



**\*Please initial every page.**

Students Name

Commencement Date

Year Level (at commencement)

All parents/guardians are required to sign this Enrolment Contract. By signing this document, I have read and agreed to the terms and conditions as set out below. I understand that all previously issued Terms and Conditions and any inconsistent policy statements or memoranda are superseded.

This Enrolment Contract is made in duplication.

## 1 GENERAL TERMS AND CONDITIONS OF ENROLMENT

### 1.1 EDUCATIONAL PROGRAMME AND PLACEMENT

The enrolment of a prospective student to the School, including the placement of the prospective student into a particular year group, is subject to School admissions and entry policies and all other policies and procedures (including those relating to discipline and curriculum) as amended by the School from time to time.

Placement in a year group is determined by the student's age and/or the last year group completed in the student's previous school. The age of each student on the 31st of August is taken into account such a placement. I agree to my child being included in all lessons, activities and educational outings, when other making educational activities / events arranged by the School while he / she is attending Panyathip British International School in Vientiane, Laos.

The School undertakes to review a student learning progress in the first 08 weeks of their placement to ensure each student who is enrolled, is able to access to the educational opportunities provided by PBIS that are appropriate to his/her needs. It is the responsibility of School Headteachers, within a set of general guidelines laid down by the CEO, to apply this criterion in all cases.

To ensure the application of this principle, the following conditions apply:

- The first 08 weeks of school are probationary and during this period, the school reserves the right to review learning progress and cancel the Enrolment Contract if the assessment shows that we are unable to offer the education that a particular student needs. If deemed necessary the school may extend this probationary period.
- The class indicated on the Enrolment Contract should be considered provisional and may be changed by the Headteacher if she/he deems this to be appropriate.
- The Enrolment Contract is offered on the basis of the information available to Headteachers at the time of accepting the student. As stated on the application form, the school reserves the right to unregister a student from the school if the information supplied is inadequate and/or incorrect or it judges that it is unable to offer the education that a particular student needs.
- Disclosure: Please note that it is important to declare in writing all medical, behavioural, emotional and other issues that might affect your child's life at the School. In the case of a child with special educational needs, the School shall have the right to assess at any time whether it can provide or continue to provide adequate educational care and provision. If your child has previously been asked to leave another school,

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this information must be provided. Failure to give full and frank disclosure in writing at any time during the application process shall entitle the School to withdraw or suspend the offer of enrolment or the enrolment itself or to make the offer or enrolment itself subject to new terms and conditions with immediate effect.

## 1.2 SCHOOL RULES / EXPECTATIONS OF STUDENTS

Parents understand that their children should respect all school rules and in particular the obligation to attend school on a regular basis throughout the year. Students agree that information regarding school work such as reports and attendance must be communicated to the person signing the Enrolment Contract (parent or legal guardian).

- Students will respect teachers, parents, visitors and their fellow students
- Students will be on time for school, assemblies and classes
- Students will wear and maintain in good order their school uniform and comply with all uniform, jewellery, hair standards and school expectation.
- Students will care for the school property, buildings and gardens

If the student does not respect the school rules, the School reserves the right to take disciplinary measures according to PBIS and Lao MOE procedures; those include temporary suspension or permanent exclusion.

## 1.3 SUSPENSION AND EXCLUSION

The School may suspend temporarily or exclude permanently a student when it believes that this is in the student's or other students' best interests.

## 1.4 EXPECTATIONS OF PARENTS

The School expects parents to treat other members of the School community with courtesy and respect. The School reserves the right to cancel an Enrolment Contract if it judges that a parent has shown a persistent lack of courtesy and respect to members of the School community.

## 1.5 STUDENT ACCIDENT INSURANCE & HEALTH INFORMATION

***\*All children attending school are Strongly recommended to have their own personal health and accident insurance coverage.***

Under the school's insurance policy, students are eligible for up to a certain amount per accident that occurs on school grounds or during field trips, both domestically and internationally. You should check with the Administration at the time, to find out the amount that is covered per accident. You may take your child to a hospital of your choosing and you will need to pay up front and bring the receipts to the Administration Office for reimbursement by the insurance company.

