



School Contract

2024 SCHOOL YEAR

between

Enko Education Sekeleka LDA

and

Parent/Guardian's name

for

Student's Name

Start date of the contract



Enko Maputo

Rua das Rosas 59200, Sommerschild 2, Maputo, Mozambique
+258 84540 9151 | +258 87402 1926 (reception/admissions) | maputo@enkoeducation.com
enkoeducation.com/maputo/

Parent/Guardian Information

Parent/Guardian 1

..... Last Name First Name(s)
..... Relation to student Preferred language
..... Phone number 1 Cell Phone number
..... Email address 1 Physical address
..... Profession Employer

Parent/Guardian 2

..... Last Name First Name(s)
..... Relation to student Preferred language
..... Phone number 1 Phone number 2
..... Email address Physical address
..... Profession Employer

Student's Information

Student 1

Last Name	First Name(s)	Gender
Date of entry at school	Date of birth	Birth place
National ID number	First language	Other languages
Nationality 1	Nationality 2	Address if different from parents
Current school and grade	Grade entering at Enko	

Information about special learning needs

Medical condition (*allergy, diabetes, asthma, other*)

Persons permitted to collect students from school	Names of siblings at the school
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Student 2

Last Name	First Name(s)	Gender
Date of entry at school	Date of birth	Birth place
National ID number	First language	Other languages
Nationality 1	Nationality 2	Address if different from parents
Current school and grade	Grade entering at Enko	

Information about special learning needs

.....
 Medical condition (*allergy, diabetes, asthma, other*)

.....
 Persons permitted to collect students from school

.....
 Names of siblings at the school

Student's Information

Student 3

.....
 Last Name

.....
 First Name(s)

.....
 Gender

.....
 Date of entry at school

.....
 Date of birth

.....
 Birth place

.....
 National ID number

.....
 First language

.....
 Other languages

.....
 Nationality 1

.....
 Nationality 2

.....
 Address if different from parents

.....
 Current school and grade

.....
 Grade entering at Enko

.....
 Information about special learning needs

.....
 Medical condition (*allergy, diabetes, asthma, other*)

.....
 Persons permitted to collect students from school

.....
 Names of siblings at the school

Parent's statement

Statement	Signature
Vaccination <i>I hereby certify that my child's vaccination record is up-to-date (yellow fever, typhoïde).</i>	
Authorization of medical attention <i>I authorise the school's direction, in case of an emergency, to take any necessary action regarding my child (medical care, hospitalisation, surgical intervention). I confirm having informed the Enko school of my child's medical condition.</i>	
Authorization for school trips <i>I authorise my child to participate in field trips, outings, curricular and extracurricular activities organised by Enko Education.</i>	
Parental authorization for the use of digital photos of students <i>I authorise Enko Education to use photos and digital images of my child in written and digital publications. I am informed that they will only be used in educational material and that the identity of my child will be protected.</i>	

Payment terms

	<input type="checkbox"/> Termly <input type="checkbox"/> Annually <input type="checkbox"/> Monthly:
Total amount of annual school fees	Frequency of payments
First and last name of the guardian and email who will receive and settle school fee invoices	

School Fees payment Policy

Enrolment and Re-Enrolment Fees

A 42,000 MZN one-time registration fee is payable by all new students in order to confirm their enrollment and save the child's seat at school. This fee is discounted by 10% for all payments made before 31st October.

School Fees

Payment options

Three payment options are available in Enko schools:

1. Annual Fee payment

Paid in full at enrollment. A 5% discount applies on the total of school fees (non applicable after the first day of school).

2. Termly Fee payment

- 40% of total school fees paid at enrollment
- 40% of total school fees paid before the 1st May
- 20% of total school fees paid before the 1st September

If this date falls on a weekend, payment must be made on or before the last business day before this date.

3. Monthly Fee Payment

- Payments made from January to September {9 months}.
- Payable till the 5th of each month.

School fees remain due and payable according to the above deadlines irrespective of the implementation or not of distant / blended learning.

