



Please attach
a passport
photo here

____BRITANNIA INTERNATIONAL SCHOOL OF ROME____

ENROLMENT FORM

STUDENT DETAILS

Name : _____ Surname : _____
 Codice Fiscale: _____ ID n. : _____
 Date of Birth: (day/month/year) : _____
 Place of Birth : _____ Nationality : _____ Mother tongue : _____
 Date of entry : _____ Class : _____

PREVIOUS SCHOOL DETAILS

Name : _____ Class attended/ing : _____

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FAMILY DETAILS

Parent : _____ Nationality : _____
 Codice Fiscale : _____ ID N. : _____
 Home address : _____ Phone : _____
 Cell Phone : _____ Occupation : _____

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Parent : _____ Nationality : _____
 Codice Fiscale : _____ ID N. : _____
 Home address : _____ Phone : _____
 Cell Phone : _____ Occupation : _____

Student lives with: ☐ MOTHER ☐ FATHER ☐ OTHER (please specify) _____

.....

Email address (for all school correspondence) : _____

BILLING DETAILS

P. 2

Please provide full details of Person to whom the invoice should be sent :

Full name : _____ C.F. : _____
Address : _____ Tel. : _____
Email : _____

DOCUMENTS REQUIRED PRIOR TO ENROLMENT:

Complete vaccination certificates - Photocopy of passport/ID (child and parents)

MEDICAL DETAILS

Emergency contact person(s):

Name/relationship: _____ Phone : _____
Name/relationship: _____ Phone : _____

I agree that :

1. In case of emergency, serious accident or illness I agree that the school will contact the parents (or emergency contact) and accompany if necessary the child to the nearest Pronto Soccorso (Casualty Ward): ☐ YES ☐ NO

Does your child suffer from any of the following :

Diabetes (Diabete): ☐ YES ☐ NO **Asthma** (Asma): ☐ YES ☐ NO **Epilepsy** (Epilessia): ☐ YES ☐ NO

Impaired Vision (Problemi alla vista) : ☐ YES ☐ NO **Impaired Hearing** (Problemi all'udito) : ☐ YES ☐ NO

Is your child currently taking any sort of regular medication: ☐ YES ☐ NO

If Yes, please specify the type of medication, reason, length of treatment:

Has your child been receiving any form of Learning Support? Such as: extra help in class/ English as a Second Language/Occupational or Speech therapy/Other ☐ YES ☐ NO

If Yes, please specify the type of Learning Support, with dates :

Is your child currently under the care of a Psychiatrist/Psychologist: ☐ YES ☐ NO

Is your child currently undergoing professional Counselling/Therapy: ☐ YES ☐ NO

SCHOOL TRANSPORT

Is transport required: ☐ YES ☐ NO (subject to availability and distance from school)

Address : _____

SCHOOL LUNCH: in the case of special dietary requirements provide the school with details and if necessary a medical note.

SPECIAL DIET REQUIRED : _____ FOOD ALLERGY : _____



BRITANNIA INTERNATIONAL SCHOOL OF ROME

FINANCIAL REGULATIONS

1. FEE STRUCTURE

School fees consist of:

A) Enrolment fee: New children entering the school must pay the enrolment fee at the time the application is approved. Enrolment fee is not refundable for any reason.

B) Tuition fee: Tuition fees established yearly by Britannia International School Srl include textbook/workbook service, basic instructional material and lunch. The school lunch is provided by Gim srl (certified ISO 14001)

C) Re-enrolment fee for the following academic year: Each new scholastic year a re-enrolment fee is due in order to confirm the pupil's placement in the school. The re-registration fee is of euro 450,00 for the following academic year. The re-registration fee will be deducted from the following first term's fees only if paid by 25th January of the current year and if all yearly fees have been settled by the end of May, otherwise the re-registration fee will be added on to the first term's fees and the student's placement cannot be assured. The re-enrolment fee is not refundable for any reason.

D) Italian lessons for state exams fee: Italian lessons are charged separately. Students opting for the Italian lessons are prepared for the Italian State Exams which are held at an Italian State school to receive the 5a Elementare licenza with legal validity in Italy. Exam fees are charged separately. Britannia International reserves the right not to register the student to the exam, should the faculty feel that the student has not reached a sufficient standard.

E) After school activities: Should pupils be interested in extracurricular activities, an extra payment, to be agreed in advance with parents, will be required.

F) Bus service fee: Bus transportation is charged separately. Bus Fees are payable via bank transfer:

Euro Lines Srl Via Sebino, 29 Roma IBAN IT33W0623003201000063671769 The bus fee is payable in 3 installments (September, January, April). Bus service must be requested at the time of enrolment and re-enrolment. Withdrawals from the bus service must give the school 3 months notice, otherwise the following full term amount will be due.

G) Educational field trips are obligatory and will be billed separately. They are not reimbursable. School trips are non refundable for any reason.



