

TERMS AND CONDITIONS FOR ENROLMENT AND ADMISSIONS TO THE MONTESSORI INTERNATIONAL SCHOOL OF VIETNAM

The enrolment and admission to The Montessori International School of Vietnam are subject to the conditions set out below. By signing on page two of this form, all parent(s)/legal guardian(s) have accepted these conditions and the School's admission policies:

1. Admission and School Policies: The parent/legal guardian accept that placement of the applicant is subject to School Admissions and Entry policies, and all policies and procedures which are indicated in the school's Parent Handbook. This also includes policies and procedures communicated by emails or other written formats, including those related to discipline and curriculum.
2. Fees Are Due Before Term Begins: Fees are paid annually or by term according to the Fees Schedule of the current school year before the child can participate in the programme. The parent/legal guardian accepts that fees must be paid before the commencement of the first participation day. Whether the parent/legal guardian or their employer pays the school's fee, the parent/legal guardian will take full responsibility to ensure the fee is settled before their child may commence classes at the School.
3. Withdrawal and Refund policy: Annual Tuition Fee will be refunded with the schedule, condition and payment due as indicated in the Full Fees Schedule of the current school year.
4. Payment of Fees: Fees can be paid in cash (Vietnam Dong) or bank transfer. All bank charges are born by the Sender. Funds must arrive at the bank account specified by the School by the payment due date indicated in the invoice, or bank transfer slip is provided ten working days before the child's first participation day. There is a 10% penalty added to any outstanding balance past due.
5. Exclusion for Non-Payment: The School reserves the right to exclude the child on three days' written notice while Fees remain unpaid by the third day of the commencement of the child's participation in the class. The School may also withhold any information, references or property while Fees are unpaid. Precaution will be taken to ensure that there is no identifiable and unfair prejudice to the rights and interests of the child. A student who has been excluded at any time when fees are unpaid will be considered withdrawn without notice 28 days after exclusion.
6. Children Photographs: Photographs of the student may appear in School's materials, brochures, website, in advertisements or press releases. Parents who would not like their child to appear in any or all of these communications must notify the School in writing upon application. This publicity release form is included in admissions package. When possible, students' faces may be obscured on social media pages.
7. Parent/Legal Guardian Consent: If a parent/legal guardian of a child gives consent or approval for field trips or for any other course of action the Montessori International School of Vietnam shall be entitled to assume that that parent/legal guardian is authorized to give their consent for all of the child's parents/legal guardians, and the school shall not need to obtain the consent of all parents/legal guardians. Where the need arises in certain circumstances, the School may authorize the taking of such action as the School considers necessary or desirable. The circumstances include obtaining medical examination or treatment of a child, the calling of further medical or specialist advice or treatment, or the removal of the child to a hospital or other location. All expenses thereby incurred will be born by the parent/legal guardian. The School will do its best to contact all parents/legal guardians in the above circumstances and try to obtain their consent. Where no parent/legal guardian can be reasonably contacted, the School is hereby authorized to take such action as it considers necessary or desirable in the interest of the child and the School.
8. School Liability: The parent/legal guardian accepts that the School cannot be held responsible for personal injury which the child may sustain at any time either within the school premises or elsewhere which is not attributable to the fault of the School's officers or employees. The parent/legal guardian also accepts that in no circumstances can the School be liable for any loss or damage of any personal property which the child or the parent/legal guardian may sustain.
9. In the event that a child develops learning and/or disciplinary challenges whilst enrolled at the School, collaboration will be required from the Parent/legal guardian.
 - The School may ask the Parent/Legal Guardian to seek a professional evaluation of the child. In the event that an intervention programme is recommended during school time, it needs to be arranged by the Parent/Legal Guardian.
 - Regardless of the evaluation and/or intervention programme, the School may also ask the Parent/Legal Guardian to arrange for a trained specialist/therapist to attend the class and provide the child with the necessary support during school time.

Without the Parent/Legal Guardian's collaboration, the School reserves the right to terminate the child's enrolment.

In the event that the intervention programme and/or specialist therapist's support is unsuccessful, the School also reserves the right to terminate the child's enrolment.

The specialist must sign and follow the School's Classroom Management and Confidentiality form before being allowed entry to the School's premises. The School reserves the right to refuse access to the School premises to the parent/legal guardian's chosen specialist, as outlined in the Parent Handbook

10. Termination by the School: The School may terminate a child's enrolment and this agreement with a written notice in a case for which the School has reason to determine that termination is required. Parents will be consulted before the termination.
11. Disclosure: It is important to declare the child's physical, medical, behavioural, and emotional issues, which might affect their life at the School. In case of special educational needs, the School shall have the right to assess at any time whether it can provide or continue to provide the child with adequate educational care and provision.
12. I/we understand and accept the terms and conditions for enrolment and admission of my/our child to the Montessori International School of Vietnam. I/we declare that to the best of my/our knowledge all the information that I/we have provided in this Application Form is full and accurate. I/we undertake to inform the School immediately of any change in the particulars relating to this application or of my/our wish/es to cancel it.

1st Child's Name: _____

2nd Child's Name: _____

Signature of all Parents/Legal Guardians: _____

Names (please PRINT): _____

Date (dd/mm/yyyy): _____

