

## CONTRACT DES SERVICES ÉDUCATIFS / CONTRACT OF EDUCATIONAL SERVICES 2018/2019

**Section 1 Identification de l'élève / Student Identification**

School Number 2018

PERMANENT CODE

email \_\_\_\_\_ @ \_\_\_\_\_

Family Name \_\_\_\_\_ First Names \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day      Month      Year

Place of Birth (City) \_\_\_\_\_ Nationality \_\_\_\_\_ Mother Tongue \_\_\_\_\_ Religion \_\_\_\_\_ Sex (M/F)

Grade Desired at Prep \_\_\_\_\_ Language of Instruction \_\_\_\_\_ Last School Attended \_\_\_\_\_ Grade \_\_\_\_\_ Date Completed \_\_\_\_\_

**Adresse de l'élève / Student Address**

Number \_\_\_\_\_ Street \_\_\_\_\_ Apt.# \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone Home \_\_\_\_\_ Business \_\_\_\_\_ Emergency \_\_\_\_\_

**Identification des Parents / Parent Identification**

Father - Family Name \_\_\_\_\_ First Names \_\_\_\_\_ Place of Birth \_\_\_\_\_

Mother- Maiden Name \_\_\_\_\_ First Names \_\_\_\_\_ Place of Birth \_\_\_\_\_

**Section 2 Frais de scolarité et Plan du paiement  
Schedule of Fees and Payment Plan**

- All cheques should be made payable to *Collège Prep International*. Fees are due and payable on the dates shown below.
- **Application + Registration fee** : A \$50.00 + 200.00 non-refundable fee is paid upon submitting an application.
- **Book fees**: \$500.00 includes all workbooks and loan of texts.
- Cancellations received after opening day are subject to a \$500.00 indemnity fee.
- All applications are subject to review at the end of each Academic year.
- The school may accept students after the school year has commenced. In these cases, the fee is arranged through the Secretary-Treasurer who will also advise parents of the method of payment.
- The school reserves the right to make changes in the published scale of fees at its discretion.
- **Hot lunches are subsidized. Students pay \$550.00 per year.**
- Above fees are paid upon acceptance. **The above charges are not part of the fee schedule.**
- **Sports activities will be billed separately. The schedule will be distributed on Orientation day, August 31<sup>st</sup>**

*Regular schedule begins September 5<sup>th</sup>*

Group	Tuition Fee	Plan A	Plan B	Due Dates	
SECONDARY I, II, III, IV, V	\$ 12,500.00	1 <sup>st</sup> \$6,250.00	1 <sup>st</sup> \$3,125.00	Aug. 31, 2018	
		2 <sup>nd</sup> \$6,250.00	2 <sup>nd</sup> \$3,125.00	Nov. 9, 2018	
			3 <sup>rd</sup> \$3,125.00	3 <sup>rd</sup> \$3,125.00	Feb. 1, 2019
			4 <sup>th</sup> \$3,125.00	4 <sup>th</sup> \$3,125.00	April 5, 2019
ELEMENTARY V, VI	\$12,000.00	1 <sup>st</sup> \$6,000.00	1 <sup>st</sup> \$3,000.00	Aug. 31, 2018	
		2 <sup>nd</sup> \$6,000.00	2 <sup>nd</sup> \$3,000.00	Nov. 9, 2018	
			3 <sup>rd</sup> \$3,000.00	3 <sup>rd</sup> \$3,000.00	Feb. 1, 2019
			4 <sup>th</sup> \$3,000.00	4 <sup>th</sup> \$3,000.00	April 5, 2019

No monthly plan available. No additional charges on Payment Plan A / B.

**Effective Oct. 3<sup>rd</sup>, 2017**

All school uniforms must be purchased at Top Marks Inc., 5760 Ferrier, TMR, Qc, H4P 1M7, Tel.: 514-344-5454  
 All School supplies at Bureau en Gross (store #289) 5157 Sherbrooke Street West, MTL, Qc, H4A 1T5, Tel.: 514-488-2800

**Section 3 Pour administration / For office use only**

Registration Date \_\_\_\_\_ Starting Date \_\_\_\_\_ Registration Fees \$ \_\_\_\_\_ Payment Plan \_\_\_\_\_

Approved by \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_ Invoice Total \$ \_\_\_\_\_ Cancellation of Contract Date \_\_\_\_\_

STUDENT SHOULD PROVIDE

**Birth Certificate**

**Dept. of Ed. Transcript**

**Report of last school**

**Medicare Card**

**Other**

Overseas students are required to furnish immigration documents, a copy of passport face plate and a Power of Attorney.

