



ENROLLMENT CONTRACT for enrollment beginning _____ / _____
(Month) / (Year)

STUDENT INFORMATION

Name _____

Family Name _____ First Name _____ Middle Name(s) _____

Male ___ Female ___ Date of Birth (Day) _____ / (Month) _____ / (Year) _____

Country of Birth _____ Nationality (ies) _____

National ID Card Number _____ Passport Number _____

Home Address _____

Neighborhood _____ Street _____

Building / House No. _____ District _____

Unless otherwise notified, school reports will be sent to student's home address.

Primary Telephone Nr. _____ Secondary Telephone Nr. _____

Contact E-mail _____

Present School _____ Present Grade _____

Brothers and Sisters Currently Enrolled At or Applying To SIS - Costa Verde

Names:

1) _____ Grade _____

2) _____ Grade _____

3) _____ Grade _____

Names of Previous Schools and Dates Attended

I/we hereby give SIS – Costa Verde permission to contact previous schools. Yes ___ No ___

Has a grade/subject/year ever been repeated? Yes ___ No ___ or Skipped Yes ___ No ___

Does the student, to your knowledge, have any particular learning disabilities? Yes ___ No ___

If "yes", please provide details: _____

Student's Language Background

	SPANISH	ENGLISH	MANDARIN	OTHER	OTHER
Mother Tongue Speaker?					
How Many Years?					
No Knowledge					

Guardians' Initials



LEGAL GUARDIAN INFORMATION

First Guardian

Full Name _____

Personal E-mail Address _____

Home Phone Nr. _____ Mobile Nr. _____

Nationality (ies) _____ Mother Tongue Language _____

Home Address (if different from student's)

Work (Co. Name and Address)

Business Tel. No. _____ Business E-mail _____

Second Guardian

Full Name _____

Personal E-mail Address _____

Home Phone Nr. _____ Mobile Nr. _____

Nationality (ies) _____ Mother Tongue Language _____

Home Address (if different from student's)

Work (Co. Name and Address)

Business Tel. No. _____ Business E-mail _____

The LEGAL GUARDIAN(S) undertakes to notify THE SCHOOL immediately if any dispute arises between the guardians for custody of the student.

Guardians' Initials



EMERGENCY CONTACT

Please provide a daytime emergency contact name and telephone number (other than guardians’):

Name _____ Relationship _____

Telephone Nr. _____

PARENTAL AUTHORITY

Please indicate who is legally responsible for the student named in this contract:

First Guardian ____/ Second Guardian ____/ Both Guardians _____

Student lives with:

First Guardian ____/ Second Guardian ____/ Both Guardians _____

AUTHORIZATION

I authorize THE SCHOOL to use photographs of my child taken at school in promotional materials.

Yes ____ No ____

INFORMATION ON THESE FORMS WILL BE HELD IN STRICT CONFIDENCE. ALL DATA ON THIS FORM IS GIVEN FREELY AND WILL BE USED IN OUR ELECTRONIC DATA PROCESSING SYSTEM.

ENROLLMENT DOCUMENTS

An application for enrollment cannot be processed until all the following documents have been received.

- Signed Enrollment Contract
- Signed Tuition Fees and Schedule
- Copy of birth certificate and/or passport to verify date of birth and citizenship
- Copy of school reports from Kindergarten onward (if applicable)
- Three recent passport-sized photographs

Applications for enrollment should be submitted to:

**SABIS® INTERNATIONAL SCHOOL – COSTA VERDE
AV. GUAYACANES Y AV. CIRCUNVALACIÓN, COSTA VERDE, LA CHORRERA, PANAMA
Tel. +507 209-2606 / 209-2609 E-mail: costaverde@sabis.net**

