

PRIVATE CONTRACT FOR THE RENDERING OF EDUCATIONAL SERVICES

PRIVATE CONTRACT FOR THE RENDERING OF EDUCATIONAL SERVICES EXECUTED BY AND BETWEEN THE AMERICAN SCHOOL FOUNDATION OF GUADALAJARA, A.C. HEREINAFTER, "THE SCHOOL" AND MR./MRS.

WHO, FOR THE PURPOSE OF THIS CONTRACT, SHALL BE CONSIDERED HEREINAFTER AS "THE CLIENT", CONCEPT THAT SHALL INCLUDE ONE OR BOTH PARENTS OR LEGAL GUARDIAN(S).

"THE SCHOOL" DECLARES:

- I. Being a Not-for-profit Organization incorporated under Mexican laws as spread upon the records of Public Deed N° 74, dated April 17, 1956, granted before faith of Lic. Carlos R. Remus, Notary N° 1 of Guadalajara, Jalisco.
- II. Having as main purpose the provision of education at early childhood, primary, middle school and high school levels.
- III. Being duly incorporated before the Department of Education of Jalisco pursuant to the following agreements of incorporation:
 - a) Early Childhood: N° J200914182 dated October 23rd, 2009.
 - b) Primary: No. P20101433 dated May 10th, 2010.
 - c) Middle School: Incorporation Agreement N° No. SG20101412, dated May 10th, 2010.
 - d) High School: UNAM Cooperation Agreement 33726-175-22-I-13, dated February 22nd, 2013.
- IV. Being represented legally by Mr. David Charles McGrath, pursuant to Public Deed N° 22448, dated January 31st, 2014, granted before faith of Notary number 3 (three) of Tlaquepaque, Jalisco.

"THE CLIENT" DECLARES:

- I. Having full legal and economic standing to bind himself/herself under this contract.
- II. Having the rights of custody of the underage child that shall receive the educational services, and declares that said rights have not been cancelled or diminished in anyway whatsoever by any authority; therefore, the representation of the child is valid and sufficient to sign this contract.
- III. Giving evidence of the custody and/or legal guardianship of the underage child whose name is _____ by means of the birth certificate or respective legal document that justifies that he/she is the father/mother or legal guardian of said child.
- IV. That by submitting this procedure, he/she complies with the obligations set forth in Articles 66, Section I of the General Law on Education, 126 Section I of the Law on Education of the State of Jalisco and pursuant to Articles 33, 65 Section VII, 66 Section II and VI of the Law on the Protection of the Rights of Children and Adolescents of the State of Jalisco.
- V. Being domiciled at: _____
- VI. That by signing this contract, he/she exercises his/her rights and obligations that, as parents, he/she has to provide the adequate education to his/her child, right exercised unilaterally.

CLAUSES:

FIRST. - SERVICE RENDERING. -The rendering of educational services shall be performed as follows:

"THE SCHOOL" binds itself pursuant to the following terms:

- I. Provide student _____ with the educational services corresponding to school year 2017 – 2018 and beyond until the conclusion of this contract.
- II. Provide educational services of the utmost educational quality in the country and that said services are commensurate with the cost of the same.
- III. Ensure at all times the student's fundamental right to study. Should the student, for any reason whatsoever, be withdrawn from his/her studies, all the academic documentation of said student shall be made available to "THE CLIENT".

SECOND. - COUNTERCLAIM. - "THE SCHOOL" shall charge a counterclaim for the educational services rendered in domestic currency, therefore, the payment shall be in agreement with the amounts and modalities set forth in the fees for the school year. These amounts and modality of payment are attached to this document as Annex "D" and are published on the webpage at www.asfg.mx

Likewise, "THE CLIENT" shall bind himself/herself to the Sections described hereunder:

