SCHOOL ENROLMENT CONTRACT – ACADEMIC YEAR 2026-2027

BETWEEN THE UNDERSIGNED

ÉCOLE INTERNATIONALE DU SAVOIR LES ÉMERAUDES (EISE), a private educational institution located in Abidjan, with postal address **04 BP 624 Abidjan 04**, Tel.: (+225) 07 17 72 72 72
E-mail: direction@ecolelesemeraudes.com
Hereinafter referred to as **"the School"**,

Of the one part,

AND

Mr: .....
Date of birth: ..... in: .....
Occupation: .....
Identity document: ..... No. .....
Issued on: ..... at: .....
Address: .....
Telephone: ..... E-mail: .....

AND/OR

Mrs: .....
Date of birth: ..... in: .....
Occupation: .....
Identity document: ..... No. .....
Issued on: ..... at: .....
Address: .....
Telephone: ..... E-mail: .....

Acting as **legal representative(s)** of the child:

Surname: .....
First name(s): .....
Date and place of birth: .....
Class: .....

Hereinafter referred to as **"the Parent(s)"**,

Of the other part

It has been agreed as follows:

ARTICLE 1 – PURPOSE OF THE CONTRACT

The purpose of this contract is to set out the conditions under which École Internationale du Savoir Les Émeraudes provides schooling for the pupil named above for the **2026-2027** academic year, as well as the respective rights and obligations of the School and of the Parent(s).

Enrolment is subject to compliance with this contract, the school rules, the educational project and, where applicable, the financial conditions and appended documents.

The Parent(s) acknowledge(s) having read these documents before signing this contract and undertake(s) to comply with them and to ensure that the pupil complies with them.

ARTICLE 2 – DURATION OF THE CONTRACT

This contract is entered into for the **2026-2027** academic year, from the start date of the school year set by the School until the end of the school year.

It does not constitute an automatic commitment to renewal for subsequent school years.

Any re-enrolment for a new school year shall be subject to a new enrolment or renewal procedure, under the conditions set by the School.

ARTICLE 3 – OBLIGATIONS OF THE SCHOOL

The School undertakes, within the limits of its resources and in accordance with the rules applicable to it, to:

1. enrol the pupil in the class corresponding to his or her level;
2. deliver the teaching provided for under its educational organisation;
3. provide appropriate supervision during the periods for which it is responsible;
4. take the reasonable measures necessary to ensure the safety of pupils;
5. inform the Parents of the pupil's academic results, attendance and behaviour;
6. inform the Parents, as promptly as reasonably possible, of any significant event concerning the pupil's schooling or safety;
7. provide school catering, where the service has been subscribed to, under the conditions set by the School;
8. offer, where applicable, additional activities and services in accordance with the financial conditions communicated to the Parents.

In carrying out its duties, the School is bound by an obligation of means (best endeavours) and cannot guarantee the complete absence of incidents or accidents during school activities.

ARTICLE 4 – OBLIGATIONS OF THE PARENTS

The Parent(s) undertake(s) to:

1. comply with the provisions of this contract;
2. comply with, and ensure that the pupil complies with, the school rules and the educational project;
3. pay the school fees and any other contractually due sums within the agreed time limits;
4. ensure the pupil's regular attendance and punctuality;
5. inform the School of any absence and, where necessary, provide a justification for it;
6. attend the meetings and educational appointments at which their presence is required;
7. maintain a respectful working relationship with the management, the teachers and the staff of the School;
8. inform the School without delay of any change of address, telephone number or family situation likely to affect the pupil's schooling;
9. provide the information necessary for the safety and care of the pupil;
10. comply with the rules governing access to the premises and the persons authorised to collect the child.

The Parents remain responsible for their child's upbringing and behaviour outside the periods and activities placed under the responsibility of the School.

ARTICLE 5 – SCHOOL RULES AND EDUCATIONAL PROJECT

The school rules and the educational project are documents supplementary to this contract.

The Parent(s) acknowledge(s) having read them and undertake(s) to comply with them.

The School may amend its school rules for educational, administrative, safety or organisational reasons, provided that it informs the Parents.

In the event of a serious or repeated breach of the school rules, the School may take the measures provided for therein, in accordance with the applicable rules and the principle of proportionality.

ARTICLE 6 – ATTENDANCE, PUNCTUALITY AND PARENTAL COOPERATION

The pupil's academic success relies on regular collaboration between the School and the Parents.

The Parents undertake in particular to:

- attend the meetings and appointments that require their presence;
- follow the reasonable educational recommendations of the teaching team;
- monitor the homework set;
- respect arrival and departure times;
- inform the School of any absences;
- comply with the rules of conduct applicable within the School.

In the event of persistent difficulties, the School may call the Parents to a meeting in order to find an appropriate solution.

