

# FIRST STEPS IN ENGLISH

## Admission, School fees and how to pay them

1. The tuition fees are inclusive of IVA of 22%.
2. The Registration Fee is charged once and only once at the time of the registration of each new pupil.
3. The non-refundable Enrolment Fee is to be paid annually by May of the previous academic year.
4. Failure to pay the enrolment fee by the 30<sup>th</sup> May will result in the loss of the child's place.
5. Payment can be made yearly, each term, or bi-monthly but **always in advance**. The cost for each month has been calculated in the yearly cost of each child, i.e. although September is a shorter school month than October, the cost is the same.
6. Tuition fees are set and payable as determined by First Steps every two years. To cover any unforeseen eventualities, with no less than three months' notice in writing First Steps may increase the tuition fees.
7. Tuition fees include books and stationery and 2 hours gym a week.
8. Tuition fees do not include school meals (for those children attending First Steps full-time).
9. In the event that payment is not made within 15 days of the same becoming due interest (which shall include a penalty) at the rate of 4% of the unpaid amount shall be payable calculated at a daily rate from the date that the same was due until the payment date.
10. No refunds.
11. If fees remain unpaid for more than 30 days this shall be treated at First Steps option as a termination of the contract by the parent and upon notice to the parent the child will no longer be able to attend First Steps. First Steps reserves the right to take legal action to recover any outstanding fees due to it.
12. One full term's notice in writing is required to withdraw a student from First Steps, in the event of the family being transferred. Failure to give such notice will result in a charge of one third of the relevant annual tuition fee.
13. First Steps may at any time in its absolute discretion exclude a child and require a Parent / carer to collect the child from First Steps immediately. In the event of such exclusion First Steps may in its absolute discretion suspend or terminate this contract and, if applicable, payment of fees shall be suspended and fees paid in advance shall be refunded.
14. Any dispute arising from the terms of this contract shall be dealt with by il Foro di Monza whose decision shall be final. This contract between First Steps and the Parent is binding on the parties and may only be amended in writing with the agreement of First Steps and the Parent.

I am aware of the costs and I commit myself to meet the agreed payment terms.

Date .....Signed .....

According to the Italian law art. 1341 – 1342 c.c I am aware of the following clauses therefore I commit myself to them: 6 (increase of the tuition fees), 9 (fine for late payments), 11 (loss of the child's place), 12 (fine for the child's withdrawal).

Date .....Signed.....

**Declaration**

In accordance with Law no. 196 of 2003 (Privacy Law)

I, the undersigned, Parent of .....

Authorize First Steps in English to use the personal data I have supplied them with:

- exclusively for secretarial purposes;
- to be communicated to other schools when asked for, for registration purposes.

The person responsible for personal data is Fabiana Mariani.

Date ..... Parent Signature .....

**Photographic images of children**

For a variety of reasons both teachers and parents may wish to take photographs or videos of children in classrooms, during trips, school events, shows, and sport activities.

We require staff and parents to exercise their best judgement regarding the suitability of taking children images, their storage and their use.

These images are not under our control or responsibility.

We could use images of children for school purposes such as displays, souvenirs, school booklets.

Date..... Parent Signature.....

**Tachipirina**

I, the undersigned, Parent of .....

I do want my child to be given Tachipirina at school:

YES .....NO.....

My child has allergies to Tachipirina:

YES .....NO.....

Date .....Parent Signature.....