



BILINGUAL EDUCATION EXCHANGE - TUITION FEES TERMS AND CONDITIONS 2011-2012



1. Tuition fees for regular classes are invoiced termly.
2. Fees are payable in full at the beginning of the term by cheque, cash or online via PAYPAL which incurs an extra fee of 5% charged to BEE by PAYPAL (please enquire for details). You have the option to pay by three instalments if you prefer. You can provide us with three cheques at the beginning of term. In this case we will cash the first cheque upon receipt then the next two, one and two months after registration. Cheques should be made payable to **Bilingual Education Exchange**. Please note this instalment payment option is not available if you opt to pay in cash or online.
3. BEE offers reductions in fees for some classes where two or more children from the same family attend classes. In this instance, the first child will pay full fees but the other childrens' fees will be reduced. Children attending Notre Dame, Eymet (who host our classes) receive a further reduction (please refer to our timetable and prices for details of reductions). These reductions apply to English literacy classes, English classes for French children, Learning French / English through Music and English pre iGCSE / iGCSE classes.
4. Following completion of the registration form (online or paper registration) we will issue an invoice detailing the fees for your family including payment instructions. **Please note that payment for classes are payable at the beginning of term. We reserve the right to refuse entry to classes if payment has not been made.**
5. We are obligated to charge an annual association membership fee from September 2011 to August 2012 which is €30 per family (irrespective of the number of children, and also includes grandparents) for all our regular classes including choir, Buzz and Storytime. For pupils joining in the Spring term, the membership fee reduces proportionately to 20€ and to 10€ for pupils joining in the Summer term. In the event that a family member leaves during the course of the school year the **Membership fee is non refundable.**
6. If you wish to withdraw yourself or your child permanently from **any regular BEE class for which you have registered** during the school year, then you will need to give us **4 weeks' written notice**. We will issue a final statement and any amounts outstanding are to be settled within 7 days of receipt.
7. In the event that BEE cancels classes for any reason, we will notify parents in advance and these dates **will be refunded** subsequently. If you have any planned absences during the course of the term, please inform us **at the time of registration** and we will bill for only the lessons you have specified that you or your child will attend. Please note, we cannot take into account days when you or your child may miss BEE classes due to any other unforeseen circumstances including illness i.e. **we will be unable to refund** these lessons.
8. NB – Completion of the registration form does not guarantee a place in BEE classes. This will depend upon pupil numbers and teacher availability. In the unlikely event that we cannot offer you a place, we will return your payment in full and offer you the chance to take up association membership to give you a higher priority when a place becomes available.

SIGNATURE

DATE