

LET International School

Financial and General Terms & Conditions

1. Introduction

1.1. These Terms and Conditions (“T&Cs”) govern the contractual relationship between LET International School (“the School”), operated by LET & Schooling Group VZW, with registered address Petrarcastraat 8, 3580 Beringen, Belgium, and the parents, legal guardians, or students aged 18–21 (“the Enrollee(s)”) enrolling at the School.

1.2. By enrolling a student at the School, the Enrollee(s) agree to comply with these T&Cs in full.

1.3. These T&Cs are governed by and construed in accordance with Belgian law. Any disputes arising from or relating to these T&Cs shall be submitted to the competent courts in Belgium.

2. Admissions

2.1. Admission is subject to completion of the School’s official enrolment forms, provision of required documentation (identity, previous academic records, medical forms), and acceptance by the School.

2.2. Submission of an enrolment form does not guarantee admission. The School reserves the right to refuse enrolment without providing justification.

2.3. The School may request additional information or assessments to ensure the suitability of the student for its programs.

2.4. Enrolment is valid for the academic year specified in the acceptance letter. Renewal for subsequent years requires re-application and approval by the School.

3. Tuition Fees and Other Charges

3.1. Tuition fees and associated costs are published annually by the School and communicated to Enrollee(s) upon enrolment.

3.2. Tuition fees are payable according to the schedule agreed upon at enrolment. The School may offer payment plans, which must be formally accepted by the Enrollee(s).

3.3. Fees are exclusive of additional costs such as excursions, extracurricular activities, and learning materials, unless otherwise specified.

3.4. Late payments:

- The school reserves the right to impose an administrative charge of 125% per fee remainder invoice. Payments not received by the due date will incur a late fee of 8% after 8 days.
- Continued non-payment may result in suspension of the student’s enrolment until fees are settled.

3.5. Refunds:

- Fees paid are generally non-refundable. Partial refunds may be granted only at the School’s discretion in exceptional circumstances (e.g., withdrawal before the start of the academic year).

3.6. Discounts, scholarships, or bursaries, if applicable, are conditional on compliance with all financial obligations and may be withdrawn in case of breach.

4. Withdrawal and Termination

4.1. Withdrawal of a student must be notified in writing to the School.

4.2. If withdrawal occurs after the start of the academic term, the Enrollee(s) remain responsible for the payment of tuition fees for that term, unless otherwise agreed by the School.

4.3. The School reserves the right to terminate enrolment in cases including but not limited to:

- Non-payment of fees;
- Serious breach of School rules or code of conduct;
- Actions that endanger the safety or wellbeing of the student or others.

4.4. Termination by the School does not absolve the Enrollee(s) of financial obligations incurred prior to termination.

5. Attendance and Participation

5.1. Regular attendance is mandatory. Persistent absence without valid justification may affect the student's academic progress and may result in additional action by the School.

5.2. The School reserves the right to set attendance policies for specific courses, exams, and activities.

5.3. Participation in school activities, including excursions and practical sessions, is required unless exempted for medical or other valid reasons.

6. Code of Conduct and Discipline

6.1. Students are expected to act with respect, integrity, and responsibility toward peers, staff, and School property.

6.2. The School maintains a zero-tolerance policy for bullying, harassment, violence, or discriminatory behavior.

6.3. Disciplinary measures may include verbal or written warnings, temporary suspension, or permanent expulsion, depending on the severity of the breach.

7. Liability and Insurance

7.1. The School maintains general liability insurance; however, it is not responsible for personal belongings lost, damaged, or stolen on campus or during school activities.

7.2. The Enrollee(s) are encouraged to have personal health and accident insurance covering students while at school or participating in School activities.

7.3. The School is not liable for any indirect or consequential loss resulting from its activities, except where mandatory under Belgian law.

8. Privacy and Data Protection

8.1. The School collects, stores, and processes personal data of students and parents in accordance with the GDPR and Belgian privacy law.

8.2. Data collected may include contact details, health records, academic records, and other necessary information for the provision of educational services.

8.3. Personal data will only be used for School administration, academic purposes, communication, and compliance with legal obligations.

8.4. Enrollee(s) have the right to access, correct, or request deletion of their personal data by contacting the School's Data Protection Officer.

9. Health and Safety

- 9.1. The School will take reasonable measures to ensure the safety and wellbeing of students.
- 9.2. Enrollee(s) must disclose any medical conditions, allergies, or other health concerns that may require special attention.
- 9.3. In case of emergency, the School is authorized to arrange medical treatment as deemed necessary. The cost of such treatment remains the responsibility of the Enrollee(s).

10. Intellectual Property and School Materials

- 10.1. Materials provided by the School, including curricula, learning resources, and online content, remain the intellectual property of the School or its licensors.
- 10.2. Students and parents may not reproduce, distribute, or publicly share these materials without written permission from the School.

11. Amendments

- 11.1. The School reserves the right to amend these T&Cs from time to time.
- 11.2. Parents/guardians and students will be notified of any significant changes. Continued enrolment constitutes acceptance of the updated T&Cs.

12. Governing Law and Dispute Resolution

- 12.1. These T&Cs are governed by Belgian law.
- 12.2. Any disputes arising under these T&Cs shall first be attempted to be resolved amicably between the parties.
- 12.3. If amicable resolution fails, disputes shall be submitted to the competent courts in Belgium.

Acknowledgment

By signing the enrolment form, the Enrollee(s) acknowledge that they have read, understood, and agree to these Financial and General Terms & Conditions.

Parent/Guardian/Student Name: _____

Signature: _____

Date: _____