

**Agreement between Instituto Bilingüe VICTORIA A.C.
and Parent or Guardian**

1. I understand and promise to abide by the VICTORIA School's Payment of Fees Calendar. Fees are payable during the first 10 days of each month; if these are not paid within the first 10 days a surcharge of 5% will be applied, and after the 10 days a surcharge of 10% is applicable.
2. I understand that if the Annual Admission Fee is not paid by 10th August, the school reserves its right to offer the place to another candidate.
3. I understand that the Initial Payment fee is non-refundable, regardless of the date of transfer/payment. A percentage of the Admission Fee is refundable in accordance with the time the student attended VICTORIA and the formal notice given to school.
4. In accordance to Article 7 of the Mexican Federation Official Journal dated 10th march, 1992, I acknowledge and accept that if fees are not paid for three consecutive months, my child will not be allowed into school and that other legal implications may apply.
5. I agree to hand in all necessary documents required by school once my child has been accepted so he/she can be properly registered before the revalidation authorities and all paperwork is processed by school.
6. I understand that the school may refuse admission into Preparatoria to any student who fails to meet the required academic standard.
7. I understand that annual re-registration of students into Preparatoria is not automatic and the students are required to meet the school's criteria for academic performance and conduct.
8. I promise to ensure that my child arrives at school before 8:00 a.m. and is collected a 3:00 p.m. or 4:00 p.m. if he/she is staying for extracurricular activities.
9. I promise to ensure my child will arrive to school appropriately dressed.
10. I will give one month's written notice of my child's departure from Instituto Bilingüe VICTORIA A.C.
11. I understand that any child who misbehaves on the school bus may be suspended from the bus services. However, Instituto Bilingüe VICTORIA A.C. does not provide students a bus service; therefore, I understand that if I require transport for my child, it is my responsibility to hire a service or make any necessary arrangements.

12. I promise to follow drop off and pickup procedures, as advised by the school.
13. I will respect and follow any instructions given or implied by school and I will advise my child to do the same.
14. I promise to fill out the school's medical sheet honestly and with all pertinent information.

VICTORIA School abides by the agreement dated 10th March, 1992 which establishes the minimum information required by private schools in providing educational services. This agreement can be consulted on our website.

I am aware of the expectations of Instituto Bilingüe VICTORIA A.C. and agree to abide with its decisions, policies and philosophy.