

## TERMS & CONDITIONS

### 2024/2025

#### 1. Admission

A student will be considered enrolled in THE BRITISH COLLEGE OF GAVÀ (hereafter BCG) once it is admitted by the Direction, and has completed the admission process, fulfilling the admissions form, paying the admission and matriculation fee indicated in the fee sheet and providing the corresponding documentation.

Required documentation:

- Official medical certificate and photocopy of the vaccination book.
- Copies of any behavioural/psychological reports, if appropriate. Refusal to share any reports held, prior to admission, may result in the termination of a place that has already been offered.
- School report from the student's current school.
- Copies of the identity documents of the Parents/Guardians.
- Forms to be completed:
  - Medication Policy
  - Visual consent
  - Bank Form
  - DNI or NIE of the bank account holder
  - Terms and Conditions acceptance

The enrolment of each student is personal, non-transferable and grants a place in the school. No reimbursement will be made of the admission and matriculation fee in case of cancellation of a place at any time.

In the case of students that decide to study abroad, after being away for two years or more, a new admission fee will be charged to secure a place at the school.

The tuition fee does NOT include any external examinations or homologation fees. These must be paid in advance according to the indications the school will provide.

All school material is included in the school fees. Exceptions are voluntary reading books and individual electronic devices that the student must use in the classroom, which will be her/his property and therefore, at her/his expense.

The school has the right not to offer a place to a student and does not need to give a reason for this decision

#### 2. Re-enrolment

A "re-enrolment" refers to the right granted to the student to maintain their place in the school, for the following academic year. Confirmation of a place for the following academic year (course) must be made before February 28<sup>th</sup>, by the payment of the annual re-enrolment fee. It includes materials, books, the tech fee and insurance. This is a non-refundable fee.

Confirmation of enrolment must be made within the established deadlines. The College reserves the right to cancel an enrolment or free places in the school for the following school year if we don't receive the confirmation on time. If there is any payment pending, the re-enrolment will not be accepted. The final decision about re-enrolment is at the discretion of the school.

Families enrolling during the academic year (October to June) must pay 100% of the yearly matriculation fee (includes material, books, tech fee and insurance).

#### 3. Fees & Payment method

The tuition fees and other included services, such as lunch, for each academic year, are stated in the fee sheet, and correspond to a full academic year (10 months). Payments must be made monthly in advance during the first five days of each month.

All invoices must be paid via direct debit, signing the authorization form provided by the school. Bills will be presented to individual bank accounts at the beginning of each month. Any change on bank details must be announced 20 days in advance to avoid any bank rejections. In case of a bank rejection, 15€ will be charged extra.

If the student wishes to start once the month is already ongoing, the student will have to pay the full monthly tuition fee and no amount will be refundable if he or she leaves before the end of the month. No amount will be reimbursed for the absence of a student, whether due to illness or any other cause.

School lunches are compulsory for all pupils. Packed lunches are not permitted.

Being enrolled at BCG entail that Parents and guardians have the duty to pay, on time, the corresponding educational fees and other academic expenses. In case of default of payment, interest on arrears could be charged.

If payment is not received by seven (7) days as from the due date, the student will not be able to enter the school until the situation is resolved. If payment is yet not received after fourteen (14) days as from the due date, the school may terminate this contract.

The school may retain the student's academic record until the debt generated by the student's schooling is paid in full.

During the 2nd term of each academic year, the fee sheets for the next year, will be shared along with the re-enrolment form.

Any withdrawal of a student from the school must be notified to [bajas@bcgava.com](mailto:bajas@bcgava.com) at least three (3) months in advance. For the avoidance of any doubt, parents must pay the school's fees during the three (3) months period following the date when the school receives the notice.

### 3.1 Direct Debit

All fees and any other amount due will be paid by direct debit. A €15 charge will apply each time the bank rejects a payment. In case direct debit is for some reason impossible to comply with, an exception request explaining the reason must be made by e-mail, to the financial director ([goncalo.silva@inspirededu.com](mailto:goncalo.silva@inspirededu.com)).

The collection of the fees will be sent to the bank within the first days of the month.

### 3.2 Advance Payment

There's a possibility to pay in advance the complete annual tuition fees in one single payment with a 1.25% discount. This discount will be communicated annually along the re-enrolment communication.

To qualify for this payment mode, it must be requested before the first half of July to the admissions department.

