

## “WAIT LIST” TERMS AND CONDITIONS AGREEMENT

Below are the terms and conditions of being put on the ‘Wait List’ :

1. Your child’s name will be kept on the ‘Wait List’ for a maximum of 6 months from the date of this ‘Wait List Terms and Conditions’ agreement.
2. A Reservation Fee of US\$500 will be collected.
3. The *Registration Fees, Curriculum Enrichment Fees* and *Deposit* will only be collected once a place has been confirmed for your child.
4. Within the 6 month period of being on the Wait List,
  - a. If a place is offered to parents and it is accepted within 1 week of offer,
    - i. The *Reservation Fees* will be converted to *Application Fees*
    - ii. The *Registration Fees, Curriculum Enrichment Fees* and *Deposit* will be collected to confirm registration.
    - iii. The *School Fees* will be invoiced.
  - b. If a place is offered to parents and they do not register within **1 week** of offer, the place will be offered to the next eligible child and the **FULL Reservation Fees** will be forfeited.
  - c. If a place is offered to parents and it is not accepted, the **FULL Reservation Fees** will be forfeited.
  - d. If parents write in to withdraw their child’s name from the wait list **BEFORE** a place is offered, **US\$100 Reservation Fees** will be retained as *Administration Fees* and the balance will be refunded.
5. If there is no vacancy available after 6 months period, the *Reservation Fees* will be refunded in full.

*I agree to abide by the Terms and Conditions of the ‘Wait List Agreement’. I am responsible for the payment of all fees for the student named herein below.*

**Name of student enrolled:** \_\_\_\_\_

\_\_\_\_\_

**Parent’s/ Guardian’s Signature**

\_\_\_\_\_

**Date**

**Name:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**For Office Use Only:**

\_\_\_\_\_

**Name and Signature of Admin Staff**

\_\_\_\_\_

**Date**

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