Guardians’ Initials



ENROLLMENT CONTRACT CONDITIONS

1. When signed by THE GUARDIAN(S) and SABIS® International School – Costa Verde (herein after “THE SCHOOL”) this contract is valid for the period of one school year and is subject to the laws of the Republic of Panama. At the end of the school year, this contract will terminate without written notice. For continued enrollment at SABIS® International School – Costa Verde, a re-enrollment contract must be signed by both parties.
2. This contract will be null and void if THE SCHOOL does not accept a student.
3. When signed by both parties, this contract obliges THE GUARDIAN(S) to meet their financial commitments to THE SCHOOL, in accordance with the applicable Tuition and Fees Schedule.
4. Although THE SCHOOL will discuss the grade placement of a student with THE GUARDIAN(S), THE SCHOOL’s decision is final, irrespective of the grade level for which the application is made.
5. This Enrollment Contract can be terminated by THE SCHOOL without prior notice and with immediate effect if:
 - a. Information pertinent to the acceptance of the student (e.g. disciplinary action taken at other schools, reason for departure from other schools, requirement for specialist educational services, etc.) is withheld or is false/inaccurate.
 - b. The student named on this Enrollment Contract has committed an act of criminal or disorderly nature, which affects the normal functioning or discipline of THE SCHOOL. In this case THE SCHOOL is entitled to search the belongings and clothes of the student concerned and confiscate any items connected with criminal or disorderly conduct. It is at THE SCHOOL’s discretion to apply appropriate disciplinary measures, including expulsion of the student from THE SCHOOL, in the case of a student committing a criminal act or behaving in an inappropriate manner.
 - c. A guardian of the student named on this Enrollment Contract repeatedly acts in such a way as to adversely affect the normal functioning and administration of THE SCHOOL.

If a student is permanently expelled from THE SCHOOL due to behavior/discipline reasons, THE SCHOOL will not refund enrollment or reservation fees. THE LEGAL GUARDIAN shall only be refunded tuition paid for the unattended academic terms and shall be responsible for settlement of any outstanding balance with THE SCHOOL.

6. Tuition only covers the cost of educational services provided by THE SCHOOL. Any damage to real or personal property of THE SCHOOL caused intentionally or accidentally must be repaired or replaced, and paid by the student who caused it. SABIS® International School – Costa Verde is not responsible for loss or damage to items or personal belongings of students.
7. THE GUARDIAN(S) accepts the responsibility to pay any fees for academic leveling courses and other costs as may be incurred for education and professional support needed, and that are independent of the costs set forth in this agreement. These could include uniforms, books and materials, food, transport, as well as additional tests or support services required by entities outside THE SCHOOL, school trips and/or any extracurricular activity sponsored by THE SCHOOL.
8. In the case of unforeseen circumstances that require THE GUARDIAN(S) to remove a student before the beginning of the academic year or during same, THE GUARDIAN(S) should immediately inform THE SCHOOL. In such a case, and only if THE GUARDIAN(S) inform THE SCHOOL administration in writing one month before the beginning of the next term*, is any tuition paid in advance for the unattended academic term(s) refunded. *See relevant School Calendar for exact dates.

Guardians’ Initials

9. The provision of books, uniforms, food, and drinks to students as well as transportation of the students is not part of this contract. THE SCHOOL takes no legal responsibility for such services provided by third parties. The same



applies for food and drinks provided by parents or third parties for school events and consumed on THE SCHOOL premises.

- 10. All students enrolled at THE SCHOOL must live with and be under the care and supervision of a legal guardian during the entire period of enrollment at THE SCHOOL.
- 11. THE GUARDIAN(S) and THE SCHOOL shall endeavor to resolve by mutual agreement any dispute arising under this contract. In the event that the parties do not reach such agreement, both agree hereby that any doubt, dispute or disagreement arising from the interpretation, application, execution, termination and/or fulfillment or not of any of the clauses, terms and/or conditions related to or arising from this contract, shall be settled by arbitration in law, having made prior attempt at conciliation through the Conciliation and Arbitration Center of Panama, and in accordance with the Regulations thereof.
- 12. In the event that any provision of this contract or any part thereof is declared illegal, this shall not affect the legality, full force and effect of the remaining provisions of this contract.
- 13. This contract is valid only after payment has been made of the "School Reservation" and "Enrollment" fees to SABIS® International School – Costa Verde.

GUARDIANS' SIGNATURES

The information provided on this Enrollment Contract is true and correct and no information has been withheld.

I/We have read and understood the Enrollment Contract Conditions. I/We, the undersigned, agree to abide by the school rules and regulations and will encourage the adherence of the school rules and regulations by the student.

First Guardian

Print Name

Place

Day___/Month___/ Year___

Second Guardian

Print Name

Place

Day___/Month___/ Year___

SCHOOL SIGNATURE

Signature of SABIS® International School – Costa Verde

School Director or Designee

Place

Day___/Month___/ Year___