SCHOOL YEAR

MAPLE LEAF INTERNATIONAL SCHOOL

mapleleaf-school.com

Alyce Heights Drive, Alyce Glen, Petit Valley, Trinidad, W.I.
Tel: 868 632 9578 Fax: 868 633 3068 mlis@mapleleaf-school.com

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 Terms and Conditions of Payment detailed overleaf.

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

CONTACT INFORMATION

Student Surname | **First Name** | Entering Grade

Mother/Legal Guardian (Print full name) | Email address | Cell Phone

Street Address | City | Country

Father/Legal Guardian (Print full name) | Email address | Cell Phone

Street Address | City | Country

MEDIA RELEASE

☒ I/We give permission for my/our child/ward to be filmed/photographed/interviewed during school events and grant the irrevocable right for Maple Leaf and Maple Leaf's educational partners to publish and distribute my/our child's photograph/voice/likeness/work for promotional and educational purposes, including Maple Leaf/school/classroom websites, social media and publications. Maple Leaf shall have the right to edit and delete material relating to the school events and/or to change the sequence of the events. Maple Leaf will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image or video, on our website, on our social media platforms in our school prospectus or in any of our other printed publications.

All material created by Maple Leaf shall at all times be and remain Maple Leaf's sole property and I shall have no right, title or interest in or to the material or any part of it or any proceeds from it. Historic photographs will remain on our school website and social media feeds.

☒ I/We do not give my permission for my/our child/ward to be filmed/photographed/interviewed during school events and for Maple Leaf and the Maple Leaf's educational partners to publish and distribute my child's/ward's photograph/voice/likeness/work for promotional and educational purposes, including Maple Leaf/school/classroom websites, social media and publications.. Please note that if you opt out of the Media Release, your child's photograph WILL be included in yearbook and classroom unless you notify us otherwise.

TUITION FEES

Having read the *School Financial Information Guide*, I/We have selected, checked and agreed to one of the two payment options as indicated below and have also indicated our method of payment.

PAYMENT OPTIONS

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

OPTION 1 ☐ Annual Tuition (less enrollment deposit) due on or before September 1st

OPTION 2 ☐ A. (Gr. JK-8 only)
30% of Annual Tuition due September 1st
30% of Annual Tuition due January 1st
30% of Annual Tuition due April 1st

☐ B. (Gr. 9-12 only)
45% of Annual Tuition due September 1st
45% of Annual Tuition due February 1st

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 1st enrolls a student for the full Academic Year (September to June). Either party may void this contract by written notification prior to June 1st. 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 1st. Enrollment deposit will be refunded.
   b. Written notification provided between June 1st and September 1st. The Contract will become void, the School retains the Enrollment Deposit with no further liability to the parent/guardian.
   c. Written notification any time after the commencement of the Academic Year: The circumstance of each student withdrawal will be reviewed and examined in accordance with the existing Fee Policy.
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.

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 FEE PAYMENTS AND 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: _____