

Lou Pichoun Policy

Registration fees, deposits, and school fees

- The registration fees, once settled, are neither refundable nor transferable, and do not represent a confirmation of space for a child at Lou Pichoun. They, on the other hand, stand for a guarantee for the child to be on the waiting list at Lou Pichoun, priority being given according to the date of settlement of registration fees.
- Upon confirmation of a space at Lou Pichoun, **and in order to reserve it**, the following items should be provided:
 - One month school fees as a deposit
 - The first month school fees
 - This Lou Pichoun Policy, dated and signed
 - A copy of the child's updated vaccination record
 - The insurance form, dated and signed
 - The internal rules form, dated and signedUnless all these are fulfilled, **the space cannot be reserved for the child.**
- This is Lou Pichoun policy, and is enforced regardless of whether this document has been signed or not.
- The one month school fees equivalent deposit will be refunded, provided a **written notice of no less than three months is given by the family, and the family only. If notice is given at any date within a month, it will be effective from the last day of the said month.**
- **Exceptions:**
 1. **No resignation shall be accepted for the last trimester of the present school year.**
 2. **Should a child resign for the next September term, the family must notify Lou Pichoun by writing by April 30th of the present school year.**
- **All fees for the trimester that has started are due in their totality.**
- The trimesters, or terms, are defined as follows:
 - September is by itself
 - First term: October to end of December
 - Second term: January to end of March
 - Third term: April to end of June
- The deposit shall be refunded by cheque only and handed in person at Lou Pichoun office.
- If the cheque has not been collected or cleared within a period six months from its date of issue, Lou Pichoun will not make a new cheque and will keep the deposit.
- At any time of the year, once the school fees for the term ahead have been settled, Lou Pichoun will hold the space for the child and therefore deny it to others; for this reason no refund will take place should the child leave the school before the end of the term.
- If a child is absent for two weeks without explanation and reasonable reason (sickness or travelling), it will be considered that the family has resigned from Lou Pichoun, and Lou Pichoun will offer the space to another child on the waiting list.
Should the family of the first child want to resume the scholarship at a later date, a new registration will be necessary.
- The school fees for the month of September are due in June and will not be refunded. Only those families who settle both the deposit and the month of September before the deadline stated on the invoice will be guaranteed a space for the start of school year ahead.
- Late payments will be subject to a **5% penalty**.
- **The invoices will be handed over to the parents**, who are responsible for forwarding them to their companies.
- **The parents are responsible for settlement in due time**. Should the company fail to honor the payment's due date, the parents must settle the fees immediately by themselves, lest they become subject to the late fee.

I fully understand and accept those conditions,

(date) :

(name) :

(signature):