



## RULES AND REGULATIONS

### SCOPE OF APPLICABILITY

The present Rules and Regulations document applies both to applicants to be admitted to The British Schools for the first time and to those students who are already enrolled at the School.

This Rules and Regulations document is formed by any other regulation, instructive document or communication, issued by The British Schools that is informed to the legal representatives of the students or applicants via any reliable means of communication. Any changes or adjustments to the Rules and Regulations document will be effective in situations that arise after the corresponding communications have been made.

Among others, it will be understood as reliable means of communication, to all extent and purposes of this Rules and Regulations document, its annexes, its eventual modifications or adjustments, as well as any other communication issued by The British Schools, the electronic email sent to the email addresses informed to the School and until there is no express notice of a substitution of those aforementioned addresses.

### ADMISSION TO THE BRITISH SCHOOLS

Admission to The British Schools will be decided based upon how the candidate will benefit from attending the School, in accordance with the Mission Statement of the aforementioned, and the bilingual education curriculum.

### ADMISSION PROCESS

The nomination of candidates for The British Schools is based on the following conditions:

- To complete and deliver the forms and documentation required by The British Schools within the timeframe designated by the School.
- To take and pass the admission examination.
- Applicants that are five years of age or more have a level of knowledge of the English language which demonstrates that the candidate will benefit of bilingual courses. This will be assessed accordingly by the School.
- To comply with any other general requirement that is determined by the School.
- That there are admission vacancies available depending on the number of students per class or grade that the School deems appropriate.

#### Note:

Non-compliance of any of these conditions would inhibit the possibility of being considered as candidate to enter the School.

The application for admission process will be considered at all times as unilateral requests made by the legal representatives of the minors who wish them to enter the School, without binding effect with respect to the latter.

The British Schools will select the students for admittance from those applicants who complied with the conditions and formalities, and in accordance with the criteria is deemed as most suitable on the basis of its sole and discretionary will.

The British Schools will not assume any obligation to justify the decisions taken in the admission process to the applicants and/or their legal representatives.

As a rule, students will not be accepted for a class above or below that which corresponds to his or her age.

### RE-INSRIPTIONS

Annually, and within the time periods that the School duly communicates, an instance will take place of re-inscription of students corresponding to the academic year immediately following.

The formalities and other conditions of the re-inscription process shall be determined by The British Schools and will be communicated in a timely manner by the aforesaid.

There is no obligation either express or implied for the School to ensure the re-inscription of all students, being able to retain this offer for those students

that it deems appropriate in its sole and discretionary will and without having to justify this decision; as counterpart to this, there is no obligation of the legal representatives of the students to accept the offer of re-inscription made by the School.

The fact that a student is re-enrolled in successive instances will not be interpreted in any case as a right or an obligation to future re-inscriptions.

### CODE OF CONDUCT

English is the language of The British Schools and should be spoken on all occasions.

**A high standard of behaviour both in and out of The British Schools is required.**

Failure to comply with this standard may result in the student receiving disciplinary sanctions to be determined by the School's Authorities or the Board of Governors. According to the severity of the case, the sanction might lead to expulsion depending upon the recommendation of the School Principal to the Board of Governors.

The Rules and Regulations document will be integrated with the existing rules or codes of conduct of the School.

### PROMOTION

Without prejudice to the discretion of The British Schools with regard to offering and/or accepting re-inscriptions, the promotion to the immediate superior class at the beginning of the next academic year shall be subject to:

- Satisfactory command of the English language, both written and oral.
- Satisfactory results of academic progress during the current year.
- Satisfactory attendance through the School academic year in progress.

### ATTENDANCE

Punctuality and regular attendance are expected at all times throughout the academic year. Written reasons for absence, either from School or from specific classes at The British Schools (e. g. games, physical training, etc.) must be given in advance. In cases of sickness or emergency or any other similar situation, they must be presented upon return of the student to School. In both cases, the written justification must comply with the ordinance issued by official authorities. For extended absences, legal representatives are required to advise the School in writing explaining the reasons for absence and probable date of return.

### SCHOOL UNIFORM

All students must wear the School uniform as described in the current list published on the School's web page:

<https://www.british.edu.uy/web/en/services/uniform-and-school-shop.html>, which is declared to know and accept. Failure to comply may entail suspension of students until the required uniform is worn, without prejudice to other penalties applicable in the consideration of School Authorities. This rule may be waived at the discretion of the School Principal for a reasonable period, e. g. no more than two weeks after entering The British Schools.

According to national legislation and this Rules and Regulations document, all students must submit the following certificates prior to their admission to The British Schools, and from then onwards annually during the month of March.

- Photocopy of the certificate of physical fitness included in the booklet of the child or adolescent.
- Vaccination certificate.
- Any other certificate required by the Authorities.

Non-compliance with the above shall be considered as a "serious" lack, or "very serious" lack in case of a delay greater than 30 days from the time these documents are required, being liable to the relevant sanctions.

Students who have suffered from a contagious disease cannot return to School without a valid medical certificate confirming him/her fit to return. It should be noted that attendance to Physical Education classes is mandatory and that ongoing absence will be permitted only upon presentation of a valid medical certificate that expresses the student's inability to practice gym.

