

## ENROLLMENT CONTRACT

Student's Full Name	
Date of Birth (dd-mm-yy)	

This contract (hereinafter referred to as the "Contract") is entered into by and between:

- I. Christian International School of Prague (hereafter referred to as "CISP") with the address of Legerova 5, Prague 2, Czech Republic, 120 00, and registered with the MŠMT under tax identification number O 386, and
- II. Parent(s) and/or Legal Guardian(s) who are jointly referred to as "Parents/Legal Guardians." These individuals are jointly responsible for all financial obligations and payments due to CISP under this contract.

### CONTRACT TERM

**This Contract takes effect on the date signed on the back and remains valid until the student graduates or withdraws from CISP.** This Contract is considered renewed for successive academic years if Parent/Legal Guardian(s) have accounts in good standing, have paid all school fees by the due dates, and CISP permits the re-enrollment of the student named in the contract above. ***Failure to pay school fees in all cases means a termination of the Contract and the relationship between the Parties.***

### CISP ADMISSIONS POLICY AND ENROLLMENT AGREEMENT

CISP is open to anyone interested in securing a Christian education whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by CISP rules. CISP does not discriminate on the basis of race, color, national or ethnic origin in admissions policies, scholarship, athletic and other school-administered programs. CISP reserves the right to admit students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with CISP administration and to abide by its policies.

All secondary students must agree to apply themselves honestly and sincerely to honoring CISP's community of grace and working to the best of their abilities in their particular studies. CISP requires all full-time, enrolled students to take a Bible course as part of their core curriculum for every term of attendance.

### ACADEMIC PERFORMANCE AND CONDUCT

Parents/Legal Guardians understand and accept CISP's right, at the discretion of the School Director, to deny enrollment or dismiss any student whose academic performance and/or conduct is determined to be unsatisfactory or does not conform to school policies and procedures as set out in the Parent/Student Handbook, Student Code of Conduct, and direct notices. The undersigned Parents/Legal Guardians understand that a positive and constructive working relationship between CISP and the Student's Parents/Legal Guardians is essential to the fulfillment of the school's mission.

### CZECH EDUCATION LAWS

In the Czech Republic, education is compulsory for all students ages 6-15, or until the completion of Grade 9. In addition to attendance at CISP, Czech citizens must also follow the Czech law regarding registration at „kmenová“ school and exams.

## CISP WEBSITE AND FACTS FAMILY PORTAL

All information about the school's activities and operations (fees, schedules, policies, etc.) are available to Parents/Legal Guardians and students on the school's website ([www.cisprague.org](http://www.cisprague.org)) and/or inside the FACTS Family Portal. The Parties hereto agree to this means of information. If requested, CISP will provide a printed version to the Parents/Legal Guardians within three business days of the receipt of a written request.

## SCHOOL TUITION AND FEES

School fees for the services provided for each academic year are on the school's website and updated annually. Parents agree to pay the following fees in accordance with the school's policies and procedures:

**Application Student fee:** Fee charged per prospective student to process each Admissions Application and to cover the cost of required entrance exams. This fee is non-refundable.

**Enrollment fee:** Fee for all new students who have been accepted and are enrolling in CISP for the first time. This fee is non-refundable.

**Annual Registration fee:** Annual matriculation fee for all returning students. This fee is non-refundable.

**Tuition:** This annual fee covers the operational costs of the school, including salaries, instructional expenses, administrative expenses, facilities expenses, etc.. A reduction to the tuition cost may be applied for a second child and any children thereafter from the same family.

**School fees:** This includes an annual capital fee established by the School Board to set aside funds for the acquisition of a building or other capital expenditures. This also includes fees for activities that are an essential part of the educational program CISP provides. These activities include local field trips, designated overnight/day trips, spring class trips, and graduation for Grade 12 students. This fee also includes the cost of all technology and supplies. Students are assigned a Google Chromebook for educational use while at school. For students in grades 1-5, all internal school supplies are provided including: tissues, glue, notebook paper, erasers, pencils, markers, colored pencils, crayons, highlighters, cleaning wipes, etc. For students in Grades 6-12, fees cover the cost of students' first ISIC cards (not renewal), plus some school supplies.

**ELL fees:** Students whose first language is not English may be required to enroll in the English Language Learners (ELL) program. Enrollment in this program is determined by entrance exam testing and the recommendation of the ELL department staff. Parents of students for whom ELL is required acknowledge that their student's acceptance is contingent upon an agreement to pay the extra cost for these additional ELL support classes.

**AP course fees:** Students in Grades 11 & 12 who register for Advanced Placement (AP) courses, are billed an additional fee to cover the cost of the course test packet and training required of AP instructors. These fees are non-refundable, even if the class is dropped within the allowable period.

**Additional Charges** for after-school clubs and sports teams will be billed as appropriate.

CISP reserves the right to terminate enrollment if Parents/Legal Guardians fail to pay school fees by the due dates.

*I, the Parents/Legal Guardian, have read, understand, accept and agree to adhere to the terms and conditions of this Contract. The signature of this contract also implies the acceptance of the information and agreements which are electronically signed in the annual FACTS Family Portal Online (Re)Enrollment.*

Print Name

Signature

Date (dd-mm-yyyy)