- I. Private educational services are rendered to the student in exchange of an economic counterclaim commensurate to the quality and nature of the teaching being received, the diversity of the services and the facilities and academic resources used in complying with said purpose, therefore, he/she is in agreement with the fees of the school year as well as those beyond issued by "THE SCHOOL" in the subsequent school years.
- II. Should the renewal of the services be required, it shall be understood that this contract shall be renewed with the re-enrollment of the student in the subsequent school years.
- III. The tuition fees shall be paid on a monthly basis within the first 10(ten) days of every month. Should "THE CLIENT" fail to comply with this modality of payment, he/she agrees in paying a 4% monthly delinquent interest, same that is mentioned in the INFORMAMTION FOR PARENTS SCHOOL YEAR FEES. Said delinquent interest shall be cumulative and be charged as long as the payment of tuition fees remains outstanding.
- IV. Accept that absences, even those justified, shall not be subject to a discount of the tuition fees. Likewise, "THE CLIENT" acknowledges that the account statement shall be kept up-to-date in order for the student to participate in co-curricular activities and school trips.
- V. New Admission, Enrollment and Re-enrollment fees shall be reimbursable exclusively on written notification submitted at least two months before the beginning of the school year, in which it is stated that the student shall not participate in the subsequent school year, pursuant to the provisions set forth in the Fifth Article, Section IV of the agreement establishing the Minimal Basis of Information for the Commercialization of Education Services Provided by Private Institutions, published in the Official Journal of the Federation on March 10th, 1992.
- VI. The noncompliance of the obligation of paying three or more tuition fees and/or having three or more outstanding payments of the right of admission or enrollment, releases "THE SCHOOL" of the obligation to continue rendering the educational services, pursuant to the 7th Article of the agreement that sets forth the Minimal Basis of Information for the Commercialization of Educational Services Rendered by Private Institutions, published in the Official Journal of the Federation on March 10th, 1992.
- VII. There is a onetime New Admission fee. Should the student withdraw from the school and the fee has been paid in its totality, the student may re-enter without paying said fee again. "THE CLIENT" acknowledges that any student that wishes to re-enter shall pay the admission procedure fee, pass the admission examination and be assessed by the admission committee with the exception of those students that have a one-year permit to study abroad.

THIRD. - OBLIGATIONS OF "THE CLIENT" ARE:

- I. Cooperate with the teachers and the direction to improve the conduct and academic achievement of the student, attend the parent-teacher meetings and any other meeting scheduled by "THE SCHOOL" and provide support in all the aspects being required.
- II. Avoid intervening in a personal or collegiate manner through the Parents Association in academic, labor and administrative aspects of the school, as set forth in Article 67 of the General Public Education Act.
- III. Have a valid e-mail address as well as consult it frequently in order to receive information of "THE SCHOOL" and inform immediately said institution of any change of e-mail. The foregoing is to maintain a constant and fluid communication between the parties, and oblige the parties to inform each other in a mutual and timely manner of any changes.
- IV. Bind himself/herself pursuant to the terms of Annexes A, B, C and D mentioned in this contract. Therefore, in case of the renewal of the contract, said annexes may be modified or updated in each subsequent school year. Said changes shall be notified by "THE SCHOOL" to "THE CLIENT" by means of an e-mail and, in case of disagreement, "THE CLIENT" shall notify "THE SCHOOL" in writing within the five (5) days following the notification.
- V. Should any other person exercising the right of parental authority, custody or guardianship and the "THE CLIENT" likewise, carry out physical or moral harassment or legal actions against "THE SCHOOL", given his/her discontent of having the underage child studying in this educational institution, and that such actions cause limitations, vulnerabilities or restrictions to the student in the exercise of his/her rights, "THE CLIENT" commits himself/herself to carry out all the actions to detain said harassment actions by any legal means available, or should there be legal actions against "THE SCHOOL", "THE CLIENT" shall be responsible for the legal fees, damage and prejudice incurred. Should "THE CLIENT" fail to comply with the foregoing terms, "THE SCHOOL" shall exercise its right set forth in the FIFTH Clause, paragraph II of this contract.
- VI. Inform in writing, in a clear and precise manner, using the corresponding format, of the medical condition of the student and grant authorization of the medical drugs that can and must be applied as well as how to maintain said information updated during the school year in effect. Any change on said condition must be notified in writing immediately in order to assist the student rapidly and ensure his/her health at all times. However, "THE SCHOOL" shall not be responsible of the medical contingencies incurred by the student's medical conditions if said conditions are unknown to "THE SCHOOL".

