

ENROLLMENT AGREEMENT

BETWEEN l'école International du Savoir les Emeraudes, Adresse postale : 04 BP 624 Abidjan 04,

Contacts : tél : (225)0717727272, E-mail : direction@ecolelesemeraudes.com

AND

Mr. _____

Passport/ID/Driver's License - Number _____

Issued on _____ in _____ Residing at _____

And/or Mrs. _____

Passport/ID/Driver's License - Number _____

Issued on _____ in _____ Residing at _____

Legal Representative(s)

Student's Last Name _____ Student's First Name _____

Student's Last Name _____ Student's First Name _____

Student's Last Name _____ Student's First Name _____

Article 1 - Purpose

This agreement defines the conditions under which the child(ren) named above will be enrolled by the parent(s) at Ecole Internationale du Savoir les Emeraudes, as well as the mutual rights and obligations of each party. Please read, review, and sign this document after careful consideration.

Article 2 – Obligations of the school

L'école Internationale du Savoir les Emeraudes commit to :

1. Enrolling the child(ren) named above starting from the 2025-2026 academic year.
2. Providing a paid school meal service.
3. Informing parents about their child's attendance, behavior, and academic results throughout the year.
4. Offering additional services based on the parents' selected options.

Article 3 – Obligations of the parents

The parent(s) agree to:

1. Enroll the child(ren) named above at Ecole Internationale du Savoir les Emeraudes for the 2025-2026 academic year.
2. Acknowledge and adhere to the school's educational project and internal regulations, ensuring compliance by their child(ren).
3. Be aware of the tuition fees and commit to their payment under the conditions outlined in the attached financial addendum.
4. Notify the school promptly of any changes in their family situation.

Article 4 – Parents' contribution

Parents' cooperation is particularly required on the following points:

1. Attending mandatory parent/teacher meetings (representation by nannies, private tutors, drivers, or other escorts is not permitted).
2. Complying with the school rules (as described in the parent handbook).
3. Informing the administration and teachers in case of absence.
4. Ensuring punctuality and regular attendance.
5. Understanding the school's right to review a student's acceptance under the following circumstances:
 - If the school deems it unable to meet the child's educational, social, or emotional needs.
 - If parents demonstrate a lack of cooperation with the teaching team, jeopardizing the child's progress and harmonious development (e.g., systematic absence from meetings, no assistance with homework, persistent tardiness or absences, disregard for school rules, ignoring recommendations, or withdrawing the child from remedial classes).
6. Accepting that in cases of learning difficulties, the school may request an expert evaluation if internal resources prove insufficient. Parents will be responsible for organizing and funding such evaluations.
7. Committing to continuous engagement with the school, as education from Nursery to year 6 is both a social and academic activity.
8. Volunteering to support the school's activities (participating in one or two events, competitions, or other initiatives).
9. Understanding that tuition fees do not cover all needs; additional contributions may be requested (e.g., for field trips, museum visits).
10. Respecting the school's facilities and property.

Article 5 – Financial commitment

1. I am aware (we are aware) that by enrolling my (our) child for the academic year starting in September _____ and paying the non-refundable registration fees of _____ FCFA, a spot will be reserved specifically for my (our) child in the corresponding class(es).
2. I am aware (we are aware) that failing to pay the registration fees or withdrawing before the academic year begins could create issues, as it leaves spots vacant.
3. I/we commit to paying the 2025/2026 tuition fees as follows:

- PLAN A : ONE TIME PAYMENT ☐ Scheduled date : _____
- PLAN B : PAYMENT IN 4 INSTALLMENTS ☐
 - 1st Installment : Before September 31st, 2025
 - 2nd Installment : Before October 31st, 2025
 - 3rd Installment : Before January 31st, 2026
 - 4th Installment : Before March 31st, 2026
- PLAN C : PAYMENT IN 10 INSTALLMENTS : no later than April 30th, 2026 ☐
- PLAN D (Other) : Personal payment scheduled attached ☐

Signed in _____ on _____

Parent(s) Signature

Head of school

(Preceded by the phrase "Read and Approved")