

TERMS AND CONDITIONS

Application Fee

This fee shall be paid when the student is first enrolled in the school. Upon receipt of the application for admission, Hill Castle International School issues an invoice for the application fee and upon receipt of the payment, the application will be processed. This one-time, non-refundable fee covers the administrative costs of processing the application.

Enrollment

A student is deemed enrolled at Hill Castle International School for the full or remaining part of the academic year when the school has received the signed application papers or the signed re-enrollment form as well as payments of the fees mentioned below. Should, for any reason, the application or re-enrollment not be accepted, the school will inform you in writing.

Payment

Tuition: Hill Castle International School requires full payment 3 weeks prior to preferred start date. Tuition must be paid in full in order to receive a transcript or diploma from the International School of Berne.

Access: After you have paid the applicable tuition and completed the required forms, you will be given access to Hill Castle International School one week prior to the start date. Hill Castle International School is available to you through a standard Internet browser. You must have a computer and an internet connection to access Hill Castle International School. It is your responsibility to set up, pay for and maintain (in accordance with the minimum specifications as directed by Hill Castle International School) your computer and Internet connection during your enrollment period.

EACH USER IS ALSO SUBJECT TO THE TERMS OF USE POSTED ON THE ICADEMY INTERNATIONAL WEB SITE WHICH INCLUDE DISCLAIMERS OF WARRANTIES AND INDEMNITY OBLIGATIONS AND WHICH ARE SUBJECT TO CHANGE FROM TIME TO TIME WITHOUT NOTICE. IN ADDITION, ICADEMY INTERNATIONAL MAY TERMINATE YOUR ENROLLMENT IF YOU OR YOUR CHILD VIOLATES A SCHOOL POLICY OR OTHERWISE FAILS TO COMPLY WITH ANY MATERIAL TERM OR CONDITION APPLICABLE TO ENROLLMENT.

Suspension and Termination

Hill Castle International School may suspend your access, without additional notice 1) if you are on a payment plan, and we have not received payment for service, or 2) for operational reasons. In addition, Hill Castle International School may terminate any enrollment if you or your child breach or otherwise fail to perform any material obligation and do not cure the breach within 30 days after Hill Castle International School has notified you of it.

Materials

Materials may be limited to those Materials corresponding to the courses selected per your enrollment as well as your current physical location. Materials may be used only for the benefit of the single named student enrolled. You may not reproduce or distribute any Materials or transfer or sell any Materials to any third party, except to the extent legally permissible. ALL MATERIALS ARE TO BE USED IN ACCORDANCE WITH THEIR INSTRUCTED PURPOSE AND APPLICABLE DIRECTIONS.

Insurance

Parents are required to maintain health and liability insurance for their children. The personal belongings of the Learning Center students are not insured by the school.

Invoice Payments

The parent/guardian(s) who signs the Financial Regulations form is responsible for all financial matters, regardless of the invoice address.

Force Majeure

No refund of fees will be issued in the event Hill Castle International School is forced to close due to circumstances beyond the school's control.

Withdrawal; Refund Policy

Refund Policy: You, as the parent or guardian, must send a letter or email to Hill Castle International School requesting to withdraw your child from Hill Castle International School. We recommend you call the school administrator at to discuss the reason for withdrawal. Refunds are calculated based on the "Withdrawal Date" which is the postmark date of the letter, or the electronic imprint date on the withdrawal email.

REFUNDS SHALL ONLY BE OFFERED ON FULLY PAID TUITION OR PAYMENT PLANS AS FOLLOWS:

Refund Policy: Refunds are ONLY available for tuition that has been paid in full. In order to be eligible for a refund, a parent or guardian must provide written notification to HCIS, requesting to drop a course or withdraw the child from the school. It is also recommended that the student's teacher or academic coach is contacted to discuss the reason for the course drop or program withdrawal. Refunds are calculated based on the "Withdrawal Date" which is the postmark and/or electronic imprint date on the written notification. Specific information on percentages available for refund is outlined:

Prior to start date = 75% refund

Day 1-30 of start date = 50% refund

After day 31 of start date = 0% refund

**Payment refund can take 15-30 business working days*

THERE ARE NO REFUNDS ON MATERIALS PURCHASED OR ANY APPLICABLE SHIPPING CHARGES IF MATERIALS HAVE BEEN SHIPPED. HILL CASTLE HAS NO OBLIGATION TO PROVIDE A REFUND IF YOU OR YOUR CHILD VIOLATES A SCHOOL POLICY OR OTHERWISE FAILS TO COMPLY WITH ANY MATERIAL TERM OR CONDITION APPLICABLE TO YOUR ENROLLMENT.

Online Access: If a payment has bounced, online course access will be cut within 7 working days unless a payment replacement has been made.

Dispute Resolution and Binding Arbitration

All disputes arising out of these Financial Regulations shall be settled by the courts of the Czech Republic. The parties will attempt in good faith to settle all disputes arising from or in connection with these Terms including without limitation the validity, interpretation, performance and breach hereof, through a process of mediation in the Czech Republic under the supervision of a mutually agreed upon mediator.

In the event that mediation fails to settle such a dispute, the parties shall follow the process set forth in the current Terms of Use posted on Hill Castle International School website, or if different, the parties may mutually agree upon binding arbitration in in the Czech Republic.

Miscellaneous

Upon signing the enrollment form and accepting these Terms you represent that you are the parent or legal guardian of the student(s) being enrolled. You represent that you have the power to bind all students, their parents and legal guardians, all of who shall be bound by these Terms. These Terms cannot be amended unless such amendment is accepted in writing by an authorized representative of Hill Castle International School.

A waiver of any part of these Terms in one instance is not a waiver of any other part or any other instance. Notices are considered delivered when either party sends them by email to the email

address provided by the other party or 3 days after mailing by first class mail, return receipt requested, to the most recent address provided by the other party.

If any part of these Terms is held invalid for any reason, the remaining provisions shall not in any way be affected or impaired. These Terms and the documents to which it refers form the entire agreement the parties with respect to the subject matter herein. You may not rely on any other documents, statements, or representations by any sales or service representatives or other parties, unless expressly contained herein.

Amendments

Hill Castle International School reserves the right to amend these Financial Regulations and the Schedule of Fees as deemed necessary.