Where difficulties persist despite the support measures put in place, the School may, depending on the seriousness of the situation and under the conditions provided for in this contract and the school rules, decide not to renew the enrolment or take any other appropriate measure.

ARTICLE 7 – LEARNING DIFFICULTIES AND SPECIALIST SUPPORT

Where the School observes particular learning, behavioural or adjustment difficulties and the internal educational measures appear insufficient, it may recommend that the Parents seek a specialist assessment or specialist support.

The Parents will be informed in advance of the reasons for this recommendation.

Where the intervention of an external professional is necessary, the related costs shall be borne by the Parents, unless otherwise agreed.

Any information collected in this context shall be processed in accordance with the applicable rules on confidentiality and personal data protection.

ARTICLE 8 – SCHOOL ACTIVITIES, ADDITIONAL ACTIVITIES AND EDUCATIONAL OUTINGS

The pupil may take part in the educational, sporting, cultural and recreational activities and in the school outings organised by the School.

Certain activities may require a specific financial contribution.

Where the prior consent of the Parents is required, it shall be obtained under the conditions communicated by the School.

The Parents undertake to provide any relevant information regarding restrictions or special precautions necessary for their child's participation.

ARTICLE 9 – SUPERVISION AND SAFETY OF PUPILS

The School provides supervision appropriate to the activities, the timetables and the conditions under which pupils are placed under its responsibility.

This supervision does not constitute individual and constant supervision of each pupil.

School and recreational activities may involve ordinary risks inherent in children's group life, particularly during games, movements or physical activities.

The School implements the reasonable prevention and supervision measures incumbent upon it.

ARTICLE 10 – ACCIDENTS AND LIABILITY

The Parents acknowledge that certain school or recreational activities involve ordinary risks, in particular falls, collisions or accidental injuries, which may occur despite normal supervision and prevention measures.

The occurrence of an accident shall not, in itself, establish the liability of the School.

However, this clause shall not have the purpose or effect of exempting the School from its liability where damage results from a fault, negligence, lack of supervision, organisational failure or any other breach legally attributable to it.

In the event of an accident, the School shall take the reasonable emergency measures necessary to protect the pupil and shall inform the Parents as soon as possible.

Where the situation so requires, the School may call upon the appropriate medical or emergency services.

ARTICLE 11 – ACCIDENTS BETWEEN PUPILS

Where an accident occurs between pupils, the School shall carry out the necessary inquiries and take the appropriate measures in light of the situation.

The School cannot be held liable solely because an accident has occurred between pupils.

However, where an accident results from a lack of supervision or a failure attributable to the School or its staff, the School may be held liable in accordance with the applicable law.

No provision of this contract shall deprive the Parents or the Pupil of the rights and remedies granted to them by law.

ARTICLE 12 – FINANCIAL COMMITMENT

By signing this contract and paying the enrolment fees, the Parent(s) confirm(s) their commitment to finance the pupil's schooling for the 2026-2027 academic year.

The amounts of the tuition fees, enrolment fees, catering and additional services are specified in **the financial addendum**, which forms an integral part of this contract.

The Parents acknowledge that enrolment enables the School to reserve a place for the pupil and to organise its educational, human and material resources accordingly.

ARTICLE 13 – PAYMENT TERMS

The Parent(s) choose(s) the following payment method:

PLAN A – PAYMENT IN FULL (SINGLE PAYMENT)

Amount: ..... FCFA

Deadline: .....

PLAN B – PAYMENT IN FOUR INSTALMENTS

- 1st instalment: ..... FCFA – no later than **30 September 2026**;
- 2nd instalment: ..... FCFA – no later than **31 October 2026**;
- 3rd instalment: ..... FCFA – no later than **31 January 2027**;
- 4th instalment: ..... FCFA – no later than **31 March 2027**.

PLAN C – PAYMENT IN TEN INSTALMENTS

Payment is made in accordance with the detailed payment schedule appended to this contract and accepted by the Parents.

The final instalment must be paid no later than **5 April 2027**, unless otherwise agreed in writing by the School.

PLAN D – SPECIAL PAYMENT SCHEDULE

A special payment schedule may exceptionally be accepted by the School and must be drawn up in writing and signed by the parties.

ARTICLE 14 – LATE PAYMENT OR NON-PAYMENT

Any late payment constitutes a breach of the Parents' contractual obligations.

In the event of non-payment, the School may send the Parents a request for settlement or a formal notice specifying the amount due and the time allowed for payment.

Failing settlement within the stated time limit, the School may implement the measures provided for in this contract, the school rules and the applicable law, in particular debt recovery procedures and, where the conditions are met, termination of the contract or non-renewal of the enrolment.

No measure shall release the Parents from payment of the sums legitimately due for services actually provided or for commitments contractually acquired.

ARTICLE 15 – ENROLMENT FEES

The enrolment fees are intended in particular to cover administrative procedures and the reservation of the pupil's place.