In the event that any inconvenience in relation to the student's health (illness, accident, etc.) occurs within the School premises the School will contact the student's legal representatives or whoever has been authorised by such representatives. Without prejudice to the foregoing, in cases where it is understood necessary, the School will proceed to assist through or in coordination with the emergency services that the School has hired, applying the protocols specific in each case.

In no case will the School accept exceptions to those protocols if this could put the health of the student at risk unless they are informed in a timely manner and supported by a report from a Medical Doctor with the required qualifications to practice in this country. In such case, the School will not be responsible for the consequences that could be generated by this.

#### SPORTS

When enrolling at The British Schools, it is a requirement that the student play for the School's team and not for another school or club.

#### ENTRANCE FEE, ANNUAL ENROLMENT AND TUITION FEES

Tuition fees for education services to be rendered by the School during each school academic year will be billed in ten consecutive monthly payments starting in January each year. Each quota will be payable by the last day of the month of invoice as follows: 31st January, 28th February, 31st March, 30th April, 31st May, 30th June, 31st July, 31st August, 30th September, 31st October.

Advance payment of part or all of the annuity might be required in cases when the School deems this measure convenient or advisable in order to ensure payment compliance.

These amounts will be duly informed prior to the confirmation of registration, via e-mail or any other accepted means of communication.

Added to the previous, payment of the following will also be required:

- a) New admittance
  - (i) Entrance fee on acceptance of vacancy and prior to entering The British Schools;
  - (ii) One quota of the tuition fees which the School will duly inform prior to acceptance and which must be paid before entering The British Schools.
- b) Re-inscription

An advance payment to confirm re-inscription will be billed in November and considered payment on account of the January quota of the following academic year.

The cost of activities taking place outside the School premises, or that may be added or supplementary to the educational services, are not included in the amounts or concepts aforementioned. The individual cost of each such activity will be duly informed to the legal representatives of the students.

Fees for external examinations must be paid before the examination is taken.

School fees not paid on time will generate a debt that will accrue interest at a rate of 33% in pesos (\$) and 10% in American dollars (US\$), notwithstanding the advancement of actions legally required as well as reporting the debt to the "Clearing de Informes" or any such office.

Default: the parties hereby stipulate that default shall operate automatically as a matter of law, without need of protest, plea or action whatsoever, by mere expiration of the terms stipulated for payment or by performance, or failure to perform, any act or deed that can result in doing or failing to do something other than what is stipulated.

A guarantee deposit equivalent to three quotas of the ruling annual tuition fees may be exacted. These are refundable when the student leaves The British Schools.

The signatories declare they have received this Rules and Regulations document with enough time in order to analyse it carefully, and agree entirely with the content.

I confirm that I have read the Rules and Regulations of The British Schools, and agree to abide by the terms and conditions in all respects throughout the period the student

Student's complete name .....maintains a relationship with the School. Date:

Full name (in block letters) of father or tutor:  Tel.:

Full name (in block letters) of mother or tutor:  Tel.:

Type & Doc. No. of father or tutor:  Type & Doc. No. of mother or tutor:

Signature of father or tutor (mandatory):  Address:

Signature of mother or tutor (mandatory):  Address:

Furthermore, solidarity without benefit of excuse is established so that both signatories of this document assume the shared mutual responsibility and obligations for the debts generated due to services rendered throughout the period the student maintains a relationship with The British Schools.

In case of prolonged absence due to illness or absence from Uruguay, legal representatives must inform the situation (see Attendance) and tuition fees will be charged as follows:

- a) Up to four consecutive weeks of absence, full tuition fees will be charged.
- b) Thereafter, half of the prorated tuition fees will be charged for continued absence.
- c) To keep a vacancy, 50% of the ruling tuition fees will be charged.

When a student leaves The British Schools before the end of the academic year, and fails to give due notice (see Notice of Withdrawal) the equivalent of one quota of the annual tuition fees will be payable.

#### DATA BASES AND IMAGE RIGHTS

The information about students and/or their legal representatives, as well as any other person who would be authorised, will be held on data bases protected by Law 18.331 (Protection of Personal Data). These will be created and administered by the School and used exclusively for working purposes.

For its part, the School has a data base with information from the surveillance system, in order to control who enters and exits the premises, as well as any actions that take place inside the premises. The School will only be able to use the information on this data base to check specific situations when accessing the information contained on this data base is highly convenient. The School, for its part, is released by the signatories of this document from the duty of preserving the information in order to share the content of the data base among authorities, personnel, students or any third party which were affected by the content of the data base, or if it were highly convenient to verify situations related to physical or moral damage to people or assets, mislay or theft that may have taken place detected by the cameras.

Furthermore, the School might count on a photographic data base of its premises and students to be used for institutional purposes, including any informative or promotional ones. To that effect, the School is given authorisation to use the students' image for the aforementioned purposes both for including on the web page or in any other kind of School publication.

#### NOTICE OF WITHDRAWAL

The legal representatives of the students will be able to terminate in advance, without any expression of cause and by their unilateral decision the relation with the School previous to the end of the academic year. They are required to give three months' notice to the Admissions/Administration office and at the moment of termination no amounts should be pending payment. Failure to communicate the anticipated termination will result in one quota of the annual tuition fees being payable. Cancellation will not become effective until all debts are paid; notwithstanding the School's right to declare the cancellation of the relation under the terms of chapter "ENTRANCE FEE, ANNUAL ENROLMENT AND TUITION FEES".