Please indicate whether you have existing insurance coverage by selecting one of the following options:

☐ I have an existing insurance coverage. Name of Insurance:

or

☐ I do not have insurance coverage However, I understand that I will be fully responsible for any incident or accident that occurs on school grounds or during field trips, both domestically and internationally, above the amount provided by the school's insurance company per incident coverage limit.

Please note that if your child causes injury to others when it takes place on school grounds or during a school organised field trip or event, the parent of the child who causes the injury will be held liable, regardless of whether they are covered by insurance or not. The school's role is to facilitate or coordinate between the parties involved.

Signature:

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## 1.6 PERSONAL LIABILITY

The School is not liable for any lost, damaged or stolen personal property, money or jewellery including electronic devices brought onto campus.

## 1.7 SUBJECT CHOICES

Although the School is trying the very best to expand the subjects offered in IGCSE, As, and A levels The School reserves the right not to run classes in a subject if there is insufficient demand. The school will determine its required minimum number of students for a course to run.

## 1.8 DATA PROTECTION

PBIS may collect community members' personal data relating to enrolment, activities. It respects the Lao data protection legislation as well as the International general data protection regulations and treats the information about its students and parents as strictly confidential. PBIS commits not to sell or make this information available to third parties. This data is exclusively used for internal and statistical purposes.

## 1.9 POLICY FOR THE USE OF IMAGES AND RECORDINGS OF STUDENTS BY THE SCHOOL

The School may wish to photograph, film or record students for certain events within the context of their school education. These images may be used in school brochures or other publications, on the public website or in social media channels or displayed around campus, for example on digital information screens or posters. We may also use video footage or web camera recordings during inter-school conferences or educational projects. From time to time, our campuses may be visited by the media who could take photographs, film footage or make recordings. Students may appear in these images which may be issued in local, national and international newspapers, and televised or broadcasted programmes.

In the above circumstances, the following conditions of use of images and recordings of students apply:

1. Personal details or full names (first name and surname) will not be disclosed on pictures or alongside a picture or recordings (of a minor) without the express permission of a parent or legal guardian.
2. Personal details such as email addresses, postal addresses or telephone numbers will not be disclosed.
3. The School will only use pictures of appropriately dressed students.
4. The permission to use images or recordings is for an unlimited period of time. Archived images and recordings can be used by the school.
5. The School will not sell images or recordings to third parties.
6. The School will not pay students for images or recordings.

Parents/guardians give explicit consent for the use of photographs and video recordings of their children as part of the enrolment and re-enrolment processes. The decision made by the parents does not affect the right for the School to use images or recordings of all students for internal use (for example: on the password protected part of the website and publications to be distributed solely to members of the school community, which includes parents, staff and alumni).

## PUBLIC EVENTS

Parents/guardians of students who participate in events which are open to the public (e.g. school concerts, dance shows, theatrical productions, sports matches, end-of-year exhibitions) acknowledge that PBIS cannot prevent third parties from using their own image recording devices (e.g. smartphones, tablets, digital cameras) to capture images of students. Parents equally acknowledge that PBIS has no control of the usage made of these images or recordings by third parties.

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## SPORTING EVENTS

It should be noted that it has become standard practice for many schools to film sports matches and to use such footage either to live-stream to the internet or to share on social media channels such as YouTube and Facebook. In agreeing for their children to take part in competitive sports against other schools, parents/ guardians acknowledge that their children's image may be recorded and used in this way and that PBIS can take no responsibility for the use made of images and recordings by third parties whilst our students are engaged in school-related activities in a location outside of our campuses.

### 1.10 RESTRICTIONS

Certain items are inappropriate and must not be brought to school. These items include but are not limited to: knives/guns of any kind, matches, cigarettes, e-cigarettes, vapes, lighters, alcohol, illegal drugs, firecrackers, aerosol cans of any kind, toys, skateboards or rollerblades, electronic equipment, such as Gameboys, Nintendo D3 etc., chewing gum, or valuable items.

## 2 GENERAL UNIFORM RULES

### FULL UNIFORM

Students must wear full school uniform at all times whether at school, school functions or school excursions. Please note that uniforms with inappropriate slogans and logos are not permitted.

