



CONDITIONS of ADMISSION

First.- Association: I hereby request the enrolment of the student in my care in the British School of Tenerife.

Second.- Acceptance: I fully accept the conditions of admissions contained in this document and have been informed of the contents of the Statutes of the Association, published on the School webpage <https://www.britishschooltenerife.com> .

Third.- Fees payment: School fees are paid by direct debit on the first day of the month being billed or on the first day of the month prior to the term being billed. School fees are due even if a student does not attend school or leaves during the academic year.

Fourth.- Registration fee and Reserving a Place: An annual registration fee of 400€ needs to be paid by every pupil. If the application for admission to the British School of Tenerife is successful, and the place is not accepted in the end, the registration fee paid is not refundable. If unsuccessful the amount paid will be refunded in full. The annual registration fee shall have to be paid before the 31st of March for the following academic year.

Reserving a Place: The school will only reserve a place for students who have been offered a place, whose name is put on the school waiting list on the payment of 250€ which will be discounted from the registration fee due before the students starts at school. This payment is not refundable under any circumstances.

Fifth.- Withdrawal: During the academic year the school must receive a full term's written notification of your intention to withdraw your son/daughter. If such notification is not received then you are obliged to pay the outstanding termly fees for the current academic year and any payments due to the Association. If the required amount of notice is not given then the deposit paid will not be refunded. If you apply for enrolment of your son/daughter in the school at a later date you must pay a new registration fee and deposit.

Sixth.- Deposit: If the application for admission to the British School of Tenerife is successful a 1.200 Euros deposit must be paid as guarantee of all school fees and any other responsibilities due to the school or Association. The deposit will be retained if textbooks and other equipment belonging to the school are not returned in good condition.

The deposit will be returned, without interest, three months after the student leaves the school, on condition that all school fees and other payments due to the school and association are up to date. If the student registered is expelled the deposit paid is not refunded.

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Refund of the deposit: The school must receive notification in writing before the 31st March if a student is not returning the following academic year. Failure to notify the school by this date will mean that the deposit paid will not be refunded. If the withdrawal is made before the end of the academic year, clause five of this contract will apply.

It has been approved within a General meeting that the school may use deposits to face its financial obligations, but with the obligation to uphold the refund policy expressed within this point.

Seventh.- British System: At The British School of Tenerife we follow the English curriculum of education with students taking the appropriate I.G.C.S.E., G.C.S.E and A-Level exams. In addition, students after completing Year 11 may choose to prepare 2 subjects for the Spanish “específicas” and sit “Ebau examinations”. All studies being convalidated with Spanish System. Payment for exams taken in Y10, 11, 12 & 13, are the parents responsibility.

Eighth.- Academic Progress: The school reserves the right to ask you to remove your son/daughter from school if at any stage the Director of the school feels that a students is not making academic progress or has learning difficulties for which the school cannot offer support.

Ninth.- School Conduct: If a student’s behaviour is not acceptable then the school reserves the right to ask him/her to leave. The school may take the decision not to renew a student’s registration if any of the above applies.

Tenth.- Sickness: Parents or guardians are responsible for informing the school of any illness their son/daughter may have. If it is recommended by a doctor that your child should stay at home then under no circumstances should they be sent to school.

Eleventh.- Late payment: If there is a delay of more than one month in the payment of school or association fees, the School will inform those responsible for the students of their obligation to pay the outstanding amounts and will proceed to claim these through the corresponding legal means with the surcharges and the corresponding expenses incurred.

In the case of unpaid fees or other obligations with the School or the Association the Financial Manager has the right to ask for the student to be withdrawn from the School and agree to not renew the student’s enrolment.

Twelfth.- Management Program: The School's communication system with families, authorizations as well as the issue of invoices is done through a Management Program (presently Educamos / Engage); and it is obligatory to use this platform software.

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Thirteenth.- iPad: As from Phase 3 (Year 4) pupils will be asked to purchase an iPad through the School for school use as an educational tool.

Fourteenth.- IT Fee: Each pupil will need to pay an annual IT Fee of 100€ every October.

Fifteenth.- Snacks: Mid-morning breakfast is a compulsory service for all Early Years pupils (with the School having the power to extend the course upon prior notification) except for those pupils with a medical prescription to the contrary, informing the School in writing.

Sixteenth. – Allergies: Any kind of intolerance or allergy must be accompanied by the corresponding medical certificate justifying it.

Seventeenth.- Personal Information: Any change of data filled out in the Pupil Record must be reported to the school.

Eighteenth. - Information on Data Protection: In compliance with the data protection regulations [Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, General Data Protection Regulation (GDPR); Organic Law 3/2018, of December 5, on Protection of Personal Data and Guarantee of Digital Rights (LOPDGDD) and Law 34/2002, of 11 July, on the Information Society and Electronic Commerce Services (LSSI-CE)], we inform you:

1. **Controller:** BRITISH SCHOOL OF TENERIFE.
CIF: G-38029419.
Address: Carretera de La Luz, S/N, 38300, La Orotava, Santa Cruz de Tenerife, España.
Telephone: +34 922.345.450.
Email address: info@bstenerife.com.
2. **Data Protection Officer (DPO):** AFONSO & GONZÁLEZ ASESORES, S.L.
Email address: dpd@bstenerife.com.
3. **Purpose:** To manage the student's enrolment process, for the processing of data in the exercise of the educational function, to respond to doubts and queries raised.
4. **Lawfulness of Processing:** Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract [Article 6.1.b) del GDPR], which happens when registering a Pupil; Processing is necessary for compliance with a legal obligation to which the controller is subject [Article 6.1.c) del GDPR], by virtue of Organic Law 3/2020, of 29 December, which amends Organic Law 2/2006, of 3 May, on Education, for the processing of data in the exercise of the educational function.
5. **Recipient:** Personal data will be assigned to:
 - Banks for the processing of contracted services.
 - Public Administrations in the cases outlined by Law and for the purposes defined therein.

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6. Processor: BRITISH SCHOOL OF TENERIFE may contract with service providers in their capacity as data processors: TECNOLOGIA Y GESTION EDUCATIVA, S.L.U. (EDUCAMOS) CIF: B-86267432; EDUCATION HORIZONS - Double First Limited UK (ENGAGE). The processing of data by this entity is regulated by means of a data processor contract.
7. Rights of the data subject: At any time, you can exercise the rights of access, rectification, deletion, opposition, limitation and portability, by writing, accompanying a photocopy of your identity document to BRITISH SCHOOL OF TENERIFE or to DPO at electronic address dpd@bstenerife.com. You can withdraw your consent at any time, without affecting the legality of the treatment based on the consent prior to its withdrawal, as well as submit a claim, if you consider that we treat your data in an inappropriate manner, before the Supervisory Authority, being in the case of Spain, the Spanish Agency for Data Protection (AEPD), through its website www.aepd.es.
8. Additional Information: Detailed information on data protection can be found at <https://www.britishschooltenerife.com/politica-de-proteccion-de-datos>.

DECLARATION

I have read, understand and accept the aforementioned rules, as well as the information on data protection, and I undertake to comply with them.

In La Orotava, _____ de 202__.

PARENT 1. Name and Surname: _____

D.N.I./N.I.E./Pasaporte: _____

Signed:

PARENT 2. Name and Surname: _____

D.N.I./N.I.E./Pasaporte: _____

Signed:

TUTOR. Name and Surname: _____

D.N.I./N.I.E./Pasaporte: _____

Signed: