



mapleleaf-school.com

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## ANNUAL ENROLLMENT AGREEMENT

Maple Leaf International School Association Limited (Maple Leaf) undertakes to challenge and enable students to reach their individual potential in mind, body and spirit. The contractual arrangements between Maple Leaf and the parent(s) or guardian(s) are described in this Agreement, the *School Financial Information Guide*, the *Maple Leaf Guide to Success* and the *Enrollment Fee Policy*.

The undersigned parent(s) or guardian(s) undertake to meet the financial and other obligations subject to the terms and conditions described below, in the *School Financial Information Guide*, the *Maple Leaf Guide to Success* and the *Enrollment Fee Policy* (all of which can also be found on the Maple Leaf website at [www.mapleleaf-school.com](http://www.mapleleaf-school.com)), with respect to the enrollment of the student at Maple Leaf.

### CONTACT INFORMATION

<b>Student Surname</b>	<b>First Name</b>	Entering Grade
<b>Mother/Guardian</b> (Print full name)	Email address	Cell Phone
Street Address	City	Country
<b>Father/Guardian</b> (Print full name)	Email address	Cell Phone
Street Address	City	Country

### PHOTOGRAPH RELEASE

I/We consent to and authorize the use and reproduction by Maple Leaf, or anyone authorized by it, of any or all photographs, likenesses or images of the student and the use of his or her name for promotional, informational, and other purposes without further compensation or notice to me. All photographic images, including all negatives and prints, shall be the property of Maple Leaf solely and completely. Maple Leaf agrees that, upon written request, it will provide copies of all such photographs or advertisements to me.

I/We DO NOT consent to nor authorize the use and reproduction by Maple Leaf, or anyone authorized by it, of any or all photographs, likenesses or images of the student.

### TUITION FEES

Having read the *Maple Leaf Financial Information Guide*, I/We have selected and checked one of the two payment options as indicated below and have also indicated our methods of payment.

#### PAYMENT OPTIONS

Non-refundable Enrollment Deposit of 10% Annual Tuition due June 1<sup>st</sup> followed by one of the options below:

- OPTION 1  Annual Tuition (less enrollment deposit) due on or before September 1<sup>st</sup>
- OPTION 2  A. (Gr. JK-8 only) 30% of Annual Tuition due September 1<sup>st</sup>  
30% of Annual Tuition due January 1<sup>st</sup>  
30% of Annual Tuition due April 1<sup>st</sup>
- B. (Gr. 9-12 only) 45% of Annual Tuition due September 1<sup>st</sup>  
45% of Annual Tuition due February 1<sup>st</sup>

Please note: If no payment plan is selected, the parent(s) or guardian(s) will be responsible for payment under Option 2 as it specifically applies.

**METHODS OF PAYMENT**  Personal Cheques  Bankers Draft  Direct Deposit

## TERMS & CONDITIONS OF PAYMENT

1. Submission of Annual Enrollment Agreement and non-refundable enrollment deposit of the Annual Tuition Fee on or before June 1<sup>st</sup> enrolls a student for the full Academic Year (September to June). Either party may void this contract by written notification prior to June 1<sup>st</sup>. Thereafter, the Agreement becomes binding and the parent/guardian is obligated to pay fees in accordance with Annual Enrollment Agreement.
2. Tuition is due in accordance with the Payment Option selected under this Agreement. Payment of term/semester fees are due on or before September 1st, January 1st and April 1st for the Elementary students and September 1st and February 1st for the Secondary students. Payments must be made by personal cheque, bankers draft or direct deposit. In the event that either or both parents/guardians are away at the time of the Agreement due dates of payment, it is the responsibility of the parent/guardian to ensure payment obligations are met by the due dates.
3. Failure of Maple Leaf to promptly issue invoices will not operate as a waiver for timely payment of Tuition Fees. Failure of the parent/guardian to abide by the Payment Option due dates, by 10 calendar days following past due day, will result in a charge of \$1,000.00 TTD or 12% interest per annum, whichever is greater. Late payments are payable by banker's draft only.
4. Attendance at school may be suspended until the outstanding fees are paid.
5. The following conditions will apply in the event of withdrawal of a student:
  - a. Written notification provided on or before June 1<sup>st</sup>. Enrollment deposit will be refunded.
  - b. Written notification provided between June 1<sup>st</sup> and September 1<sup>st</sup>. The Contract will become void, the School retains the Enrollment Deposit with no further liability to the parent/guardian.
6. Maple Leaf reserves the right to deny entry to the school or the attendance of classes by the student, withhold grades, report cards and transcripts until all payment obligations have been settled in full. Any costs incurred by Maple Leaf in enforcing this Agreement and collecting outstanding balances will be to the account of the parent/guardian or student.
7. A service charge of \$100.00 TT will be applied for any dishonoured cheques.
8. Local students are classified as those (or their parents) holding a Trinidad and Tobago birth certificate or passport. Effective September 1, 2004, documented residency status qualifies for local fees.
9. Fees include the provision of textbooks for the use of the students. These books remain the property of the school and must be returned at the end of the year, term or semester, or upon leaving the school. Any lost, or damaged textbooks/library books will result in payment of the replacement cost. These costs will be applied to the student's school account and will be shown on the next invoice for fees. All records are held until payment is made.

