

Admissions Policy

The Vale Verde International School “VVIS” admissions policy has to be agreed by parents prior to admission. The admissions policy is effective upon admission and shall survive the duration of study at VVIS. By signing the application form you agree to the following terms:

1. DEFINITIONS

- 1.1 “VVIS” Vale Verde International School™ and Colegio Vale Verde Lda. as a legal entity.
- 1.2 “Applicant” The prospective student whose name is mentioned on the application form and correspondence who is yet to be registered and enrolled.
- 1.3 “Student” The registered and enrolled student at VVIS.
- 1.4 “Enrolment” Written confirmation of an applicant’s admission to VVIS followed by (1) Registration Fee; (2) Security Deposit; (3) satisfaction of all conditions set by admissions officer.

2. Rights of VVIS

VVIS reserves the right to deny the admission of any applicant based on the social needs of the school, the emotional, academic and social abilities of the applicant and the outcome of an admissions test where appropriate. VVIS as a private institution cannot guarantee the admission of any applicant.

- 2.1 Applicants who meet the criteria in 1 above may not be admitted where VVIS has reached its class size capacity, school size capacity or where VVIS would be in breach of any legal term or law governing school capacities.
- 2.2 Notwithstanding 1.1 above VVIS may retract provisional, conditional, unconditional or otherwise any offer of enrolment or admission if facts that were not previously disclosed to VVIS are subsequently discovered that would materially alter the decision of the admissions officer if such facts were disclosed prior to registration.
- 2.3 Without prejudice to any policies regarding behaviour, VVIS has an unreserved right to cancel admission of any student at any time with reason or with reference to a breach of (1) school rules published and amended from time to time; (2) the demerit policy; (3) laws and successful prosecution of any crime in any country that the school finds are inconsistent and detrimental to the school’s mode of operation; (4) outstanding fees of more than one term.

- 2.4 All deposits, payments and advanced fee payments shall be forfeited if VVIS excludes the student pursuant to 1.3 above.
- 2.5 Notwithstanding 1.4 above, VVIS has the right to forfeit all deposits payments and advanced fee payments if the student is excluded voluntarily without the requisite notice in 5.1.

3. Enrolment

- 3.1 Enrolment to VVIS shall be effected once (1) the admissions office has confirmed the successful outcome of an admissions application in writing; (2) All conditions and prerequisites attached to the admissions offer have been met; (3) payment of a registration fee of €150; (4) payment of a security deposit of one term's fees.
- 3.2 Payment of a registration fee without the payment of a security deposit, does not guarantee enrolment to VVIS.
- 3.3 Conditional enrolment mentioned in 3.1 includes conditions pertaining to the offer of admission such as the production of (1) satisfactory evidence of prior and consistent attendance at a formal educational organisation; (2) satisfactory reports and academic transcripts; (3) full medical and psychological disclosure including any known learning disabilities; (4) disclosure of any previous academic or criminal misconduct including suspension or expulsion at a previous educational organisation and instances of dishonesty.
- 3.4 Failure to satisfy a conditional offer of admission shall result in the application being rejected and lead to an immediate termination of admission where appropriate.

4. Termination

- 4.1 VVIS reserves the right to terminate enrolment, admission or otherwise exclude the Student if VVIS determines that (1) the Student's best interests cannot be met effectively by the school's programs and services; (2) the Student's behaviour is deemed by a disciplinary committee of three or more teachers including one member of the senior management team to jeopardise the welfare of the school community; (3) educationally significant information is withheld from the school; (4) failure to make full and fair disclosure of any items listed in 3.3 above; (5) VVIS fees are not paid in accordance with the VVIS Finance Regulation.
- 4.2 VVIS reserves the right to exclude the Student if the school determines that a psychological in the appropriate form and manner is required to determine the existence of special educational needs and the Student or parent declines to undertake such a test.
- 4.3 With reference to 4.2 above, any request for a psychological test shall be at the parent's expense.

5. Notice

- 5.1 Notice of one full term is required for the voluntary exclusion of a Student.

5.2 Failure to satisfy 5.1 above shall give VVIS the right to exercise any appropriate remedy in clause 2.

6. **Amedments**

6.1 VVIS reserves the right to amend this admissions policy document as and when deemed necessary.

6. **Disputes**

6.1 Any dispute arising out of this admissions policy document shall be settled in the courts of Lagos, Portugal or if initiated by VVIS any court deemed necessary and appropriate the venue of which shall be decided by VVIS.