



AGREEMENT BETWEEN GUARDIANS UK AND PARENTS

RESPONSIBILITIES OF GUARDIANS UK

- TO REPRESENT YOUR CHILD'S NEEDS, BOTH ACADEMIC AND PASTORAL, THROUGH GOOD COMMUNICATION WITH THE SCHOOL, YOURSELVES AND YOUR AGENT (IF APPLICABLE).
- TO PROVIDE HELP, SUPPORT AND ADVICE, INCLUDING A TERMLY VISIT TO YOUR CHILD AT SCHOOL. WE WILL ATTEND PARENTS MEETINGS IF REQUESTED.
- TO ARRANGE TRAVEL TO AND FROM SCHOOL AT THE BEGINNING AND END OF TERM, EXEAT WEEKENDS AND HALF TERM. TRANSPORT WILL BE CHARGEABLE AND TAKEN FROM THE DISBURSEMENT ACCOUNT.
- TO ARRANGE HOST FAMILY ACCOMMODATION AS REQUIRED DURING HOLIDAY PERIODS AND AT OTHER TIMES. HOST FAMILY CHARGES WILL BE CHARGEABLE AND TAKEN FROM THE DISBURSEMENT ACCOUNT.
- TO SUPPORT YOUR CHILD WITH SETTLING INTO SCHOOL, ASSISTING WITH PURCHASE OF SCHOOL UNIFORM, POCKET MONEY AND MOBILE PHONE TOP UPS IF REQUIRED.
- TO LOOK AFTER YOUR CHILD'S MEDICAL NEEDS WHEN NOT IN SCHOOL AND DEAL WITH OTHER EMERGENCIES THAT MAY ARISE.
- TO BE ACCESSIBLE ON A 24 HOUR BASIS FOR EMERGENCIES.

AS PARENTS YOU AGREE:

- TO PAY THE REGISTRATION FEE, TERMLY GUARDIANSHIP FEES AND DISBURSEMENT ACCOUNT.
- TO PAY FOR ANY ADDIITONAL EXPENSES IN RELATION TO YOUR CHILD.
- TO GRANT US THE AUTHORITY TO TAKE ALL PRACTICAL AND LEGAL DECISIONS WHEN YOUR CHILD IS OUTSIDE SCHOOL IFYOU CANNOT BE CONTACTED AND AN URGENT DECISION IS REQUIRED (EG CONSENT TO CARRY OUT MEDICAL TREATMENT) WITHOUT LIABILITY ON OUR PART IF PROFESSIONAL ADVICE IS TAKEN.

FEES

- A STATEMENT OF YOUR ACCOUNT WILL BE SENT OUT BEFORE THE BEGINNING OF EACH TERM. THE STATEMENT WILL INCLUDE A BREAKDOWN OF THE EXPENSES INCURRED AND YOU WILL BE ASKED TO RESTORE THE DEPOSIT TO £1000. WE WILL REQUEST A TOP UP DURING THE TERM IF THE BALANCE ON THE ACCOUNT FALLS BELOW £250.
- ALL FEES ARE PAYABLE IN STERLING BEFORE COMMENCEMENT OF EACH TERM.
- DISBURSEMENT ACCOUNT: THIS MONEY WILL BE USED TO PAY FOR YOUR CHILD'S EXPENSES. EG TRAVEL EXPENSES,HOST FAMILY PAYMENTS,POCKET MONEY,MOBILE PHONE TOP UPS, SCHOOL UNIFORM ETC.
- CANCELLATIONS – HOST FAMILY ARRANGEMENTS MUST BE CANCELLED AT LEAST 7 DAYS BEFORE THE START OF YOUR CHILD'S STAY OR YOU WILL BE CHARGED 50% OF THE COSTS. IF LESS THAN 48 HOURS NOTICE IS GIVEN THE FULL AMOUNT WILL BE CHARGED. IF YOUR CHILD FAILS TO USE TRANSPORT THAT HAS BEEN ARRANGED AND NOTIFIED TO YOU THE FULL COST OF THE TRANSPORT WILL BE CHARGED.
- THE BALANCE OF THE DISBURSEMENT ACCOUNT WILL BE REFUNDED WHEN THE CONTACT COMES TO AN END. A TERMS NOTICE IS REQUIRED FOR TERMINATION OF CONTRACT.

INSURANCE

- YOU ARE RESPONSIBLE FOR MAKING CERTAIN THAT YOUR CHILD IS ADEQUATELY INSURED WITHIN THE UNITED KINGDOM IN THE EVENT THAT HE/SHE CAUSES PERSONAL INJURIES, LOSS OR DAMAGE TO MEMBERS OF THE HOST FAMILY OR OTHER THIRD PARTIES SUCH AS MEMBERS OF THE PUBLIC. YOU ARE ALSO RESPONSIBLE FOR INSURING YOUR CHILD'S BELONGINGS.

THIS AGREEMENT CAN BE ENDED:

- BY YOU GIVING ONE FULL TERM'S NOTICE.
- BY US GIVING A MONTH'S NOTICE TO YOU. THIS WOULD ONLY HAPPEN IF A PROBLEM WITH YOUR CHILD COULD NOT BE RESOLVED.
- THE BALANCE OF THE DISBURSEMENT ACCOUNT WILL BE REFUNDED TO YOU ONCE ALL EXPENSES HAVE BEEN PROCESSED.
- OUTSTANDING EXPENSES TO BE PAID BY YOU.

WE AGREE TO THE TERMS DESCRIBED IN THIS AGREEMENT:

PARENTS SIGNATURES: _____

GUARDIANS UK: _____ **DATE:** _____