- Our School uniform is worn for the following reasons:
  - o To create a sense of collective and individual pride in students and their identification with the school.
  - o To improve the safety of PBIS students by making them instantly identifiable in any group when students are on school grounds, or on a school excursion.
  - o Girls' dresses and skirts are to be knee length or longer.
- If a belt is required for shorts/trousers, it must be black.
- Any item worn under the uniform, such as a T-shirt, must not be visible at the neck, leg or sleeve.
- Only black shoes are permitted
- Correct uniform sports attire, including socks, must be worn to every sports lesson.
- Uniforms must be maintained in good order. This entails being clean, ironed and in good repair.
- PBIS school bags are available at the PBIS store. Other school bags are acceptable for use as long as it's black colour.

### MAKE-UP, JEWELLERY AND BODY ADORNMENTS

Primary students are not allowed to have make-up, jewellery and body adornments

For secondary students, make-up, jewellery and body adornments must be minimal and safe.

If, in the opinion of our teachers and staff, students do not adhere to these guidelines, they will be required to make the necessary changes to conform to this policy.

### TATTOOS AND BODY ART

No visible tattoos (permanent or non-permanent) and body art are permitted.

### HAIR

Hair must be clean and tidy. Extreme hairstyles are not permitted; this includes, but is not limited to, dreadlocks, severe undercuts, shaved with an overlap, channels. Hair colour/tips must not be noticeably different from natural hair colour.

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### 3 FINANCIAL CONDITIONS

#### 3.1 SCHOOL FEES

The 3 compulsory School Fees are:

1. Registration Fee: This fee covers the administrative costs of processing the registration, for all new students or students returning to PBIS after withdrawing.
2. Tuition fee: This fee covers all the major costs in running a high-quality educational program. The tuition fee varies according to grade level, as shown in the tuition fee chart.
3. Lunch fees: This fee covers the meals during school days. All students are required to take school lunch with the exception only be made for medical or religious reasons, after discussion with the school, and upon the school’s acceptance of documentation from the parent/guardians.

#### 3.2 LUNCH FEES REIMBURSEMENT

No offer any reduction or reimbursement of lunch fees for absences except in cases of long-term illness. In such exceptional circumstances, it is required to provide a valid medical certificate. If your child develops a long-term illness, please contact the Administration Office to discuss the case. In such cases, the unused lunch fees for those days will be deducted from the school fees for the next academic year.

#### 3.3 NON-REFUNDABLE ADVANCE PAYMENT ON TUITION FEES FOR RE-ENROLMENT

The advance payment on tuition fees for re-enrolment is non-refundable should the student not return. Places for re-enrolled students will be secured only after the re-enrolment contract and the advance payment are received. However, the amount paid will be deducted from the tuition fees.  
The deadline for re-enrolment is 30th March for the next academic year.

#### 3.4 CONDITIONS OF PAYMENT

The financial commitment is for the full year. No reduction will be made by the School in case of cancellation or non-respect of the Enrolment Contract by the student or by the person responsible for paying the tuition; or in case of any absences, withdrawal or dismissal of the student except as provided for below in paragraph 3.7 (Cancelled Enrolment and Withdrawals).

##### PAYMENT DEADLINE

All school fees must be fully paid before the 31st of July for each upcoming academic year. The School also reserves the right to offer the place of a student with overdue payment to new waiting applicants, meaning that late payment may put a child’s placement at risk. Students will not be allowed to attend classes until the school receives full payment.

##### LATE PAYMENT CHARGE

The School reserves the right to charge a late payment fee on each overdue. For outstanding/overdue invoices, a fee of 2% per month will be charged to cover administrative costs. If the fees are not paid on time, the school may allocate the vacant place to another student. In the event of non-payment when the term starts, the school reserves the right to refuse to accept a student into the school.

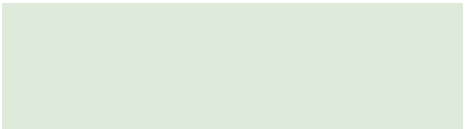
##### FAILURE TO PAY INVOICES

The School has the right to refuse entry to class and examinations, report card and transcripts for students whose invoices are not settled on the due date.

#### 3.5 FEES OUTSTANDING AT THE END OF AN ACADEMIC YEAR OR A TERM

No student will be permitted to commence a new term if fees are outstanding for the previous term.