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2. PAYMENT OF ACADEMIC YEAR

A) School fee payment should preferably be made by bank transfer. In this case the school's bank details are as follows:

Britannia International School Srl

Banca di Credito Cooperativo di Roma ag. 119

CODICE IBAN : IT50 J 08327 03241 000000000782 Swift Code: ROMA ITRRXXX

All school fees must be paid net of any banking, transfer or other commissions and charges. If payment is made in this way, a copy of the bank receipt should be sent to school, via email as soon as possible clearly specifying the child's/ren's name(s). It is also possible to pay by cheque directly to the school. Cheques should be made out to Britannia International School Srl

B) School fees can be paid as follows: In 3 equal instalments by 1st September, 1st December and 1st April. A penalty will be automatically applied for overdue payments without prior notice. Any balance overdue by more than 15 days from the date of the statement of account will be assessed a penalty charge of 1% per month. If a student's fees remain unpaid 30 days after the statement has been sent, the school reserves itself the right to suspend the student until full payment is made. The school reserves the right to withhold the reports, exam results or other documentation from parents if payment terms and deadlines for the school fees are not observed. In this case, the only document issued by the School will be the "Nulla Osta", upon motivated request from the parents, provided that it is mandatory pursuant to the current sector regulations.

C) For new enrolments the payment of the first instalment must be paid by the 30 June before the new academic year.

D) There is hardship where the occurrence of events (eg. Pandemic or Epidemic crisis, new or previous, government measures for emergency situations etc fundamentally alters the equilibrium of this contract either because the cost of a party's performance has increased or because the value of the performance a party receives has diminished, and, also alternately,

- (a) the events occur or become known to the disadvantaged party after the conclusion of the contract;
- (b) the events could not reasonably have been taken into account by the disadvantaged party and/or by both parties at the time of the conclusion of this contract;
- (c) the events are beyond the control of the disadvantaged party and/or both parties
- (d) the risk of the events was not assumed by the disadvantaged party and/or both parties.



BRITANNIA INTERNATIONAL SCHOOL OF ROME

3. IN CASE OF SUSPENSION AND EXPULSION

A) The School Management reserves the right to suspend and/or expel a pupil for valid, justified and serious reasons: 1) Aggressive behaviour and/or use of foul gestures and language of the student and/or the parent. 2) Not adhering to school rules on behalf of both the student and the parent, 3) Not respecting payment deadlines or other regulations.

4) Britannia International School of Rome follows an anti-bullying and anti-racial policy that all students must respect.

B) Students expelled from the school have no entitlement to a refund on fees already paid.

C) In case of suspension and/or expulsion Britannia as of now declines any responsibility for the occurrence of circumstances attributable to third party conduct

4. WITHDRAWAL AND NON-ATTENDANCE – FINANCIAL ARRANGEMENTS

A) Students withdrawn from school during the academic year or students who do not start attending without giving the school 3 month's notice are not entitled to a refund on fees already paid and are obliged to pay the following term fee. B) The notice period takes effect from the day in which the Finance Department receives notice of the withdrawal in writing by certified mail to: britanniainternationalschool@pec.it

5. REDUCTIONS AND REFUNDS POLICY

A) A discount is granted, on school fees only, of Euro 210,00 per annum to 2nd children and of euro 495,00 per annum to 3rd and subsequent children.

B) A discount of 50% for 3rd child using the school bus service is available on transport fees only for the Both Ways service. The school bus service will not be ensured in case of outstanding payments.

C) Delays in payment, omitted payment, partial or whole will automatically cancel any reductions and the school bus service will not be ensured.

D) There is no refund of fees either in whole or in part for absence, withdrawal, transfer or dismissal.

E) For points B, C and D of this contract, Britannia as of now declines any responsibility for the occurrence of circumstances attributable to third party conduct

F) The present clauses cancel and replace any previous agreement and conditions.

This contract is drawn up in both Italian and English. In case of divergent interpretation of the text, the parties agree that the Italian version prevails.

G) The Court of Rome is exclusively competent for any controversy



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Given that all the clauses in this contract, considered essential, have been read, discussed and negotiated between the parties, I _____, parent of _____ declare that I have carefully read, fully understood and accepted the terms and conditions of the Financial Regulations and the School Information Booklet.

I approve all conditions and specifications, taking particular note of the above mentioned terms and conditions under points:

1A (Enrolment Fee), 1B (Tuition Fee), 1C (Re-enrolment Fee), 1D, 1E (After School Activities),

1F (Bus Service Fee), 1G,

2A (School Fee Payment), 2B (Payment of instalments), 2C (New student first instalment),

2D(regulations in case of exceptional events),

3 (suspension and expulsion cases) 3A,3B,3C,

4 (withdrawal and non-attendance – financial arrangements and penalties) 4A,4B,

5 (reductions and refunds policy) 5A,5B,5C,5D,5E,5F,5G.

Furthermore, I am aware that Britannia International School is not authorized to issue diplomas/certificates (rif. Art. 4 O.M. 13/01/99)

I assume full responsibility for the payment of all school fees and other school related expenses established yearly by Britannia International School Srl. I authorise the execution of the accompanying application, subscribe to the rules and regulations of Britannia International School and am aware of and fully agree with the Britannia International School Curriculum and have read and accepted the School's Information booklet. I declare to be fully aware that any diplomas/certificates issued by Britannia International School of Rome do not have the legal validity of educational qualifications issued by Italian state schools, officially recognised or legally recognised Italian institutes.

Date _____

Signature _____