Enrolments during the academic year

If a student enrolls at any time during the second or third term, the family has to pay the annual school fees pro-rated to the months the student is present at school. For the month in which the student arrives at school, the following rule applies:

1. Enrolment between the 1st and the 15th of the month: the entire month is due
2. Enrolment between the 16th and the last day of the month: 50% of the month is due.

Communication

Communication about school fees will be sent to parents by e-mail, and a printed letter will be handed out to students when possible.

Invoices

- Parents will receive their invoice 30 days before the payment deadline
- If the payment is not done, a reminder is sent 15 days prior to the deadline
- If the payment is not done, a second reminder is sent 5 days prior to the deadline

Statement

Parents will receive individual statements and payment reminders at the time of invoicing.

Refunds

1. When applicable development levies, Enrolment and re-enrolment fees are non-refundable
2. Should the Parents wish to terminate the enrolment of a Learner before the start of the new school year for which the enrolment is applicable, the Parents undertake to furnish the Head of school with written notice, and the school will refund the tuition after a written request is made for such.
3. If a student has attended school for any number of days in a given term, fees paid in relation to that term will not be refunded either in part or full.
4. Refunds will be processed within 10 working days from the time a written request has been received.

Termination of the school Contract

Either party, Enko Maputo (hereafter referred to as "the School") or the Parents/guardians, reserves the right to terminate this contract at any time during the academic year. However,

termination requests should be made in writing and submitted at least 30 days in advance of the intended termination date.

- Upon receipt of the written termination letter, the School will initiate the termination process, and invoicing for the school fees will cease immediately. The 30-day notice period will still apply, but the school fees will not be invoiced beyond the effective date of termination specified in the written termination letter.
- The School holds the right to terminate the contract based on the student's behaviour and conduct. In cases where a student's behaviour is found to be in violation of the school's code of conduct or poses a threat to the safety and well-being of other students, staff, or the school community, the School reserves the right to terminate the contract with immediate effect.
- In the event of a termination based on student behaviour, the School will provide written notice to the Parents/guardians, explaining the reasons for the termination and the effective date of the contract termination.
- Upon termination of the contract, the School and the Parents/guardians agree to settle any outstanding fees or obligations as per the terms of this contract.
- In case of termination, the School will facilitate the smooth transfer of student records and necessary documents to the Parents/guardians to assist in the student's transition to another educational institution, as applicable.
- The termination of this contract shall not relieve the Parents/guardians from any financial or other obligations accrued or agreed upon prior to the termination date.

Methods of payment

1. Payment must be made by bank transfer, bank deposit or through the Point of Sale system available at the school (when relevant).
2. Parents paying by bank transfer or bank deposit must send the proof of payment to the school. When paying by bank transfer and or bank deposit then the **student's name, surname and grade** must be mentioned. If these details are not mentioned, then any such payment will not be allocated to the correct student and the account is at risk of reflecting as being in arrears.
3. Due to safety concerns for all our staff and students, no cash payments will be allowed.

Discounts

Upfront payments discounts

A 5% discount on annual school fees only applies for all upfront payments.

Siblings discounts

1. A sibling discount of 2,5% on school fees applies to the total fees due by all families with two siblings enrolled at school.
2. A sibling discount of 5% on school fees applies to the total fees due by all families with three siblings and more enrolled at school.
3. Sibling discounts are only applicable to children with the same legal guardians.

Upfront payment discounts and siblings' discounts can be accumulated, and the upfront payment discount applies first, the siblings discount being applied to the total of discounted school fees.

Default Payment

1. Any cheques banked and are subsequently dishonoured will attract a fee of 2.5% of the payment amount and will be levied to all student's accounts.
2. The school is entitled, without prejudice to any of the affected persons rights, to suspend a student's enrolment if the school fee account remains in arrears for 30 days:
 - a. Such suspension will remain in effect until all outstanding fees have been paid. Suspension will be done by adhering to the principles of procedurally fair practice and conduct.
 - b. Suspended students will not be entitled to attend classes nor take examinations, and no grade will be given for any work done during the exclusion.
 - c. Diplomas and academic transcripts will not be released until payment of obligations has been made in full.

