

Contract between Sotogrande International School (SIS) and the Responsible Person (RP)

The School agrees to accept the student named in this document and to provide the student's education in accordance with the school's philosophy, as stated in school publications, subject to the terms and conditions of this contract. The Responsible Person (RP) declares that he/she is the proper person with the responsibility and authority to deal with the student's affairs including the payment of all school fees. The RP hereby accepts the school's offer, and agrees to send the student to SIS subject to the terms and conditions of this contract.

Both parties to this contract agree as follows:

1. This contract is effective from the date of acceptance until the completion of the student's education at SIS, or prior termination by the school authorities or the RP in accordance with this contract. Termination shall in no way prejudice the terms and conditions provided in this agreement.
2. A place will be reserved for the student at SIS within the agreed time when he or she has completed the admissions process, the initial payments have been settled as requested and all documents that are necessary to complete the student's record have been provided.
3. The RP agrees to provide all information regarding the child's education prior to arriving at SIS at the time of application (e.g. special educational needs reports, discipline record, etc.). If any relevant information is withheld at the time of application, the school has the right to withdraw the place at a later date.
4. The RP agrees to make full payment for all school fees promptly on or before the due dates as specified in the fee regulations.
5. The RP agrees that the student will participate fully in all aspects of the school's curriculum.
6. The RP will support the school in ensuring that the student will comply with all the school rules and regulations, according to the Parent/Student Handbook.
7. The RP will pay any additional and requisite fee regarding English Language Development (ELD) support courses, for secondary students who have not reached the level of English that is required in their academic year. The ELD programme incurs no additional cost in primary school. (Students who received support lessons in primary school and who are still in need of support while in secondary school will have to cover the extra charge).
8. In the event of a serious breach of school rules, the school reserves the right to require the temporary suspension or the permanent removal of the student from the school. In such an event, fees are not returnable to the RP, according to the fee regulations.
9. If a student consistently fails to meet a minimum standard of work or behaviour, which has been previously agreed between the school, the student and the RP, then the school reserves the right to withdraw the existing place.
10. The RP must ensure that the student attends the school fully throughout the school year. If a child is absent from school through illness, the RP agrees to inform the school by telephone as soon as possible. On returning to school, the student must bring a note from the RP explaining the reason for absence.
11. If the student is to be absent from school for any reason other than illness, the RP must submit a request in writing. If the student has unauthorised absence, for any reason other than illness or compassionate leave, for more than five days in any term, or more than ten days in any academic year, the school reserves the right to withdraw the existing place or ask the student to repeat the year.
12. If for any reason the RP wants to remove the student permanently from the school, notice of intention to leave must be given to the Head in writing at least one term before the date of leaving. If no such notice is given, the deposit will be retained by the school.
13. Each year, in the second term, the RP will be asked to confirm the place for the student for the following academic year, to allow the school to compile data regarding the school's budget. This does not affect the right to give notice of leaving at a later date as specified in paragraph 12.
 - a. The school has insurance cover for accidents which occur to students while on any supervised school activity. Boarding students are also covered by an accident insurance policy. Copies of both policies may be examined by the RP on request.
 - b. The school is not responsible for the supervision of students on the school premises outside school hours unless the student is participating in a supervised school activity.
 - c. In the event of an emergency, where the school is unable to obtain consent, the RP hereby authorises the school to administer any necessary emergency treatment or medication to the student through qualified medical personnel.
 - d. The RP hereby authorises the school nurse to administer treatment for minor general health problems on the school premises. (Any allergies or special medical needs must be identified on the school medical form.)
14. Given that the school and boarding policy has zero tolerance regarding the use of substances, the RP agrees that the school may carry out random tests to prevent substance abuse. SIS guarantees strict confidentiality throughout the entire process and will maintain communication with the PR. The school will also inform the RP about recommendations on how to deal with the situation and how to support the student.
15. RPs of boarding students authorise the School and Boarding Heads to make the necessary decisions before the public and health authorities in the event of an emergency, with the aim of assuring the boarder's integrity and health.
16. The RP is responsible for the personal items that the student brings to the school. Responsibility for arranging insurance for such items rests with the RP. The school does not accept liability for student's lost, stolen or damaged personal items. The RP is also liable for any damage caused by the student to school property, or to school employees' property, or property of other students.
17. The RP is responsible for informing the school of any change in contact details.

Responsible Person's Declaration

We have read, understood and agree fully to

- a. The terms and conditions of this contract
- b. The fee regulations
- c. The regulations and guidelines in the Student/Parent Handbook (<http://sis.ac/admissions/download>)

Fee Regulations

Payments to be made

- Tuition (NON-returnable) payable upon commencement of the admissions process.
 - Deposit (returnable only if SIS conditions and requirements are met).
 - Endowment fee (NON-returnable). The corresponding amounts must be settled within two weeks of the school's offer of a place. When there are two or more siblings enrolled at SIS, the family pays only one endowment fee.
 - School fees. Each academic course carries a specific school fee. The corresponding amounts are specified in the fee schedule annually published by the school.
- * The place will be reserved for the student only when the relevant amounts have been paid and SIS gives its confirmation.