FOURTH. - AGREEMENT OF BOTH PARTIES. - The parties agree to subject themselves mutually to the following provisions:

- I. This contract shall be governed by the documentation and regulation described hereunder:
 - a) PARENT-STUDENT HANDBOOK. This manual contains the disciplinary and administrative regulations as well as "THE SCHOOL" mission, vision, objectives and values.
 - b) INFORMATION FOR PARENTS 2017-2018 SCHOOL YEAR FEES or the corresponding year according to Annex D.

- c) Agreement that sets forth the Minimal Basis of Information for the Commercialization of Educational Services Provided by Private Institutions, published in the Official Journal of the Federation on March 10th, 1992.
 - d) Academic Control Standards concerning the Enrollment, Re-enrollment, Accreditation, Promotion, Regularization and Certification of Basic Education, in effect on the date of the signature of this contract.
 - e) Agreement establishing the basis for the granting of academic scholarships by the educational campuses that have the authorization or recognition of official validity of studies issued annually by the Department of Education of the State of Jalisco.
 - f) Information for Parents of the Educational Guarantee Policy.
 - g) Notice of Privacy of "THE SCHOOL".
 - h) Collection policies of the Association. (Annex "A")
- II. "THE SCHOOL" made available the information mentioned in the previous item physically on enrollment, so "THE CLIENT" may revise it. "THE CLIENT" was informed that all the regulations mentioned in that item are also available on the school website at www.asfg.mx. Therefore, should this contract be renewed during the subsequent school years, "THE CLIENT" shall commit himself/herself to review said e-page at the beginning of the school year in order to learn about the corresponding modifications or updates which shall be reported each year to the Federal Consumer Protection Agency whenever required.
- III. After carefully reading the information mentioned in item I of this Clause, "THE CLIENT" shall state his/her entire agreement with the compliance with all the regulations mentioned in said item during the validity of this contract, binding himself/herself to each and every one of the terms set forth in said contract and to agree to provide assistance to the school in regards to their enforcement.

FIFTH. - STUDENT WITHDRAWAL. - "THE CLIENT" recognizes the power of "THE SCHOOL" to withdraw a student in terms of the following assumptions:

- I. If at the end of the school year, the student's academic achievement and/or behavior do not comply with the expectations stipulated in the manuals, laws, regulations and agreement of this FOURTH CLAUSE or, for any reason indicated in said regulations.
- II. When there are reasons that affect the safety or peace of mind of the student(s), educational and administrative staff, school environment, image or prestige of the educational institution and/or school, "THE SCHOOL" shall reserve its right of admission or re-enrollment of any student pursuant to Article 58 of the Federal Consumer Protection Law. Should said cause or causes arise, "THE CLIENT" declares to subject himself/herself to the decision made at that given time by the General Director together with the Board of Directors who shall be competent in deciding on the enforcement of said sanction.
- III. While withdrawing a student, all his/her academic documentation shall be delivered within a fifteen-day term after the withdrawal notification in order for the student to be able to carry out enrollment procedures at any other school. However, should the student withdraw half way through a bimester, the official transcript shall be delivered once the platform of the Department of Education of Jalisco is enabled to issue said document since said enablement does not depend of "THE SCHOOL". In the case of High School students, the revalidation of studies may take as long as 20 to 60 business days.

SIXTH. - RELEASE OF LIABILITY. - The parties convene that "THE SCHOOL" shall not be liable for accidents or personal injuries that the student(s) may suffer from negligence or noncompliance with the rules of discipline specified in the Parent-Student Handbook published on the website of "THE SCHOOL" at www.asfg.mx

Likewise, the parties convene that "THE SCHOOL" shall not be liable of the student(s) that remain within the school facilities 30 minutes after the official exit hour, and of the theft, loss or damage of objects on the campus, schoolyards or school buses.

SEVENTH. - SCHOOL INSURANCE. - Upon enrollment of the student, "THE SCHOOL" shall take out a major medical health insurance in terms of the fees of the school year applicable on enrollment, refer to the MAJOR MEDICAL HEALTH INSURANCE POLICY, insurance policy that shall be paid for by "THE CLIENT". Should the student already have a valid health insurance when enrolling or re-enrolling at the school and "THE CLIENT" does not wish to pay for the school insurance policy, "THE CLIENT" shall have to justify the existence of said insurance policy and sign a release of liability letter to "THE SCHOOL" for not taking out the school insurance. "THE CLIENT" shall commit himself/herself in maintaining said insurance policy in effect for all the time the student is enrolled at "THE SCHOOL".