This agreement represents the full understanding of the parties and may be modified only by the written agreement of both parties. On the part of the school, such modifications and any exceptions to the terms of this Agreement require the consent of the Principal and Finance/Operations Manager of the School.

## GENERAL WAIVER & ACKNOWLEDGEMENT

I/We approve my/our child's participation in all of the School's programs including and without limitation, participation in outdoor education and athletic programs and activities, and acknowledge that such participation involves risks and hazards incidental thereto, all of which are expressly assumed, and do hereby waive, release and absolve and agree to indemnify and save harmless Maple Leaf International School, its employees and agents of and from any and all liability arising therefrom, except such as shall arise solely as a consequence of its or their wilful neglect or default.

I/We understand and agree that Maple Leaf in its sole discretion is entitled to require the withdrawal of my/our child at any time (i) for conduct inconsistent with the School's Vision, Beliefs and Values; (ii) for breach of the School's rules and regulations and, or (iii) in the event that the well-being of Maple Leaf would be prejudiced by my/our child's continued presence. I have read the *Maple Leaf Guide to Success* fully and understand circumstances that can lead to dismissal, as well as the zero tolerance policy practiced by Maple Leaf, as described in the *Maple Leaf Guide to Success*, in various circumstances related to discipline.

Students who fail to meet the academic performance and content standards as outlined at each grade-level, may be required to leave the School and seek an alternative academic program. (As per Growing Success - Assessment, Evaluation, and Reporting in Ontario Schools 2010 (First Edition, Covering Grades 1 to 12)).

I/We, are required to provide accurate and up to date information about any physical, psychological, social or emotional concerns before enrolling at Maple Leaf. If important health-related information has not been disclosed to the Admissions Office before signing the *Letter of Acceptance/Annual Enrollment Agreement*, I/we understand that Maple Leaf reserves the right to withdraw the letter of offer.

If my/our child at any time during his/her enrollment at the School, becomes involved in a serious instance with the law\*, or, at the discretion of the Principal are seen to pose a potential risk to the health, safety, or well-being of other students, he/she will be liable for school suspension or expulsion.

\*Charges being levied against the student by police.

I/We accept and agree to the provisions of this *Annual Enrollment Agreement*, the *Maple Leaf School Financial Information Guide* and the *Guide to Success*.

X \_\_\_\_\_  
Signature of Parent/Guardian Financially Responsible                                      Print Name                                      Date

X \_\_\_\_\_  
Signature of Parent/Guardian Financially Responsible                                      Print Name                                      Date

- NOTES: 1. BY SIGNING THIS DOCUMENT YOU ARE AGREEING TO THE FOREGOING PROVISIONS, INCLUDING THE GENERAL WAIVER AND ACKNOWLEDGEMENT WHICH AMONG OTHER THINGS, LIMITS THE LIABILITY OF THE SCHOOL IN CERTAIN CIRCUMSTANCES.
2. PLEASE SIGN AND RETURN THIS AGREEMENT, ALONG WITH PAYMENT TO: Maple Leaf International School, Alyce Heights Drive, Alyce Glen, Petit Valley, Trinidad, W.I.

Accepted by: \_\_\_\_\_ for Maple Leaf International School Association Limited. Dated: \_\_\_\_\_