### 3.3 Sibling Discount

3<sup>o</sup> sibling studying in the school: -10%

4<sup>o</sup> sibling and subsequent studying at the school: -15%

5<sup>o</sup> sibling and subsequent studying at the school: -20%

It is mandatory to present to the Admissions Dpt. the valid accreditation of 'familia numerosa'.

### 3.4 Change of ownership and assignment

In case of change of ownership of the school, the Parents/Guardians will continue, in the same terms, obliged to the school to comply with these terms and conditions, including the terms relating to the payment of fees.

Likewise, the school may transfer its rights and obligations under this contract to another person or organisation. The school will notify the Parents/Guardians in writing if this happens and the school will ensure that the transfer will not affect the Parents/Guardians' rights under this contract.

## 4. Other services

The optional services provided by the school such as transport or extracurricular Activities, among others, not always allow modifications during the academic year, due to its complex organization. If a student wishes to unsubscribe, termination must be communicated by e-mail to: [ecap@bcgava.com](mailto:ecap@bcgava.com).

Activities such as extracurricular, residential, or trips are paid by families by direct debit. The school will send an invoice before the event takes place.

### 4.1 Transport

The bus service provided by the School, is optional for the students.

The registration in this service, must be requested at the enrolment and matriculation stage. Exceptionally, we can accept new students based on availability, itinerary and stops that have been established at the beginning of the school year.

We offer the possibility to use this service occasionally, ("daily" or "monthly" casual ticket) and its unitary fee will be higher as the regular fee, due to administrative charges. Always based on availability and possibility based on the already established itineraries and stops.

#### 4.1.1 Sibling discount in transport

2<sup>o</sup> Sibling: -20%

3<sup>o</sup> Sibling: -40%

### 4.2 Extracurricular Activities

The registration in the cultural & artistic extracurricular Activities and Sports, will be offered within the academic year. Payments are done by terms and are ruled by:

- If the student wishes to start once the term is already ongoing, the student will have to pay the full monthly tuition fee and no amount will be refundable if he or she leaves before the end of the month.
- Changes of activity within the term, are not allowed.
- If the student no longer wishes to continue in the following term, termination must be communicated by e-mail to: [ecap@bcgava.com](mailto:ecap@bcgava.com), at least two weeks before the end of the term.

For more information, please refer to the ECAP 2024-2025 terms and conditions sheet.

### 4.3 Loss of personal belongings

The school cannot be held responsible for the loss of a student's personal belongings in either the school facilities nor during school trips or other activities managed by the school.

## 5. Withdrawal

### 1. Permanent withdrawal

It would be considered as permanent withdrawal the students who decide to leave the school, for an undetermined period, by own choice or by the school decision. This decision could be originated by different causes such as: family relocation, economic reasons, etc.

A permanent withdrawal must be notified in advance with a three-month period by e-mail to: [bajas@bcgava.com](mailto:bajas@bcgava.com), providing the reasons of leaving the school. For the avoidance of any doubt, parents must pay the school's fees during the three (3) months period following the date when the school receives the notice.

## 2. Temporary withdrawal

It would be considered as temporary withdrawal the students who decide to leave the school, for one school term or maximum one academic year, as long as it's communicated in advance by e-mail to: [bajas@bcgava.com](mailto:bajas@bcgava.com)

### a. Students studying abroad for one term

All students who decide to go on an exchange program, for the first term or the full school year, and wish to grant a place at BCG on their return, must pay the enrolment fee and 50% of the monthly tuition fees during their stay abroad. In the case that payment is not fulfilled, the school can't grant place upon return.

The students who go abroad with the intention of studying abroad for one term, and once there, decide to prolong their stay and finalize the School Year at the School of destination are not entitled to request the reimbursement of the re-enrolment, either the first term tuition fees. If they wish to return to BCG for the next academic year, as every other student, are subject to pay the re-enrolment fee.

### b. Students studying abroad for one year

The student who decides to go abroad for a full academic Year and have the intention to return to BCG, must pay the re-enrolment fee.

### c. Student who leaves by family relocation:

The students who leave the school due to family relocation or other external matters, will have to notify the school as soon as they're aware of the situation. If the relocation is temporary, the student can return to BCG with the same conditions, if the absence does not exceed one year.

