

## PARENTAL COPY.

- a) An application for a place in the School may be made by completing and returning this form.
- b) A place will not be reserved, however, until all the entry requirements are fulfilled.
- c) Normally, a personal interview with the parents or guardians and the child and entrance examination are necessary. The School reserves the right to refuse admission after the interview and examination.

To confirm reservation of a place parents must pay a non-returnable enrolment fee per pupil.

Official documentation concerning the child's education, prior to his/her entry to Colegio Castelar, is the parent's responsibility.

When the child enters the School the following documents must be received:  
A photocopy of either the birth certificate, the "Libro de Familia", identity card or passport..  
An official medical certificate indicating the child has no illnesses or diseases.  
One passport size photograph.  
Certificates from previous schools attended, if any.

An annual medical examination will be held for all pupils in the Primary School.

Fees and charges must be paid termly in advance during the first ten days of September, January and April. Please see fee list for more details.  
All fees and charges will be paid by banker's order made on the form supplied by the School.  
There is a possibility of paying the whole, year's school fees and charges in monthly payments.  
No refund of fees can be made for absence due to illness or any other causes.

A term's notice is required if a child is to leave the School. In lieu of this notice, one term's fees are payable.  
Notification of re-enrolment for the next academic year must be made before the end of March. The final decision about re-enrolment rests with the School.

Parents agree to inform the School immediately of any change of address or telephone number.

Parents agree to support the internal regulations of the School concerning general discipline, and homework set for children..  
The School uniform must be worn to School and official functions organised by the School. All items of clothing must be marked with the child's full name.

If a child is absent from School, parents agree to inform the School by telephone of the reason as soon as possible. On returning to School children must bring a note from their parents explaining the reason for their absence.  
The School reserves the right to suspend or expel pupils who break the rules..

All pupils from the age of 6 years and above must provide their own writing material (pens, pencils, rulers, etc.). These items are not included in the cost of School materials.

Parents are liable for any deliberate damage caused by their child to School property or to that belonging to teachers, employees, or other pupils.

Pupils will not be allowed to leave School on their own either at lunchtime or in the afternoon, unless the School has written permission from the parents for them to do so. Parents of children of all ages who use the School bus service should advise the School in good time if on a particular occasion they are going to use another method of transport or are to be collected. In the case of young children who are normally collected after School by their parents, the School requires written permission from the parents if a different person, unknown to the School, is to collect the child.

Optional classes may be contracted in writing on a termly or yearly basis, as indicated in separate regulations. They may never be contracted on a monthly basis. No refunds are possible for non attendance.

The School cannot be held responsible for the supervision of pupils left on the School premises more than 15 minutes before or after normal school hours, unless they are attending a special class or are enrolled for specially supervised groups..

The School has an insurance which covers accidents which occur to pupils while on any School activity. In case of accident, children will be taken to a clinic for first aid. The insurance policy does not cover loss of personal property.

Lunch is provided by the School, for which a charge is made.

I hereby authorize Colegio Castelar to transfer the data contained on this application form to a data base and to use the information for its own commercial purposes, either by mail, e-mail, telephone or any other appropriate means of communication.

I wish to enrol my child

I have read the above regulations and agree to abide by them.  
Date:

Signed:

Under the Personal Data Protection Law 15/1999, of 13th December, you are entitled to access, modify or cancel your data by contacting Colegio Castelar, C/Las Palmas s/n, 30740 Lo Pagán (Murcia), telephone 968-178276.