to pay a surcharge of 30€ to cover bank charges and administrative costs.

8. NON-PAYMENT OF FEES

In the event of non-payment of Fees or if the account remains in arrears for any given term, the Section reserves the right to dismiss the Student from Section classes until such time as all outstanding Fees are paid in full. It is also within the reasonable discretion of the Section to permanently exclude a Student from the Section for non-payment of Fees by the Parent. The Parent consents to the Section informing any other school or university to which the Student subsequently enrolls of any outstanding Fees owed to the Section.

9. NOTICE OF WITHDRAWAL AND PAYMENT OBLIGATIONS

For enrolled students 3 months' fees are due from the date of notification of withdrawal from the Section, in addition to any and all outstanding Fees.

10. NON-WAIVER OF FEES DUE TO TEMPORARY ABSENCE

Fees will not normally be waived or reduced as a result of a temporary absence from the Section (e.g. illness; attending another school for a whole or partial year). If a Student withdraws from the Section and later re-applies, the Student will need to re-sit the Entrance Test (and be charged accordingly). The Initial Enrolment Fee for New Students will be waived if the returning student is given a place in the Section.

11. OFFICIAL RECORDS AND OUTSTANDING ACCOUNTS

The Section regrets that official Student records cannot be obtained or forwarded to other schools or universities if any Fees remain outstanding when the Student leaves the Section.

THIS ENROLMENT AGREEMENT HAS BEEN ENTERED INTO ON THE DATE STATED BELOW

I, the Parent of the Student(s) named below, have read this document and I understand the information pertaining to Fees and payment obligations. I agree to pay the required total Annual Tuition Fees for the full academic year (except where one full term's notice has been given) and any additional Fees incurred and agree to be bound by the provisions of this Agreement.

Please initial each page of this Enrolment Agreement (in the bottom right-hand corner), then write "Lu et approuvé" and sign below before returning this Enrolment Agreement to the Section office.

FULL NAME OF STUDENT(S):

1.
2.
3.
4.

PARENT #1

Write "Lu et approuvé":	
Signature:	
Print Name:	
Address:	

PARENT #2

Write "Lu et approuvé":	
Signature:	
Print Name:	
Address:	

GUARDIAN

Write "Lu et approuvé":	
Signature:	
Print Name:	
Address:	

EMPLOYER (if choosing corporate rate)

Name of Company:	
Write "Lu et approuvé":	
Signature:	
Print Name and Title:	
Address:	

PAYMENT OF FEES FORM

I, _____, elect to pay Tuition Fees for my child(ren),

as follows (*please select one*):

- Yearly Payment (no later than 15th September) benefiting from a 2% reduction in Tuition Fees
- Termly Payment (no later than 15th September; 15th December; 15th March)
- Monthly Payment (direct debit only, due the 5th day of each of the 10-month school year)

WE DISADVISE THE USE OF ECOLE DIRECTE FOR MONTHLY PAYMENTS AS YOU WILL BE CHARGED ADDITIONAL BANK FEES

I hereby notify the Section that I will pay my child(ren)'s Tuition Fees as follows:

- Corporate Rate**
 - Cheque
 - Bank Transfer / *Virement bancaire*
 - Direct Debit / *Prélèvement Automatique*

- Individual Rate**
 - Cheque
 - Bank Transfer / *Virement bancaire*
 - Direct Debit / *Prélèvement Automatique*
 - Credit Card /Ecole Directe (only for Yearly and Termly payments)

- One-Year Rate**

Print Name:

Date:

Signature:

SCHEDULE OF FEES **Academic Year 2018/2019**

THE FEES FOR THE ACADEMIC YEAR 2018/2019 ARE AS FOLLOWS:

Annual Tuition Fee per Student

Corporate Rate	Primary	5 382 €
	Collège	5 506 €
	Lycée	5 753 €
Individual Rate*	Primary	2 691 €
	Collège	2 753 €
	Lycée	2 876 €

* A tuition reduction of 20% is applicable to the 3rd and following children of the same family paying the Individual Rate.

One-Year Rate** 2 930 €

** This flat rate applies to both full and partial year enrolment.

Other Fees

Initial Application and Entrance Test	150 €
Initial Enrolment Fee for New Students	250 €
Annual Re-Enrolment Deposit for Existing Students	150 €
Association Fee (per family)	60 €
IGCSE Language and Literature Exams in 2 ^e (per exam)	95 €
IGCSE History/Geography Exams in 2 ^e	95 €
FIMUN Conference in 2 ^e and 1 ^e	10 €
OIB Exam in T ^e	75 €

GDRP Statement

The General Data Regulation Protection came into force on May 25th 2018. This EU wide regulation was implemented to enhance the protection of personal data.

The Anglophone Section of Fontainebleau collects data on you and your children upon enrollment in order to:

- fulfill its statutory requirements within the French Education Authority (Académie de Créteil),
- manage your child's schooling within the Section and
- monitor specific information (such as medical requirements) which are necessary to the wellbeing of your child whilst he/she is in school or on school trips.

This data is obtained, stored and updated in line with information provided solely by parents / legal guardians. In addition, authorisation forms are signed regarding the use of images of students. Where appropriate, this data is shared with stakeholders, including but not limited to, the French schools within the International campus, the parents' associations, the Education Authority.

The Anglophone Section of Fontainebleau has always handled personal data with the utmost care and confidentiality and will continue to do so, well within the bounds of the new GDRP provisions.

If you have any specific enquiries regarding how data is handled with the Anglophone Section of Fontainebleau, please contact the Data Protection Officer: admin@anglosection.com