EIGHTH. - AUTHORIZATIONS. - "THE CLIENT" grants his/her authorization so the student may participate in the excursions organized by "THE SCHOOL" within the boundaries of the city. "THE CLIENT" is informed that the excursions are supervised adequately by authorized teachers.

NINTH. - "THE CLIENT" grants his/her approval that, during the validity of this contract, "THE SCHOOL" may publish names, photographs, school work and academic information of the student through the following medias:

- a. Internet
- b. School manuals
- c. Website www.asfg.mx
- d. Leaflets
- e. Information manuals
- f. Year books
- g. Social media networks
- h. In general, any document issued or published by "THE SCHOOL", with the understanding that complete names and academic grades may be published without sharing any other additional data of the student.

Should "THE CLIENT" disagree with the publication of the delicate information aforementioned, he/she may request in writing from "THE SCHOOL" a withdrawal format which shall be addressed at any given time. In regards to printed information, "THE CLIENT" binds himself/herself in paying the expenses incurred by the withdrawal of said publication and the re-printing of new material, since "THE SCHOOL" obtained his/her previous authorization through this contract.

TENTH. - MAKEOVER EXAMS. - "THE CLIENT" recognizes having been informed that "THE SCHOOL" offers makeover exams for middle school (7th - 9th) and high school (10th - 12th) and "THE CLIENT" agrees with the criteria set forth for their application in Annex "B" of this contract.

ELEVENTH. - CONTRACT RENEWAL. - Should both parties determine that the student should continue studying the subsequent school years at "THE SCHOOL", it has been established that this contract shall be renewed each year at the beginning of the re-enrollment procedures for the following school year. Therefore, this document sets forth the legal relationship between the parties in regards to the school year in effect as well as for the subsequent school years until the administrative discharge in writing of the student whether under the request of "THE CLIENT" or by decision of "THE SCHOOL".

TWELFTH. - INTERPRETATION AND COMPLIANCE. - For the interpretation and compliance of this contract, as well as everything that is not expressly set forth hereto, the parties shall subject themselves to the Federal Laws in regards to Education and the Laws of the State of Jalisco and to the jurisdiction of the courts of law of Guadalajara, Jalisco. Therefore, "THE CLIENT" waives the venue that may correspond to him/her given his/her domicile, present or future, or for any other given reason.

After reading this contract, both parties sign it together with the annexes, in the margin and at the bottom in two counterparts; issued in Guadalajara, Jalisco, on the _____ day of the month of _____, 20 _____. Each contracting party receives his/her/its counterpart.

"THE SCHOOL"

"THE LIABLE PARTY"

"THE LIABLE PARTY"

**DAVID CHARLES MCGRATH
LEGAL REPRESENTATIVE
THE AMERICAN SCHOOL FOUNDATION OF
GUADALAJARA, A. C.**

**NAME AND SIGNATURE OF THE PARENT OR LEGAL
GUARDIAN**

**NAME AND SIGNATURE OF THE PARENT OR LEGAL
GUARDIAN**

ANNEX "A"

Collection Policies of the American School Foundation of Guadalajara, A.C.