**Section 4 Règlements / Regulations**

70. L'établissement ne peut pas exiger de paiement d'un client avant de commencer à exécuter son obligation, sauf le paiement de droits d'admission ou d'inscription n'excédant pas le montant déterminé selon les règlements du ministre.

Il ne peut exiger le paiement de l'obligation du client ou, si des droits d'admission ou d'inscription ont été versés, de son solde en moins de deux versements sensiblement égaux. Les dates d'échéance des versements doivent être fixées de telle sorte qu'elles se situent approximativement au début de chaque moitié, calculée en mois, en leçons ou en unités, de la durée des services éducatifs auxquels l'élève est inscrit.

71. Le client peut, à tout moment et à sa discrétion, résilier le contrat en donnant avis à cet effet par courrier recommandé. Le contrat est résilié de plein droit à compter de la réception de l'avis.

72. Si le client résilie le contrat avant que la prestation des services n'ait été entreprise, l'établissement ne peut exiger qu'une inscription du moins élève des montants suivants: le montant maximal déterminé selon les règlements du ministère ou un montant représentant au plus un dixième du prix total convenu pour ces services.

73. Si le client résilie le contrat après que la prestation des services ait été entreprise, l'établissement ne peut exiger du client que les montants suivants:

1. Le prix des services qui lui ont été fournis calculés en mois, en leçons ou en unités et stipulés dans le contrat
2. À titre de pénalité, le montant obtenu en soustrayant les droits d'admission ou d'inscription du moins élève des montants suivants: le montant maximal déterminé selon les règlements du ministère ou un montant représentant au plus un dixième du prix total convenu pour ces services.

74. Dans les dix jours qui suivent la résiliation du contrat, l'établissement doit restituer au client les montants qu'il a reçus en excédent de ceux auxquels il a droit.

75. Le client peut demander annulation du contrat, s'il constate que l'élève a été admis aux services éducatifs contre les règles régissant l'admission à ces services.

70. No institution may require payment from a client before beginning to fulfill its obligations. This does not apply to admission or registration fees which shall not exceed the amount determined by the Ministry.

The institution may not require the client to pay the total sum due, if admission or registration fees have been paid, in less than two equal payments.

The payment dates must be fixed in such a way that they are at the beginning of each period, or in credits for the duration of the school year for which the student is registered.

71. The client may, at any time and at his discretion, cancel the contract by giving notice to that effect by registered mail. The contract shall be canceled by operation of law from the receipts of the notice.

72. If the client cancels the contract before the provision of services has begun, the institution cannot demand compensation in excess of the amount obtained by subtracting the admission or enrollment fees from the lesser of the following two amounts: the maximum amount determined in accordance with the regulations of the Minister and an amount representing not more than one tenth of the total price agreed upon for the services.

73. If the client cancels the contract after the provision of services has begun, the institution may demand only the following amounts from the client:

1. The price of the services provided calculated in months, lessons, or credits as specified in the contract.
2. As penalty, the amount obtained by subtracting the admission or enrollment fees from the lesser of the following two amounts: the maximum amount determined in accordance with the regulations of the Minister and an amount representing not more than one tenth of the total price agreed upon for the services.

74. In the ten days following the cancellation of the contract, the institution must return to the client the amounts it has received in excess of these to which it is entitled.

75. The client may demand that the contract be annulled if he becomes aware that the student was admitted to the educational services concerned in contravention of the provisions governing admission to those services.

Gazette officielle de Québec – updated to Nov. 10, 1993

**Section 5 - Authorization**

- Je soussigné(e) désire m'inscrire au cours d'études indiqué ci-dessus, aux conditions stipulées et après avoir dûment pris connaissance du présent contrat (du présent formulaire d'inscription) et des règlements (section 4).
- Cette école doit respecter la loi sur l'enseignement privé, les règlements et le régime pédagogique.

- I wish to enroll for the course of studies shown in section 1 above, in accordance with stipulated terms; I hereby declare that I have read and understood this contract (this registration form) and the regulation in section 4 of the form.
- This school conforms to the laws governing private education and the rules and official courses of the Ministry of Education.

Signer le  
Signed in duplicate on \_\_\_\_\_

Parenté  
Relationship \_\_\_\_\_

L'établissement s'engage à ne pas céder ou vendre le contract present.

Nom (en lettres moulées)  
Name (please print) \_\_\_\_\_

Signature du parent ou tuteur  
Signature of parent/guardian \_\_\_\_\_

Adresse au travail et tél.  
Business Address and Tel. \_\_\_\_\_

Signature de l'élève  
Signature of student \_\_\_\_\_

Signature  
Collège Prep International \_\_\_\_\_