3. If the school and or any other fees of any learner is in arrears for more than 30 days of any due date and no arrangement has been made, the case will be handed out to a recovery agent attracting an extra penalty fee.
4. Any outstanding fees from the previous year must be settled before the start of the new academic year. If such fees are not settled the student will not be allowed to come back to school. No exceptions will be allowed in this regard.

Late Payment Penalties

Late payment penalties are applicable to parents or guardians who fail to make timely payments for school fees.

- If a payment is not received within 10 days of the due date, a penalty of 10% of the outstanding fee will be invoiced and added to the total amount due.
- In case the payment is delayed beyond 20 days from the due date, an additional penalty of 10% will be invoiced and added on top of the outstanding fee and the previously accrued penalty.
- If the payment remains overdue for 30 days or more, a penalty of 10% will be invoiced and added to the total outstanding fee, and the following actions will be taken:
 - a. The parent or guardian will be held liable for a penalty fee of 30% of the total outstanding amount.
 - b. The student associated with the unpaid fees will face suspension from attending classes and accessing school facilities until the dues are settled.
 - c. Once the pending fees have cleared and the student(s) is allowed to attend class, the school is not liable for giving the student extra classes/catch up lessons for the lessons missed.
- It is the responsibility of the parent or guardian to ensure that the school receives timely payments for the school fees and to keep track of payment due dates. All payments made need to include the student's reference number to ensure that payments made are correctly allocated to the student's account.

The school reserves the right to review and update the late payment penalties as deemed necessary, without prior notice provided to the parents or guardians.

Additional Fees

1. The school can require fees not covered by school fees and which require additional payments from the Parents/Guardians/Trusts and or Benefactors of participating students.
2. Some of the additional fees are mandatory (e.g. examination fees, textbooks, reading project books which are 3 books/year for Cambridge Lower Secondary and Cambridge Upper Secondary learners and a minimum of 4 for IBDP SL and a minimum of 6 books/year for IBDP HL Learners, Calculators, Art lessons material) and must be communicated by the school prior to enrolment.
3. Optional fees (e.g. canteen, school tours) must be communicated by the school if possible on the initial school fees sheet, or be communicated to parents as and when they occur.
4. In the event of any school and or essential fees being outstanding then the school reserves the right to not allow students to participate in activities not considered part of the formal curriculum.
5. Student Uniforms are mandatory. Students without the proper uniform will not be allowed in the classroom.

Child Safeguarding

It is the responsibility of everyone to keep children and learners safe. Every child and learner has the right to be protected from harm and we have a legal responsibility to ensure that this overrides all other responsibilities. Children and learners should not be subjected to neglect, physical, emotional or sexual abuse. If any employee recognises any such child safeguarding issues he/she has the duty to make you aware and report. He/She will inform the Child safeguarding Lead (CSL) in your school and make a formal referral under the Enko Education Child Safeguarding Policy procedures. In some cases, in concertation with your management, you may have the duty to inform local authorities and medical agencies.

Understanding the schools Tuition Fee structure

The school Tuition Fee indicated in the table below includes the following services

Enrolment Fees					
42,000 MZN One-time enrolment fee for new students					
Enrolment fees are non-refundable					

School Fees					
Paid Upfront (paid before 5th January)	Paid Termly				Paid Monthly
Total upfront fee with a 5% discount applied	Total annual fee	TERM I Paid before 5th January (40% total annual fee)	TERM II Paid before 5th May (40% total annual fee)	TERM III Paid before 5th September (20% total annual fee)	Per Month Paid before the 5th of each month for 9 months

Primary Years (Grade 1 to 6)					
247,619MZN	260,000MZN	104,000MZN	104,000MZN	52,000MZN	28,889MZN

Cambridge Lower Secondary (Grades 7 to 9)					
291,500MZN	306,075MZN	122,430MZN	122,430MZN	61,215MZN	34,008MZN

