

**Terms and Conditions of Enrolment**  
**EtonHouse International Education Group China**  
**依顿国际教育集团入学条件及条款**

The terms and Conditions of Enrolment at EtonHouse International School(hereinafter referred as “the School”) are to be read in conjunction with the School’s calendar

These form part of the agreement between the school and the parent/guardian of the student (hereinafter referred to as “Parent”) as named herein.

**1. ENROLMENT 入学**

- 1.1 All enrolments are subject to the following terms and conditions, which becomes legally binding on written confirmation of acceptance by the school.
- 1.2 The School reserves the right to withhold acceptance of an enrolment at its discretion, if such action is deemed to be in the best interests of the student of the school.

**2. LAW**

- 2.1 This Agreement is subject to the laws of P.R.China and the parties submit to the exclusive jurisdiction of the PRC Courts in all matters arising from this agreement.

**3 APPLICATION FEE**

- 3.1 A non-refundable application fee is payable for proceeding the enrolment process: enrolment interview and placement test prior to the registration of the student at the School.

**4 REGISTRATION DEPOSIT**

- 4.1 A one-time refundable deposit of RMB 15,000 is required for all newly enrolled EtonHouse students. This is will be issued a receipt and due with the tuition fees. This deposit is refundable upon leaving EtonHouse once the proper notification (refer to 10.1) and clearance is granted.
- 4.2 Those leaving during a semester are not eligible for a refund of the Registration Deposit unless they have advised the School in advance in accordance with the dates above;
- 4.3 Deposits not claimed by the parents/guardians within six (6) months from the student’s last day attending school will be treated as a donation to the School’s development fund and cannot be claimed thereafter.
- 4.4 The quantum of the deposit refund will be computed in accordance to the following de dates:

Not Returning	Leave Form Received	Deposit Refund
First Semester	On or Before June 1	100%
	On June 2 through start of First Semester	50%
	From Start of First Semester	0%
Second Semester	On or Before December 1	100%
	On December 2 through start of Second Semester	50%
	From Start of Second Semester	0%

**5. SCHOOL UNIFORMS**

- 5.1 The wearing of school uniform is compulsory for all students of EtonHouse International Schools. School uniforms and hats are available for a fee from the school admissions office.

**6. TRANSPORT FEES**

- a. Transport fees are charged separately. Details are available from the school admissions office.

**7. SCHOOL MEALS**

- a. Meals and snacks charges are separately payable.

**8. TUITION FEES**

- 8.1 Tuition fees are billed on an annual basis with the option of paying in two equal installments, the first payment to be made before the start of the academic year in June and the second before January each year.
- 8.2 Additional fees for after-school care, holiday activities and school excursions will be billed separately. Curriculum based field trips are an integral part of the educational program, participation is expected of all students.
  - 8.2.1 IB Diploma Exam fees including delivery fee are payable to the IBO and will be invoiced to the parents of IB DP candidate students.
  - 8.2.2 Curriculum based field trips (excursions)
- 8.3 For new students enrolling during the semester, fees will be claimed as per the whole semester regardless of the remaining duration of the academic year.
- 8.4 Fees stated are not inclusive of Business Tax or other charges which may be levied by the government from time to time. The School reserves the right to impose these additional
- 8.5 Charges as directed by the government.
- 8.6 All payments must be within 14 days from the date of invoice or the commencement in a class, whichever is the earliest. Students cannot commence any class until fees are paid.
- 8.7 Where any fee or part of a fee remains unpaid after the due date, the School reserves the right to :
  - 8.6.1 Charge interest on the overdue amount at the rate of 5% per month from the due date until payment.
  - 8.6.2 Cease supplying any course materials and tuition services to the student without prejudice to obligation to pay fees: and/or
  - 8.6.3 Demand payment in full of all fees and installments outstanding to that date
  - 8.6.4 Suspend the student’s attendance in class.
  - 8.6.5 Cancel the enrolment.
- 8.7 The School may cancel the registration of the student with no recourse to a refund if at any time payments fall in arrears.
- 8.8 The Board of Management reserves the right to terminate the enrolment of a student if the account remains outstanding after the final reminder has been served.
- 8.9 Parents shall pay all legal fees and other administrative costs and disbursements due hereunder or the observance and performance of any covenants, undertakings, stipulations, terms and conditions or provisions herein contained.