1. Financing plans shall bear a 1.5% monthly interest on outstanding balances.
2. The payment terms are as follows:
 - a. Tuition from the first to the tenth of each month.
 - b. The financing plans for the right of admission and enrollment shall be paid before the 20th day of each month.
 - c. The nursery monthly fee is payable from the first to the tenth day of every month.
 - d. The fees for sports and extracurricular activities shall be payable before September 10th for the first semester and before February 10th for the second semester of every school year.
3. Every payment made after the terms established shall bear a 4% monthly penalty interest applicable proportionally to the number of days overdue.
4. In case of a payment made by an uncovered check, pursuant to Article 193 of the General Law of Negotiable Instrument and Credit Transactions, a 20% charge shall be applied and "THE CLIENT" shall have to rectify his/her situation immediately before "THE SCHOOL" with any other means of payment since no payment per check shall be received thereafter.
5. Should "THE CLIENT" fail to comply with the payment of three or more tuitions and/or three or more overdue payments for the right of admission or enrollment, "THE SCHOOL" shall suspend the educational service and shall deny access to school premises to the student.
6. The essential requirement is that the family be abreast of their payments in order to proceed to the enrollment to the subsequent school year.
7. Financing plans are available to families that have complied with their payment obligations on the dates established in item 2 and have filled out the financing application on enrollment and have attached all the documentation required and have signed the documents that guarantee the transaction.
8. When "THE CLIENT" has paid totally or partially the admission and/or enrollment fees and the student is not going to enter the 2017-2018 school year, "THE CLIENT" shall notify the school in writing at least two months before the start of school in order to be entitled to the reimbursement of his/her contributions.
9. Should "THE CLIENT" fail to comply with the terms set forth in the foregoing item, and the student withdraws from school, the contributions made shall not be reimbursed and, in case of having chosen the admission and/or enrollment financing plans, these shall have to be settled in their entirety.
10. "THE SCHOOL" cashier does NOT accept any cash payments.
11. The initial payment for admission and re-enrollment must be made at "THE SCHOOL" cashier.

"THE LIABLE PARTY"

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ANNEX "B"

Administration of Makeover Exams at Middle School and High School Levels

The American School Foundation of Guadalajara, A.C. offers makeover exams for grades 7 to 9 (middle school) and 10 to 12 (high school) to students that comply with the following criteria:

1. The student was enrolled in the subject he/she has failed, however he/she has attended classes during the school year and has complied with the attendances required for said subject as set forth in the Student and Parents Manual.
2. After failing the subject during the school year, the student enrolled and attended summer school and continued failing the subject.
3. The student withdrew from the ASFG to attend another school on the subsequent school year.

Under no circumstance whatsoever shall a student be allowed to take a makeover exam to recover a failed subject if he plans to continue studying at the ASFG. It is important to clarify that even though a student complies with the three criteria aforementioned and takes a makeover exam, this does not guarantee that the student will pass the exam.

The ASFG follows the Department of Public Education (SEP, [Spanish acronym](#)) schedule for the administration of makeover exams, and as such, the ASFG cannot issue the documentation required until the student passes the makeover exam. This can last at least 6 (six) months and even so, after several offerings, there is no guarantee that the student passes the exam. The ASFG administration shall advise the student and the parents on the alternative programs for the certification of studies in order to avoid the lengthy process of passing failed subjects at the ASFG.

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Annex “C”

The Handling of Personal Data before Educational Authorities.

The personal data collected shall be protected, incorporated and processed accordingly in the Personal Data Systems administered by the federal and local educational authorities, respectively the “National Student(s) Registry” (RNA, [Spanish acronym](#)) and the “National Registry for the Issuance, Validation and Registration of Academic Documents” (RODAC, [Spanish acronym](#)), systems that have been duly registered on the List of Personal Data Systems before the Federal Institute for the Access to Public Information (IFAI, [Spanish acronym](#)), dated July 8th, 2009 – www.ifai.org.mx.

The foregoing pursuant to the provisions set forth in Articles 3rd and 5th of the Political Constitution of the United Mexican States, 1st, 2nd, 7th, 10th, 12th, 13th, 14th, 30th, 37th, 43rd, 44th, 54th, 55th, 56th, 57th, 60th, 61st, 62nd, 63rd, 64th and others relative and applicable of the General Education Act, 1st and 12th of the Law for the Coordination of Higher Education, 13 and 15 of the Law regulating the Fifth Constitutional Article relative to the Professions in the Federal District, 14, 15 and 22 of its Bylaw, as well as the terms of the local legal provisions, correlative to educational matters and professional practice.

Said registries and their associated data processing are subject to the provisions of the Federal Transparency and Access to Public Government Information Act, the Federal Act for the Protection of Personal Data Held by Individuals, the provisions set forth in said laws and the correlative legislation in effect locally.