Cambridge Upper Secondary - IGCSE (Grades 10 and 11)					
330,000MZN	346,500MZN	138,600MZN	138,600MZN	69,300MZN	38,500MZN

IBDP 1 & 2 (Grades 12 and 13)					
434,500MZN	456,225MZN	182,490MZN	182,490MZN	91,245MZN	50,692MZN

Enrolment Fee includes:

- Entrance exams and marking
- Admission Interview
- Orientation

The School Fee includes:

- Tuition fees (courses, classes, instruction, etc.)
- Student's registration on Enko Maputo school system and Enko school email address activation
- Access to [Eduka Parent Portal](#) for parents
- Access to School Management System (SMS) Toodle App for student and a parent
- Access to Learning Management System (LMS) CANVAS
- Access to books, E-books and other digital learning resources in the Enko Maputo library
- Physical Education lessons twice a week
- Paper or electronic copy of a Report Card and a Transcript
- History of academic performance

Enko Education Exclusive Products

- *Knowledge for College & Future Orientation* - Career Education and University Admission Program for grades IG 1&2, IB 1&2

- Registration and unlimited access to CIALFO - university admission online platform
- Three different Psychometric testing (Learning style, Multiple Intelligences and Personality) in grades IG 1 & 2, IB 1 & 2, with the opportunity to take each of them every year
- University Application preparation and submission
- Recommendations for the university admission process
- Annual online sessions on university admission issues
- Registration to Hivebrite, Enko Education Alumni Network in grades IB 1&2

Additional Fees

The school requires the payment of additional fees, which include compulsory and optional fees, that are not covered under the enrolment or the school fees.

Compulsory Additional Fees

Compulsory Fees	
Compulsory fees are additional fees which are mandatory (e.g., examination fees, textbooks etc.) which will be required during the school year.	
Uniform	Contact the school admin team
Books (estimated amount)	Cambridge Primary - Contact the school admin team Cambridge Lower Secondary (Grade 7 - 9): 23,515MZN Cambridge Upper Secondary - IGCSE (Grade 10 - 11): 58,644MZN IBDP (Grade 12 - 13): 45,000MZN
Exam Fees (estimated amount)	Cambridge Checkpoint (Grade 9): 18,500MZN Cambridge IGCSE (Grade 11): 72,000MZN IBDP (Grade 13): 92,000MZN
School Stationery Supplies (estimated amount)	For Grade 10 to 13, Graphic Display Calculator Casio fx-9860GII: 23,000MZN. Stationery list is available at Enko Maputo admissions office.

Optional Additional Fees

Optional Activities	
Optional fees are applied to various activities and extra curricular programmes and are available to purchase throughout the academic year.	
Extra lessons in Mathematics, Sciences, Biology, Chemistry, Physics etc.	1 subject - 4000 MZN a month, 1 once a week 2 subjects - 8000 MZN 3 subjects - 12000 MZN
French	4000 MZN a month, once a week
English	4000 MZN a month, once a week
Field trips / Leadership Camps	The fees vary and depend on the nature of the activities. Each trip itinerary and cost will be communicated separately in advance
School Canteen	Snacks & beverages and school branded gift items are available to purchase at the canteen during school hours.
Enko Maputo Branded products	Branded products are available to purchase at the school shop (Tote bags, mugs, hats, Hoodies, T-shirts, etc.)
In the event of any school and or essential fees being outstanding then the school reserves the right to not allow students to participate in activities not considered part of the formal curriculum.	

Code of Conduct

Enko Maputo is an international school and English is the primary language of instruction and it is used for any kind of communication except Portuguese & French classes.