- 8.10 School is the date stated on the written withdrawal notice, and received by the School. Continued absence from the School is not deemed to be service of withdrawal notice. Tuition fees are payable in full during this period, and until a written notice of withdrawal is received by the School.
- 8.11 The School shall be entitled to adjust tuition fees as the School, in its absolute discretion as it deems fit, from time to time during the student's enrolment in the School. Any such increase shall be notified to the Parents and the revised fee shall be payable, effective from the date stipulated in the notice.
- 8.12 In the event of transfer of a student to another EtonHouse School, the fees and terms and conditions of that other School will apply.
- 8.13 All bank charges involved in the electronic transfer of payments, to the School's bank account, including those of the receiving bank, shall be borne by the remitter.
- 8.14 In the event of some incident or event occurring within or affecting P.R. China such that the School is required by the relevant authorities of the Chinese Government to close during the currency and/ or aftermath of such incident or event, the School will not be obliged to refund any part of the fees received.

#### **9. PARENTAL OBLIGATIONS**

- 9.1 The School operates to a regular timetable and it is contractual obligation on the part of the Parent to ensure that the child attends punctually on all school days.
- 9.2 Parents must inform the school in writing of any potential or prolonged absences of the child.

#### **16. WITHDRAWAL**

- 16.1 Request for withdrawal must be made in writing addressed to the School Principal. Any request for withdrawal from the School, other than in writing, will not be entertained.
- 16.2 Tuition fees paid in advance will be refundable as follows provided the requisite minimum notice requirement as stipulated in these terms and conditions are complied with:
- 16.2.1 50% of annual fees paid for withdrawal before 30, January:
- 16.2.2 Nil for withdrawal after the 31 January.
- 16.3 A minimum of 1 calendar month withdrawal notice in writing is required. Failure to do so will result in administrative delays in the preparation of student records for the departing student and no refunds will be given.
- 16.4 There will be no refund uniform charges whatsoever.
- 16.5 Short term invoices may be issued where written withdrawal notice is given by the Board of Management.
- 16.6 Once a student has formally withdrawn from the school, re-enrolment at the EtonHouse schools will not be permitted unless approved by the Board of Management.
- 16.7 The School Principal reserves the right to withdraw admission of a student from the School for any cases judged to be in the best interest of the School

#### **17. SERVICE OF NOTICE**

- 17.1 Any notice given under this Agreement shall be:
- 17.1.1 By registered or recorded delivery mail or email
- 17.1.2 By facsimile transmission (confirmed by post)
- 17.1.3 By any other means which any party specifies by notice to the others.
- 17.2 Each Party's address for the service of notice shall be indicated herein or such other address as specified by notice to the others.

#### **10. WAIVER-FULL FORM**

- 10.1 None of the demand for or the acceptance of payment under this Agreement or the failure by the School to enforce any of the terms or conditions of this Agreement at any time or for any period will release or exonerate or in any way affect the liability of the Parent or be a waiver of:
- 10.1.1 Those terms and conditions
- 10.1.2 The right of the School at any time afterwards to enforce each and every term and condition of this Agreement: or
- 10.1.3 Any penalty attached to their non-performance

#### **11. ENTIRE UNDERSTANDING**

- 11.1 The Agreement embodies the entire understanding of the parties in respect of the matters contained or referred to in it and there are no promises, terms, conditions or obligations, oral or written, express or implied other than those contained in this.

#### **12. AMENDMENT**

- 12.1 The School reserves the right to change the contents of this 'terms and conditions' document and/or create new terms and conditions from time to time as it may in its absolute discretion deem fit. Amendments and/or additions to these terms and conditions may be made through notification by email or ordinary post to the last known address of the Parents in the School's record. Parents shall be bound by the amendment or the new terms and conditions, whether or not they have actual notice thereof, from the date of such posting

#### **13. ILLNESS OR INJURY**

- 13.1 The School is unable to refund fees when the students is absent from programmes due to illness or injury or other emergency, unforeseen event or change in personal circumstance.

#### **14. RESERVATION OF RIGHTS**

- 14.1 The School reserves the following rights:
- 14.1.1 to alter the content, nature and venue of programmes at any time.
- 14.1.2 to alter the details of any published information:
- 14.1.3 to alter method of payment if deemed necessary at any time; and
- 14.1.4 to assign the whole or any part of the agreement between the person responsible for the fees and the School, to any person or body, at any time.

#### **15. MISCELLANEOUS**

- 15.1 The School shall not be liable for any loss suffered by the student resulting from any event that is beyond the reasonable control of the school.
- 15.2 The School shall not be liable for any error, omission or misstatement in the School website, literature or publications.
- 15.3 The School reserves the right without prior notice to make changes as deemed appropriate in course offering, curricula, academic policies, and other rules and regulations affecting students and to substitute any teaching staff at any time.

*I agree to abide by the conditions of enrolment. I am responsible for the payment of all fees for the student named below.*

Parent's/Guardian's signature:

Date: