

## 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 1<sup>st</sup> 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. Fees must be paid in Euros either by direct debit (*prélèvement automatique*), by cheque or by credit card on EcoleDirecte (for annual and termly payments only). Parents may elect to pay as follows:

- (i) **Yearly** – payment no later than 15<sup>th</sup> September; 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) **Individual Rate** – the Parent receives no tuition benefit or a partial tuition benefit of up to 49% from his/her employer;
- (ii) **Corporate Rate** – the Parent receives a tuition benefit of 50% or more from his/her 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 15<sup>th</sup> September) or upon enrolment if starting later in the school year. In the event of early withdrawal, these Fees are non-refundable

#### **4. ANNUAL 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 (last page of this contract). 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 amount of 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. The terms and conditions of this Agreement constitute the full and complete agreement between the Section and the Parent.

*Please initial each page of this Enrolment Agreement (in the bottom right-hand corner), then complete and sign below before returning the document to the Section office.*

**FULL NAME OF STUDENT(S):**

- 1.
- 2.
- 3.
- 4.

**PARENT/GUARDIAN #1**

mother father other (specify)

Name:

Address:

Telephone:

**I've read and approved this document**

**Date:**

**Signature:**

**PARENT/GUARDIAN #2**

mother father other (specify)

Name:

Address:

Telephone:

**I've read and approved this document**

**Date:**

**Signature:**

**EMPLOYER** (if choosing to pay the Corporate Rate) *please have this part completed by the employer granting the tuition benefit*

Company name:.....

Address:.....

Corporate officer:  
(title and full name).....

Date: .....

Signature:.....

## PAYMENT OF FEES

I. I elect to pay Tuition Fees for my child(ren) as follows (*please select **one***):

**Yearly** (payment no later than 15<sup>th</sup> September)

**Termly** (payment no later than 15<sup>th</sup> September; 15<sup>th</sup> December; 15<sup>th</sup> March)

**Monthly** (payment by **direct debit only**, due the 5<sup>th</sup> day of each of the 10-month school year)

*We discourage the use of EcoleDirecte for monthly payments as additional bank fees will be charged.*

II. I choose the following rate and means of payment (*please select **one***):

**Individual Rate** (I receive no or less than 50% tuition benefit from my employer)

Cheque

Direct Debit / *Prélèvement Automatique* – Please complete the **Mandat SEPA** document

Credit Card /EcoleDirecte (only for Yearly and Termly payments)

**Corporate Rate** (I receive 50% or more tuition benefit from my employer)

Cheque

Direct Debit / *Prélèvement Automatique*– Please complete the **Mandat SEPA** document

**One-Year Rate** (I'm enrolling my child for one year only)

Cheque

Direct Debit / *Prélèvement Automatique*– Please complete the **Mandat SEPA** document

Credit Card /EcoleDirecte (only for Yearly and Termly payments)

Please contact the Section office in case of different payment methods within the same family.

Print name:

Date:

Signature:

**The Parent will be invoiced at the start of the academic year based on the information provided above.**

## SCHEDULE OF FEES FOR THE ACADEMIC YEAR 2020/2021

### Annual Tuition Fee per Student

<b>Individual Rate</b>	Primary	2 868 €
	Collège	2 934 €
	Lycée	3 097 €
A tuition reduction of 20% is applicable to the 3 <sup>rd</sup> and following children of the same family paying the Individual Rate.		
<b>Corporate Rate</b>	Primary	5 736 €
	Collège	5 868 €
	Lycée	6 195 €
<b>One-Year Rate</b>		3 250 €
This flat rate applies to both full and partial year enrolment.		

### Other Invoiced Fees

Initial Application and Entrance Test (non-refundable)	150 €
Initial Enrolment Fee for New Students (non-refundable)	250 €
Annual Re-Enrolment Deposit for Existing Students (non-refundable after 1 <sup>st</sup> June)	150 €
Association Fee (per family)	75 €
IGCSE English Language exam in Seconde	95 €
IGCSE English Literature exam in Seconde	95 €
IGCSE History Exam in Seconde	75 €
FIMUN Conference in Seconde and Première	10 €
OIB Exam in Terminale	75 €

The Fees cover tuition, services and materials provided by the Section, but not school trips, outings and optional extracurricular activities. These will be invoiced separately and families will be informed beforehand.

### Payment Due Dates

- Yearly - payment due no later than 15th September
- Termly – payment due no later than 15th September; 15th December; 15th March
- Monthly - payment due the 5th day of each of the 10-month school year