



BISME

Parent / Guardian Terms, Conditions and Commitments

Last Reviewed: September 2021

BRITISH INTERNATIONAL SCHOOL AND MONTESSORI EDUCATION

Parent / Guardian Terms, Conditions and Commitments

British International School and Montessori Education (BIS), Freetown accepts the registration of the following student(s) at BIS for educational purposes based on the commitments set out within this document.

Parent(s) / Guardian(s) names:	
Child(ren)'s name(s):	
Entering class(es):	

As the parent(s) / guardian(s) of a student or students enrolled at BIS...

- I understand that if I submit a Registration Form to confirm a place for my child(ren) for the approaching academic year, the registration is only valid if submitted with the necessary documents and fees.
- I understand that if I withdraw registration of my child(ren) before the beginning of the academic year, I forfeit the submitted Deductible Deposit.
- I have obtained, read and understood BIS's current fee structure in the 'School Fees' document. Accordingly, I confirm the following fee payment method and schedule for my child(ren) for the coming academic year (please circle the relevant payment method / schedule):

1	Annual Payment	September 1st		
	Predicted currency:	SLL	USD	GBP
2	Biannual Payment	Half payment on/before September 1st, half on/before February 1 st		
	Predicted currency:	SLL	USD	GBP

NB: In extenuating circumstances BIS may consider a request of an Alternative Payment Plan. BIS expects communication and application for an Alternative Payment Plan prior to the commencement of the academic year. BIS reserves the right to refuse any application.

- If payment is made by way of electronic transfer to the BIS bank account, I confirm that I will provide BIS with a copy of each bank transfer.
- I acknowledge that issuing a cheque with no proceeds is a criminal offence under the laws of Sierra Leone and BIS reserves the right to refer the dishonored cheques to the relevant authorities for legal action. I also accept that I am liable to pay the sum of \$30.00 for any dishonored cheque issued to the school.
- I understand that BIS reserves the right to deny my child(ren)'s entry to the school in the event that I default on any of the terms, conditions and commitments within this document.

- I agree to commit and cooperate with BIS in observing the rules and regulations, and codes of behavior and conduct concerning my child(ren) within and outside of school. I accept that these may be as outline in the School handbook, this document, behavioural reports and by way of verbal communication from BIS staff.
- I agree to inform BIS in advance of any foreseeable absences or lateness, and agree to submit a medical certificate or a written letter in respect of my child's lateness / absence. I agree that punctuality is of utmost importance to ensure all children's learning is not hindered by my child(ren)'s lateness. Parents are expected to be punctual at both the start and end of the school day.
- I hereby confirm that my child(ren) is mentally and physically healthy and that any information (including health, and additional learning needs) I submit to BIS is correct to the best of my knowledge. I recognise that failure to provide accurate information concerning the aforementioned could jeopardise my child(ren)'s enrolment at BIS.
- In the event that I wish to cancel my child(ren)'s enrollment during the academic year, I agree to provide BIS with a minimum of one month's notice, and in such cases acknowledge that I will continue to pay the school fees in full in accordance with the payment schedule specified and selected above.
- I acknowledge that should I cancel my child(ren)'s enrolment at BIS whilst failing to follow the terms, conditions and commitments as laid out in this document (especially in regards to notice and payments), BIS reserves the right to refuse to provide any required transfer documentation. I also understand that BIS will likely instigate legal proceedings against me.

PARENT DECLARATION

I hereby certify that I am the person with legal guardianship over the above child(ren) and have the authority to enrol the child(ren) at BIS.

I declare that I have read and understood the terms, conditions and expected commitments within this document, which has been signed by me in declaration of acceptance thereof.

I understand that any false or deliberately misleading information provided on the submitted Registration Form and / or any other supporting paperwork, or any withheld information considered by BIS as relevant to application, may render this registration invalid and could lead to the withdrawal of an offer of placement at BIS.

I will provide additional information and documentary evidence in connection with this application for registration at the request of BIS.

Parent / Guardian name:	
Parent / Guardian signature:	
Email / Phone number(s):	
Date:	

This document is to be printed, signed and submitted to the school office along with the Registration Form and the necessary fees as laid out in the School Fees document.