They are, in principle, non-refundable once the enrolment has been definitively confirmed, subject to the applicable legal provisions and to any special conditions set by the School.

The conditions for any refund must be specified in the financial addendum.

ARTICLE 16 – TERMINATION BY THE PARENTS

Parents who wish to withdraw their child during the school year must inform the School in writing.

The notification must specify the intended date of the pupil's departure.

Sums payable up to the actual date on which the pupil's schooling ends remain due in accordance with the agreed financial conditions.

The financial consequences of the pupil's withdrawal are determined in accordance with the financial addendum and the applicable provisions.

ARTICLE 17 – TERMINATION BY THE SCHOOL

The School may terminate the contract in the event of a serious or repeated breach of the contractual obligations, in particular:

- persistent non-payment or late payment;
- serious violation of the school rules;
- behaviour seriously endangering the safety of others;
- violence or serious threats;
- false information of decisive importance provided at the time of enrolment;
- persistent and unjustified refusal to cooperate with the teaching team;
- any situation making it objectively impossible to continue the pupil's schooling under the normal operating conditions of the School.

Except in cases of urgency or particular seriousness requiring an immediate protective measure, the School favours a procedure that includes informing the Parents, holding a meeting and, where appropriate, issuing a formal notice to remedy the breach.

Any decision to terminate the contract must be notified to the Parents in writing.

ARTICLE 18 – NON-RENEWAL OF ENROLMENT

This contract does not create any automatic right to the renewal of enrolment for the following school year.

Renewal may be refused in particular in the event of:

- unpaid fees;
- serious or repeated breaches of the school rules;
- persistent difficulties incompatible with the normal operating conditions of the School;
- insufficient capacity;
- academic results or educational circumstances that do not allow the pupil to continue his or her schooling at the School;
- behaviour or a situation making it objectively impossible to continue the contractual relationship.

The decision not to renew must be communicated to the Parents within a reasonable time so that, as far as possible, arrangements can be made for the child's continued schooling.

ARTICLE 19 – FORCE MAJEURE

Neither party may be held liable for any delay or failure to perform resulting from an event of force majeure within the meaning of the applicable law.

Where such an event temporarily prevents the School from operating normally, the School may take all reasonable measures necessary to ensure educational and administrative continuity.

The specific arrangements applicable in the event of a temporary closure of the School will be communicated to the Parents.

ARTICLE 20 – PERSONAL DATA

The School collects and processes the data necessary for the administrative, educational and financial management of the pupil's schooling.

The data are used in particular for:

- enrolment and administrative management;
- academic monitoring;
- communication with the Parents;
- payment management;
- the safety and care of pupils;
- the organisation of school activities.

The School undertakes to take appropriate measures to ensure the confidentiality and security of the data in accordance with the applicable Ivorian regulations.

The Parents may exercise the rights granted to them by the applicable regulations with the School.

ARTICLE 21 – PERSONS AUTHORISED TO COLLECT THE PUPIL

The Parents must provide the School with the list of persons authorised to collect the pupil.

The School may refuse to hand the child over to any person who has not been expressly authorised or whose identity cannot be verified.

Any change to this list must be communicated by the Parents in accordance with the procedures set by the School.

In the event of a dispute concerning parental authority, the Parents must provide the School with any relevant court decision or official document.

ARTICLE 22 – COMMUNICATION BETWEEN THE PARTIES

Communications relating to the pupil's schooling may be made by post, e-mail, telephone, the School's digital platform or any other means officially used by the School.

The Parents undertake to keep their contact details up to date and to check the School's communications regularly.

ARTICLE 23 – AMICABLE SETTLEMENT OF DISPUTES

In the event of a dispute concerning the interpretation or performance of this contract, the parties undertake to seek an amicable solution as a priority.

The Parents may request a meeting with the management of the School in order to examine the dispute.

This attempt at amicable settlement does not deprive either party of its right to refer the matter to the competent authorities or courts where the law permits or requires it.

ARTICLE 24 – GOVERNING LAW AND JURISDICTION

This contract is governed by **Ivorian law**.

Any dispute that cannot be settled amicably shall be submitted to the competent Ivorian courts, subject to the mandatory rules of jurisdiction applicable.

ARTICLE 25 – PARENTS' DECLARATION

The Parent(s) declare(s) that they:

- have read and understood this contract;
- have read the school rules and the educational project;
- have received, or had access to, the financial conditions;
- have been informed of the respective obligations of the parties;
- have provided accurate information concerning the pupil;
- accept the provisions of this contract.

This contract is freely signed by the parties after reading and understanding its provisions.

DONE AT ..... On .....

FOR THE PARENTS / LEGAL REPRESENTATIVES

Mr: .....

Signature:

Handwritten note "Read and approved"

Mrs: .....

Handwritten note "Read and approved"

Signature:

FOR THE SCHOOL

Signature and stamp of the Head of School