## 6. General Rules

a) Parents agree to support the internal regulations of the school concerning general discipline, uniform and homework set for children.

b) The Parents/Guardians of the student must accept BCG Terms and Conditions and the Parent Handbook.

c) The Parents/Guardians are entitled to receive certain core information from the school about the student's progress and attainment. The school will therefore disclose such information to each Parent/Guardian unless the school is restricted from doing so by a court order or by any other legal requirement or obligation. In addition, the school must remain neutral among the Parents/Guardians.

d) The school uniform must be worn in accordance with the School's Uniform Policy. All uniforms must be marked with the student's full name.

e) Parents agree to inform the school immediately of any change of address or telephone number.

f) The school reserves the right to exclude temporarily or permanently pupils whose behaviour merits this in the view of the Principal.

g) In addition to the school's right to exclude (as established in paragraph g) above), the Principal may, at his/her discretion, require Parents/Guardians to withdraw the student from the school if he/she considers that the behaviour or conduct of the Parents/Guardians (or the behaviour or conduct of one of them) causes a breakdown of trust and security between the school and the Parents/Guardians.

h) All Parents/Guardians are jointly and severally responsible against the school for the fulfilment of all the obligations assumed under this contract.

i) The school requires written permission from the parents of EYFS and Primary students, if a different person unknown to the school, will collect the child.

j) In the event that it is necessary to make significant changes to any aspect of the school, including the curriculum or the manner of providing education to the student, the school will notify the Parents/Guardians, whenever possible, of such change before the end of the penultimate term before the change takes effect. If the Parents/Guardians wish to withdraw the student from the school before the proposed change takes effect, they will have sufficient time to notify the school of the student's withdrawal in accordance with clause 3 above. If the school notifies the Parents/Guardians of a significant change after the last day of the penultimate term before the change takes effect, the Parents/Guardians will be entitled to withdraw the student by giving notice to the school within twenty-one (21) days following the date when the notice of the change takes place. If the Parents/Guardians comply with this notice period, they will not need to give the notice mentioned in Article 3 above nor pay the fees for those months.

k) The school cannot be held responsible for the supervision of pupils left on the school premises more than 15 minutes before or after normal school hours, unless they are attending an official extra-curricular activity or additional class or are enrolled for special supervised groups.

l) The school has insurance, which covers accidents that may occur to pupils at school or during any School activity. Any claim must be made as soon as practicable. In case of a serious accident, children will be taken to a medical centre for first aid. The insurance policy does not cover loss of personal property.

m) If you exceptionally need to pick up your child during school hours, you must notify [attendance@bcgava.com](mailto:attendance@bcgava.com).

## 7. Data Protection Clause

Purpose of processing data: Compliance with contractual commitment for the provision of educational services.

**Legitimation:** The data will be processed for the provision of services you will receive (art.6.1.b RGPD) and in compliance with legal obligations (art.6.1.c RGPD).

**Recipients:** The data will not be communicated to third parties unless it is necessary to reach the purpose and under the legal safeguards.

You can contact the Data Protection Officer and/or exercise your rights to withdraw consent, access, rectify, object, erase, limitation, and portability of your data at any time by sending a written request and indicating in the subject "DATA PROTECTION", to: [dpo@inspirededu.com](mailto:dpo@inspirededu.com)

In particular, the consent granted at the time by the parent or guardian may be withdrawn at any time by the student from the age of 14.

You also have the right to file a claim with the Spanish Data Protection Authority ([www.aepd.es](http://www.aepd.es)) if you consider that the data processing does not comply with current regulations.

For more information, you can visit our privacy policy at: <https://britishcollegegava.com/en/legal-privacy>

## 8. Declaration

I/ We declare the acceptance of the place offered by the school.

I / We understand that accepting the place offered for our child and that the tuition and other School fees, must be paid based on the terms and conditions to confirm the enrolment of our child in BCG.

- I / We understand the payment of enrolment, matriculation, tuition fees, charges and other applicable fees must be fulfilled before the start of the academic year.
- Hereby, I / we accept to comply with all the clauses included in this terms and conditions form, and guarantee that our child will comply with the school regulations (subject to modification).
- Me / We have submitted to the school all the information requested in the admissions process and that all the information provided is accurate and up to date. I / we understand that any false information would invalidate the enrolment at BCG.

This contract must be signed by two Responsible Persons, normally by the student's father and/or mother, both of whom will be treated equally as a Responsible Person (RP), but if this is not possible, it must be signed by a parent and a guardian who will be treated equally as a Responsible Person (RP).

**I agree to comply**

Responsible Person (RP):

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**Signature**

Responsible Person (RP):

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**Signature**

Date: \_\_\_\_\_

Name and Last name/s of the student:

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