Settlement of school fees

1. All tuition fees and boarding fees are annual fees (according to the fee Schedule for the appropriate Year), and are divided into three installments (two installments in the case of the Diploma years). Therefore, the deadlines for payment will be:
 - **15th August - 15th December - 15th March**
- For the Diploma, the payments must be made in two installments, one before **15th August** and the other one before **15th December**. In exceptional circumstances monthly payments can be arranged. Such arrangements must be put in place before the start of the school year and, once entered into, cannot be altered. They carry a premium of 2% over the standard fees.
2. Annual fees, if paid in full before 31st May, qualify for a discount of 3%.
3. Parents/guardians must complete a direct debit form for payment of fees or the billing details form. Any changes in parent/guardian bank account details must be sent to the school immediately (change of bank details form).
4. Discounts in school fees for large families with more than two students enrolled at SIS:
 - Families with 3 children: 15% discount for the eldest
 - Families with 4 children: 25% discount for the eldest, 15% discount for the second eldest
 - Families with 5 children: 25% discount for the eldest, 15% for the second eldest and 100% discount for the youngest.
5. Invoices will be sent to parents one month before the start of each term.
6. The school's bank is Bankinter, Sotogrande (Cádiz). The IBAN for the school's bank account is ES540138772640100500154 and the Swift code is BKBKESMM. All bank charges must be paid by the sender.
7. Fees and conditions may be subject to change each year. The fee schedule is updated each year according to the fees agreed by the Board of Directors of Sotogrande International School. Parents/guardians are informed well in advance of any changes to fees or conditions for the following academic year.

Overdue Fees

9. Before the start of a term, if payment is not received by the due date, the student will not be admitted to the school.
10. During the term, if any outstanding fees are not paid, the student will not be allowed to sit examinations; will have results, reports and certificates withheld; will be excluded from participating in school trips and events or may be suspended from school until payment is received.
11. If a direct debit is not honoured, the account holder will be charged €20.
12. Interest will be charged on overdue fees at the rate of 5% for each day overdue.

Refund of fees and deposit

13. It is a requirement to give the school 3 months written notice of the student **leaving the school or the boarding house** (Leaving Form):
 - before 1st October if finishing at the end of the first term,
 - before 1st January if finishing at the end of the second term, and
 - before 1st April if finishing at the end of the third term.Without the required notice, all payments for tuition and boarding fees for the following term will be payable. In such an event, the deposit will not be refundable nor may it be deducted from any fees.
14. The **deposit** is only refundable at the end of the student's last term, provided the following requirements are met:
 - A Leaving Form is submitted to the Head with the requisite period of notice, as detailed in 13. The deposit may not be deducted from any invoice.
 - Secondary students leaving the school must complete and submit the Leaver's Receipt Form signed by the advisor and the Head of Secondary. In the case of the form not being signed, the cost of any school materials will be deducted from the deposit.
 - There are no outstanding debts.
 - A formal request must be submitted (at Reception) for the deposit to be refunded. The request must give details of the bank account into which monies should be paid. Please note this formal request may be submitted up to three months after the student has left the school. After such 3 month period, the deposit will not be refunded.
15. When the student is withdrawing from school due to force majeure reasons, the school will only refund the fees for the remaining term or terms, but not those corresponding to the current term at the time of withdrawal.
16. In the case of families with several siblings enrolled at SIS and only one of them is leaving the school for whatever reason, only the fees of the student withdrawing shall be refundable.
17. **No refund of deposit will be made in the following cases:**
 - a) There is an outstanding debt that exceeds the deposit.
 - b) Failure to submit a completed Leaver's Receipt Form, signed by the advisor and the Head of Secondary. The deadline for submission of this form is three months after the student has left the school.
 - c) The formal request for the refund of the deposit is not submitted.
 - d) Failure to give the requisite period of notice (as detailed in 13) of withdrawal of the student from the school.
 - e) If a place is confirmed in the school and then there is a failure to give the requisite period of notice of withdrawal from the school.
 - f) If the student is expelled from school for disciplinary reasons.
18. **No refund of tuition and boarding fees will be made in the following cases:**
 - a) For temporary absence from school for any reason.
 - b) Where the student has to leave the school temporarily or permanently for disciplinary reasons.
 - c) If the date of leaving the school permanently is later than the start of a term
19. All refunds are subject to deductions for outstanding payments.

Other fee regulations

20. Boarding fees include all meals. Lunch is included.
21. As indicated in the IB MYP and Diploma handbooks, parents/guardians are invoiced separately for external MYP assessment costs and IB Diploma examination fees. Invoices for these fees are sent out well in advance of the examinations or external assessment. Failure to pay the examination or assessment fees in due time will be taken as an indication that the student is not intending to participate in external assessment or sit the examinations.
22. Fees for using the school bus service are available from the school office. Places on the school bus are only guaranteed to those who pay the termly bus fee. The regulations for those wishing to use the school bus are available from the school office.
23. Parents will be notified of any charges for additional lessons, other external examinations, special activities or excursions.
24. There are special fee regulations regarding learning support or language support which are explained to parents when language or learning support is required.
25. Parents will be invoiced separately for any extraordinary expenses incurred by their children.
26. All families are automatically members of the Parent-Teacher Association (PTA). There is an annual PTA membership fee of €10 per family. This fee will be added to the invoice of one child per family. In the case of a family joining during the year this will be included in the first invoice.