Personal data collected for the purpose of this format and those derived from the rendering of educational services shall be transmitted to local and federal educational authorities exclusively for the exercise of their powers.

More specifically, the main purposes of the registries aforementioned are as follows:

- (1) Generate and backup relevant information for decision-making in the processes of planning and educational assessment – in such case, the information shall be unlinked to its owner-;
- (2) Protect the identity of the students, directors, teachers, parents or guardians and other stakeholders of the national educational system;
- (3) Facilitate the mobility and transit of students in the national educational system;
- (4) Avoid the falsification of academic credentials, transcripts, school reports, assessment reports, certificates, attestations, diplomas, degrees, grades and other documents issued by the institutions that make up the national educational system, and facilitate the verification processes or validation of authenticity of the foregoing documents through their physical or electronic validation.
- (5) Promote the simplification of procedures and educational services through the use of electronic registries that facilitate the consultation of academic credentials (pre-enrollment, enrollment, re-enrollment, transfer, issuance of duplicates, revalidation and studies equivalence, teacher-profile accreditation, authorization and acknowledgement of official validity of studies, documents authentication, accreditation of achievements, skills and others related to academic control), and, in general,
- (6) Offer citizens and the public greater certainty and simplification of the administrative processes related to the educational sector.

The Sub-Secretariat of Planning and Evaluation of Educational Policies of the Department of Public Education is the central authority responsible for the foregoing Registries and is the one who acts directly or by conduct of the Directorate General of Accreditation, Incorporation and Revalidation, located at Arcos de Belén número 79, 5° piso, Colonia Centro, Código Postal 06010, Delegación Cuauhtemoc, México, Distrito federal.

Pursuant to Article 22, Section III of the Federal Transparency and Access to Public Government Information Act, the authorization of the owner of the information is not necessary in regards to the data being transmitted among liable individuals or among agencies and entities, when they are use in the exercise of powers inherent to the same. The foregoing information is being given pursuant to the Seventeenth Guideline for the Protection of Personal Data published in the Official Journal of the Federation on September 30th, 2005”.

AUTHORIZATION FORMAT FOR DATA PROCESSING

“Likewise, I DO authorize the educational authorities and school directors to collect personal data in view of this format and diffuse them publicly or transfer them to other authorities and educational institutions in order to validate the authenticity of the assessment reports, certificates, diplomas, degrees or grades issued in my name. In such cases, solely the minimal essential data shall be published in order to verify the authenticity of the document and in no way whatsoever shall sensitive data be diffused.”

“THE LIABLE PARTY”

“THE LIABLE PARTY”

**NAME AND SIGNATURE OF THE PARENT
OR LEGAL GUARDIAN**

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ANNEX "D"**TUITION FOR THE 2017-2018 SCHOOL YEAR**

According to the resolution adopted at the meeting of the Board of Directors in December 2017, pursuant to the authority granted to the Director General by the forty-ninth Article of this Association statutes, and in compliance with the agreement that sets forth the minimal basis for the commercialization of education services rendered by private institutions, we inform you that the established fees, schedule and payment plans for the 2017-2018 school year, are as follows:

NEW ADMISSION

This New Admission Fee is a onetime payment solely for new students to the school. This payment depends on the number of children enrolled per family.

Figures in Mexican Pesos

Number of children	Early childhood M-PK-K	Primary (P1-6)	Middle School (7-9)	High School (10-12)
ONE CHILD	73,000	73,000	36,000	36,000
TWO CHILDREN	71,000	71,000	35,000	35,000
THREE CHILDREN	63,000	63,000	31,000	31,000
FOUR OR MORE CHILDREN	58,000	58,000	28,000	28,000

NEW ADMISSION FINANCING PLANS

1. EARLY CHILDHOOD ANNUAL PAYMENT - The new admission fee in Early Childhood may be paid by means of promissory notes of partial installments with annual due dates according to the following schedule:

- **Nursery** - Four 25% annual installments.
- **Pre-Kinder** - Three 33% installments.
- **Kinder** - Two 50% installments.
-

The first payment is made on enrollment and the subsequent installments are due on the same date of the corresponding year.