- We show respect and courtesy to others at all times. We are polite and respectful to each other.
- We look after ourselves, and we care for our classmates, any school property and our belongings.
- At all times we behave in a way that is appropriate for a school environment with mixed gender students coming from different cultural backgrounds. Any excessive displays of affection are not acceptable, neither are actions that could be misinterpreted or felt to be provocative and/or offensive by others.
- We address teachers using the following terms:
 - For female teachers: teacher's title "Ms." or "Mrs." followed by last name.
 - For male teachers: teacher's title "Sir" or "Mr." followed by last name.
- We do not run in the school buildings. We walk carefully on the stairs, keep left and give consideration to others.
- We keep noise to a minimum in order to not disturb others.
- Late students will not be allowed into the classroom after 07h45, they will only go into the classroom at the start of the second period.
- No-one may leave the school premises without a written permission letter sent to the school by parents until transport arrives after classes are over at the end.
- No mobile phones/mobile devices are allowed to be used in the classrooms during lessons by students, unless permitted by a teacher for a specific activity. IBDP students (and IG students if explicitly permitted to do so) may use electronic devices for academic work, unless instructed otherwise by a teacher. If mobile phones/mobile devices are brought to school they need to remain in a silent mode and be kept inside the student's bag. The school does not take any responsibility for losses or damages.
- School Uniforms are mandatory at all times, even during winter. Students without the proper uniform will not be allowed in the classroom.
- Footwear for all students should be flat black or white shoes.
- For PE classes, students should wear white T-shirts and green shorts. White shoes should be worn
- Girls may wear simple jewellery, e.g. simple bracelets, necklaces or earrings.
- Any nail polish should be neutral; hair should be "natural" in colour.
- Boys should not wear earrings; hair should be cut conventionally
- Visible tattoos are not permitted.
- Non-religious headwear is not permitted.
- No chewing-gum is allowed at the classes.
- The use or possession of tobacco, alcohol or illegal substances is strictly forbidden.
- We are permitted to eat at approved locations and we are expected to clean up the area once their meals are complete.
- We are assigned designated classrooms which should be maintained clean and neat following each class activity.
- We have designated washrooms/bathrooms which we are permitted to use during their breaks, i.e. before or after the start of lessons.
- We are on time for the start of every lesson and make sure to bring all the materials that we need. We will wait inside the classroom in an orderly manner until the teacher arrives.
- During lessons, we will focus on our work and avoid distractions.
- We will complete homework assignments to the best of our ability.
- We help protect the environment by switching off lights and/or air-conditioners if left on, and we maintain the school tidy

Code of Conduct for online learning

The code of conduct for online learning of students aims to create a safe and academic environment during virtual classes, by signing it the students agree to:

- Maintain a positive and supportive online learning environment;
- Be respectful and polite to peers and teachers;
- Be active and responsive and engage in the lesson to the best of their ability;
- Be constructive while giving feedback to other students;
- Respect the individual or team work ethics and instructions;
- Check the CANVAS learning management system daily;
- Meet the deadlines for the assignments and complete all self-study tasks as assigned by a teacher;
- Use appropriate language and register;
- Turn off or keep their mobile phone on silent during a virtual lesson and to not distract the rest of the group;
- Dress appropriately (as they would/ if they were going to an event at their school);
- Attend all virtual classes from a suitable and appropriate location, such as a shared family room or classroom (not in a loud public location such as a coffee shop or on a train);
- Share any concerns related to virtual classes with the form tutor, by sending an email;
- Turn their camera on when in virtual class so the teacher can see them as if in class;
- Be present during the entire duration of the virtual class. Check in right on time and leave only at the end of the lesson;
- Be on time for all classes and let the school know if they cannot attend a class for any reason by emailing the school .

By signing this, students agree not to:

- Be late for all classes and let the school know if they cannot attend a class for any reason by emailing the school.
- Share their username and password with others.
- Share sensitive personal information including any form of contact details with other course members and their tutor.
- Post or upload anything off-topic, offensive, abusive or illegal to CANVAS.
- Post or upload inappropriate messages, content, unauthorised advertising, promotional material or spam.
- Share the video or audio recording of the lesson on social media .

Parent's statement

School Fee Policy	Signature
I hereby certify having read and agreed to the school 's fees payment policy.	

Code of Conduct	Signature
I hereby certify having read and agreed to the school 's code of conduct.	