



School Contract

SCHOOL YEAR 2020/2021

between

Oak international school

and

.....
| Parent/Guardian's name

for

.....
| Student's Name

.....
| Start date of the contract

Registration Form

Please ensure this form is fully completed. When completing the registration form, you are providing us with important information about your child, it is important that this information is accurate and correct. If you have any difficulty completing the registration form please contact our Information Desk Staff who will be happy to assist you

Enrolment and Re-Enrolment Fees

A 50,000CFA registration fee and 10,000FCFA re-registration fee is payable by all students in order to confirm their enrolment and save the child's space at the school.

This fee is non-refundable even if such written notification is received that the student will not be attending school due to any reason whatsoever.

School Uniform

All Oak international School students have to wear the school uniform. The school uniform items are provided by the school and charged for separately. These items can be found in the Uniform Shop

Attendance

Family and social obligations must not interfere with punctual attendance at school and regular work. Absenteeism for medical reasons must be reported before 8am on the day of absence.

Request to be absent for any other reason (compassionate/ family reasons etc.) must be made in writing to the Head of School.

If this is refused, absence is recorded as unauthorized. A student who is habitually absent from school may be asked to repeat the year and in exceptional cases may not be able to graduate.

During the school holidays and mid-term breaks, all boarding students are expected to return home, stay with parents or legal guardians or enroll on one of the planned school trips.

Payment Plan

Annual Fee payment

- Paid in full by the 1st Sept 2020
- A 5% discount will be applied to annual fees paid in full by this date. If this date falls on a weekend, payment must be made on or before the last business day before this date.
- If the payment is not received by this date, then the 5% discount will not be applied. No exceptions will be made.

Termly Fee payment

Paid in three instalments on 1st Sept 2020, 1st January 2021 and 1st April 2021

Enrolment during the academic year

If a student enrolls at any time during a term, then the full fees for that term and any of the remainder of the terms are due and payable.

Invoices

Parents will receive individual invoices prior to the payment due date by e-mail.

Refunds

Enrolment and re-enrolment fees are nonrefundable. Any school fees paid and the student does not attend school after written notification is received and accepted by the Head of School from the beginning of the academic year will be refunded after a written request is made for such refund.

If a student has attended school for any number of days in a given term, fees paid in relation to that term will not be refunded either in part or full.

Methods of Payment

Payment must be made by bank transfer, bank deposit, cheque and Mobile Money.

When paying by bank transfer and or bank deposit then the student's name, surname and grade must be mentioned. If these details are not mentioned, then any such payment will not be allocated to the correct student and the account is at risk of reflecting as being in arrears.

Due to safety concerns for all our staff and students, cash payments is highly discouraged.

Default payment

Any cheques banked and are subsequently dishonoured will attract a fee of 2.5% of the payment amount and will be levied to all student's accounts.

The school is entitled, without prejudice to any of the affected persons rights, to suspend a student's enrolment if the school fee account remains in arrears for 15 days and such suspension will remain in effect until all outstanding fees have been paid.

Suspension will be done by adhering to the principles of procedurally fair practice and conduct. Suspended students will be permitted to return to school once outstanding balances are paid or satisfactory arrangements to pay have been made

Suspended students will not be entitled to attend classes nor take examinations, and no grade will be given for any work done during the exclusion.

Any outstanding fees from the previous year must be settled before the start of the next academic year. If such fees are not settled the student will not be allowed to attend school for the current academic year. No exceptions will be allowed in this regard.

Additional Fee

The school can require fees not covered by school fees and which require additional payments from the Parents/Guardians of students.

Some additional fees are mandatory (e.g. examination fees, textbooks) and must be communicated by the school prior to enrolment.

Optional fees (eg. canteen, transport, after school program, extracurricular activities etc.) must be communicated by the school if possible on the initial school fees sheet, or be communicated to parents as and when they occur.

In the event of any school and or essential fees being outstanding then the school reserves the right to not allow students to participate in activities not considered part of the formal curriculum.

Liability for Damage and Theft Damage

To property caused by students is the sole responsibility of the parent(s) or legal guardian(s). Oak International School declines all responsibility in the event of theft, including personal belongings, money, documents, jewelry or other valuables. The parents and the student undertake to hold Oak International School blameless and to immediately cover and indemnify in full Oak International School for all consequences and damage resulting from the non-respect of their commitments (notably according to the General Terms and Conditions) and from any unlawful act, however small, caused intentionally or as a result of negligence by the student to any property owned by Oak International School to the School's image and reputation.

Boarders

Full Boarding Fee

Full boarders spend the whole term on campus and return home during the holidays.

- Fees are applied to term dates and are inclusive of: school tuition fees, accommodation, all meals and snacks, books, examination fees, one set of standard uniform and a selection of after-school activities.
- Fees do not include: medical insurance, whole school trips, travel, personal items and some external weekend and after-school activities.

Weekly Boarding Fee

Weekly boarders spend five nights per week on campus and return home during the weekends.

- Fees are applied to term dates and are inclusive of: school tuition fees, accommodation, all meals and snacks, books, examination fees, one set of standard uniform and a selection of after-school activities
- Fees do not include overseas trips and personal items.

Common expenses related to regular schooling. Weekly/Full board with food and lodging, including services such as house-parents' tutoring and supervision, cleaning and maintenance of the rooms and the common facilities, laundry for bed linen, etc.

Holiday periods for boarders

The boarding houses are closed during the school holidays as stated in the school calendar. The boarding houses may remain open during public holidays, although the school reserves the right to close the boarding houses during these breaks. Parents and/or guardians of boarders must ensure that alternative arrangements are made for their child when the boarding house is closed. Parents/guardians are responsible for informing the appropriate boarding staff about the alternative arrangements (e.g. travel plans, staying with a guardian) that have been made for the child.

The boarding staff must be made aware of the alternative arrangements before the boarder leaves the boarding house. Confirmation of flight details must be sent a minimum of two weeks before the departure so that the airport transfers can be arranged as required. On the final day of the semester, boarders must leave the campus no later than 7pm. Boarders must return to the boarding house no earlier than 8am on the last day of the break.

Insurance Parents/guardians are responsible for insuring any personal items (e.g. laptops, mobile phone) that a boarder brings with them to the boarding house. The school does not accept responsibility for any items that are lost, damaged or stolen.

Security Deposit

A Security Deposit is required in addition to the fees. The deposit will be refunded after the student leaves Oak International School and when the account is fully settled.

General Liability, Acceptance, Applicable Law

For boarding students, the Head of School and the Head of Boarding act in loco parentis in the absence of the child's parents. The school reserves the right to modify them at any time. When the application form is signed, these General Terms and Conditions are considered accepted. The parent(s) or legal guardian(s) accept these General Terms and Conditions from the moment the student is present at Oak International School, even if the contract is not signed. Benin legislation is solely applicable to all matters arising from these Terms and Conditions and the related agreements, regardless of the country of residence of the parents or legal guardians