



GENERAL CONDITIONS (PUBLISHED 25 MARCH 2015)

1. ISF WATERLOO ("THE SCHOOL") RESERVES THE RIGHT TO ADJUST THE GENERAL CONDITIONS FOR THE NEXT YEAR BEFORE 15 APRIL.
2. IF THE STUDENT ENROLMENT APPLICATION IS COUNTERSIGNED BY A CORPORATE SPONSOR (TYPICALLY AN EMPLOYER), THAT SPONSOR ASSUMES, JOINTLY AND SEVERALLY WITH THE PARENT, FULL RESPONSIBILITY FOR PAYMENT OF SCHOOL FEES IN ACCORDANCE WITH THE "CORPORATE TARIFF" OF FEES. IF THE PARENT RECEIVES NO CORPORATE SUPPORT, AND IS EXCLUSIVELY RESPONSIBLE FOR PAYMENT OF SCHOOL FEES, THE "PERSONAL TARIFF" OF FEES WILL BE APPLIED.
3. UPON THE SCHOOL'S REGISTRATION OF THE ENROLMENT OF THE STUDENT (AND ANNUAL RE-ENROLMENT THEREAFTER), THE PARENT (JOINTLY WITH THE CORPORATE SPONSOR WHERE APPLICABLE) AGREES TO PAY THE INVOICED SCHOOL FEES IN ACCORDANCE WITH THESE GENERAL CONDITIONS AND THE APPLICABLE FEE TARIFF, AS PUBLISHED ON THE SCHOOL WEB SITE. ON AN EXCEPTIONAL BASIS, OTHER PAYMENT PLANS MAY BE ARRANGED, SUBJECT TO THE APPROVAL OF THE SCHOOL BOARD.
4. AN ADMINISTRATIVE CHARGE OF €125 PER REMINDER INVOICE, AND AN INTEREST CHARGE OF 1% PER MONTH, WILL BE ASSESSED ON OVERDUE INVOICE BALANCES.
5. THE SCHOOL FEES CONTRACT IS VALID FOR THE COMPLETE SCHOOL YEAR OR REMAINDER THEREOF, FOLLOWING THE DATE OF ENROLMENT. THE SCHOOL YEAR STARTS IN EARLY SEPTEMBER AND ENDS IN LATE JUNE (SEE SCHOOL CALENDAR FOR DATES). IN APRIL RE-ENROLMENT TAKES PLACE FOR THE NEXT SCHOOL YEAR, AND FEES INVOICES ARE ISSUED. IF THE FIRST FEES INSTALMENT IS NOT PAID ON TIME THE STUDENT'S PLACE CANNOT BE GUARANTEED AND MAY BE OFFERED TO THE WAITING LIST.
6. THE SCHOOL FEES CONTRACT IS AUTOMATICALLY RENEWED ON 15 MAY FOR THE NEXT SCHOOL YEAR. IF THE STUDENT IS TO BE WITHDRAWN AT THE END OF THE CURRENT SCHOOL YEAR, THE PARENT OR SPONSOR AGREES TO PROVIDE WRITTEN NOTICE TO THE SCHOOL NO LATER THAN 15 MAY. IN THE ABSENCE OF NOTICE (AND PROVIDED THE SCHOOL HAS PUBLISHED THE NEXT YEAR'S FEES TARIFF) THE CONTRACT SHALL BE RENEWED FOR ANOTHER COMPLETE SCHOOL YEAR AND THE FEES SHALL BE PAYABLE.
7. UPON RECEIPT OF A COMPLETED APPLICATION, AND PAYMENT OF THE REGISTRATION FEE, THE STUDENT WILL BE REGISTERED FOR THE REQUESTED START DATE. A WAITING LIST IS ESTABLISHED WHEN THE SCHOOL IS UNABLE TO DETERMINE IF A PLACE WILL BE AVAILABLE FOR THE REQUESTED DATE.
8. THE ONCE ONLY REGISTRATION FEE IS PAYABLE UPON APPLICATION. THIS FEE IS NON-REFUNDABLE, EXCEPT WHEN A WAITING LIST IS IN OPERATION AND THE STUDENT IS SUBSEQUENTLY REFUSED A PLACE FOR THE REQUESTED START DATE.
9. THE ONCE ONLY SCHOOL DEVELOPMENT FUND FEES ARE DUE WITH THE FIRST INSTALLMENT OF THE SCHOOL FEES.
10. ISF WATERLOO RESERVES THE RIGHT TO ADJUST THE PUBLISHED SCHOOL FEES WITH 30-DAYS' WRITTEN NOTICE.
11. THE PARENT, OR THE CORPORATE SPONSOR, MAY TERMINATE THE SCHOOL FEES CONTRACT DURING THE SCHOOL YEAR BY GIVING 30 DAYS' WRITTEN NOTICE AND IS ENTITLED TO RECEIVE A REDUCTION TO ANNUAL FEES AS FOLLOWS:

For withdrawal :	Reduction on full year Fees:
Between 1 September – 31 January	25 %
After 31 January	0%

12. ISF WATERLOO RESERVES THE RIGHT TO SUSPEND THE STUDENT FROM ATTENDING SCHOOL FOR A PERIOD OF NOT MORE THAN 30 DAYS WITHOUT AFFECT TO THIS CONTRACT OR TO THE FINANCIAL OBLIGATIONS OF THE PARENT OR CORPORATE SPONSOR. REASONS FOR SUSPENSION ARE FAILURE TO PAY SCHOOL FEES OR IF, IN THE OPINION OF THE HEAD OF SCHOOL, THE STUDENT DOES NOT COMPLY WITH THE SCHOOL'S RULES OF STUDENT BEHAVIOR.
13. ISF WATERLOO RESERVES THE RIGHT TO TERMINATE THIS CONTRACT WITHOUT NOTICE FOR FAILURE TO PAY SCHOOL FEES OR IF, IN THE OPINION OF THE HEAD OF SCHOOL, THE STUDENT REPEATEDLY DOES NOT COMPLY WITH THE SCHOOL'S RULES OF STUDENT BEHAVIOR. IN THE EVENT OF SUCH TERMINATION, ANNUAL FEES WILL BE REDUCED BY 25% FOR TERMINATION BEFORE 31 JANUARY; THERE IS NO REDUCTION FOR SUCH TERMINATION AFTER 31 JANUARY.
14. COMPETENT COURTS IN THE BRUSSELS REGION SHALL HAVE SOLE JURISDICTION OVER ANY DISPUTES.