2. TEN-MONTH FINANCING PLAN - The ten-month financing plan begins in March 2017 and ends in December 2017. For those students enrolled before March 2017, the first payment of the financing plan will be made on enrollment, the second installment before April 20th, 2017 and all subsequent installments shall be paid before the 20th of each month. All financed fees must be paid by December 2017 without exception. The following table contains the monthly amount to be paid in Mexican Pesos.

Figures in Mexican Pesos

Number of children	Early childhood M-PK-K	Primary (P1-6)	Middle School (7-9)	High School (10-12)
ONE CHILD	7,920	7,920	3,900	3,900
TWO CHILDREN	7,700	7,700	3,800	3,800
THREE CHILDREN	6,830	6,830	3,360	3,360
FOUR OR MORE CHILDREN	6,290	6,290	3,040	3,040

Financing plans shall be available to families that have filled out the financing plan application on enrollment, and have attached all the documentation requested, and signed the promissory notes that guarantee the transaction. Financing plans may be denied to families with a poor payment history.

ENROLLMENT

The enrollment fee is an annual payment made per student and the amount of said fee depends on the number of children enrolled per family. This payment includes the right to enrollment, book loans, yearbook, inner-city transportation to school organized events, school ID, and guaranteed education insurance.

Should the total annual tuition fees be paid before or during the established dates for the enrollment procedure, an early-payment discount of 3% shall be granted. The deadline for applying for this discount is Friday, March 17th, 2017.

Figures in Mexican Pesos

NUMBER OF CHILDREN	ANNUAL TUITION FEES	CASH PAYMENT WITH DISCOUNT AT THE LATEST ON MARCH 17 TH , 2017
ONE CHILD	59,000	57,230
TWO CHILDREN	57,900	56,160
THREE CHILDREN	54,100	52,480
FOUR CHILDREN OR MORE	51,300	49,760

ENROLLMENT FINANCING PLANS

1. 10-MONTH FINANCING PLAN. - The 10-month financing plan begins in March 2017 and ends in December 2017. For enrollments made before March 2017, the first payment of the 10-month financing plan shall be made on enrolment, the second installment before April 20th, 2017 and the subsequent installments shall be made before the 20th day of every month. All financed fees must be paid by December 2017 without exception. The following table contains the monthly amount to be paid in Mexican Pesos.

Figures in Mexican Pesos

NUMBER OF CHILDREN	MONTHLY PAYMENT
ONE CHILD	6,400
TWO CHILDREN	6,280
THREE CHILDREN	5,870
FOUR CHILDREN OR MORE	5,560

2. 30% DOWN PAYMENT FINANCING PLAN - This financing plan consists in making a 30% down payment in cash on the entire tuition fee and nine equal monthly installments. The first payment shall be made on enrollment and the subsequent payments before the 20th day of each month beginning April 2017 and ending in December 2017. All financed fees shall be paid by December 2017 without exception. The following table contains the amounts of the down payment and monthly payments.

Figures in Mexican Pesos

	ONE CHILD	TWO CHILDREN	THREE CHILDREN	FOUR OR MORE CHILDREN
30% Down Payment	17,700	17,370	16,230	15,390
Monthly Payment	4,940	4,850	4,530	4,300

Financing plans shall be available to families that have filled out the financing plan application on enrollment, and have attached all the documentation requested, and signed the promissory notes that guarantee the transaction. Financing plans may be denied to families with a poor payment history.

TUITION

The tuition fees consist of ten (10) monthly installments from September 2017 to June 2018. These adjust to the National Consumer Price Index published by the Banco de México [Bank of Mexico] in the Official Journal of the Federation, where the Index for the month of August shall be used to adjust the fees for the month of October, the index for the month of September for the month of November and so on. Payments are due on the 10th day of every month at the latest and any delay shall bear a 4% monthly delinquent interest.

If the full tuition is paid in advance (i.e., at the latest on September 10th, 2017), there will be no monthly inflation adjustment and a 4% discount shall be applied.

Figures in Mexican Pesos

	Early Childhood N, PK, K	Primary (P1-6)	Middle School (7-9)	High School (10-12)
September 2017	9,200.00	11,530.00	13,430.00	13,690.00
Anticipated Annual Payment with Discount	88,320.00	110,690.00	128,930.00	131,420.00

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