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3.6 PERIOD OF ABSENCE

School Tuition and Educational Developments fees will not be refunded for students who are absent during a term due to holidays or sickness. Only terms as stated in 3.2 will apply.

3.7 CANCELLED ENROLMENT AND WITHDRAWALS

All notifications must be made in writing with the exact departure date and should be sent by e-mail to the Admissions office (admin@pbis.edu.la) according to the following detailed deadlines.

WITHDRAWAL COMMUNICATED	REIMBURSEMENT / PENALTY
Before the Academic Year starts	50% of the tuition fee (but no reimbursement of non-refundable fees)
After the Academic Year starts	Only Lunch fees and Bus services will be refunded on a pro-rata basis

4 FORCE MAJEUR

In the event of a situation which is not within the Panyathip International School’s control - force majeure (natural disaster, workplace fire, flood, pandemic or other similar major event) - it may be necessary to change to online learning for a period of time. The school will continue with alternative ways of delivering the curriculum until such time as everyone can return to school. In such events there will be no refund of school fees and the school will credit unexpended funds for matters such as lunches, extra-curricular activities etc for future semesters.

5 SOCIAL MEDIA POLICY

The School defines social media as any online platforms/publications that allows interactive communication, content-sharing and collaboration. Examples of social media include, but are not limited to Facebook, Messenger, Instagram, TikTok, etc.  
When photos or videos are taken on campus of our students either intentionally or unintentionally, the school has the right to use the images on any social media platform. For parents, images or videos shared personally or publicly that conflict with our Child Protection or Safeguarding rules, is not permitted.

AIMS

The aim of the images on Social Media Policy is to set standards of behaviour for the use of Social Media that are consistent with the values and expectations of PBIS.  
PBIS aims to protect the safety and wellbeing of students, teachers and the school community. If however, there is a breach of the PBIS Social Media Policy the school will undertake disciplinary action. This will be dealt with on a case by case basis.

All reports of cyberbullying and other technology misuses will be investigated fully and may result in a notification to police where the school is required to do so.

USE OF SOCIAL MEDIA IN PRACTICE

- Positive contributions to the School Social Media are welcomed.
- Online postings and conversations become public and could cause offence on harm, so please take with anything that you prudish or post.
- Any concerns or issues relating to the school, its students or staff should be expressed directly to the school and must not be voiced on social media.

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- Do not share confidential information, internal school discussions, or specific information about students, staff or other parents.
- Parents will not attempt to destroy or harm any information online.
- Parents should not participate in spreading false or unsubstantiated rumours or false information in regards to the PBIS community and its members.
- Do not make defamatory comments.
- Do not use offensive or threatening language or resort to personal abuse towards each other or members of the school community.
- Do not harm the reputation of PBIS or those within its community.
- Any concerns or issues about the School, its students or staff should be expressed directly to the School and not be voiced on social media.

**BREACH OF THE PBIS SOCIAL MEDIA POLICY**

If the parents/guardians or the students post defamatory comments or harm the reputation of PBIS on Social Media, the school has the right to immediately cancel the Enrolment Contract. Parents/guardians will only receive a refund of the lunch fees / bus fees (if applicable) on a pro-rata basis.

I declare that the information in this document is true and complete and I accept the terms of admission of Panyathip International School.

I have received and understand all article content from the PBIS Parent Handbook.  
By signing below, I hereby acknowledge that I have completely read and fully understand Panyathip International Schools’ guidelines, terms and conditions as set above. I understand that all previously issued Terms and Conditions and any inconsistent policy statements or memoranda are superseded.

***\*\* The English version shall prevail in case of any discrepancy or inconsistency between the English version and its Lao translation***

**Translation Agreement**

I, the undersigned parent/guardian of the student named above, acknowledge that I have received and understood the school enrollment contract policy as explained to me by:

Full name:	Signature:
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<b>PARENT / GUARDIAN 1</b>	<b>PARENT / GUARDIAN 2 (if applicable)</b>
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Full name:	Full name:
<div></div>	<div></div>
Signature:	Signature:
<div></div>	<div></div>

School used only:

<b>Head of Admission</b>	<b>Head of School</b>
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Date:	Date:
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