

# TERMS & CONDITIONS

## Introduction

Here at Oak International we are committed to making you perfectly aware of admission conditions and procedures.

Parents who fulfill the requirements laid out below will have their children be the first considered for acceptance to the academies. Those, on the other hand, who are late in submitting their application material will be considered on the basis of availability of space at the corresponding academy at the time their application arrives. If the academies have more than one late subscription, they will choose the students with the better grades.

## 1. Steps for Registration

Online registration: Relevant information about the applicant and his/her family is solicited through the Oak International representative, and this information is recorded in the formats used for the registration of the applicant at [contact us](#).

Once registered in Oak International's database, applicants will receive a confirmation email with a PIN and password to access their registration forms on the Oak International webpage. In this way they can verify information and contact their promoter to make any necessary corrections.

*Application Forms:* all the documents required by the academies for their student archives. The medical, academic, and psychological reports of the applicant are very important for a correct evaluation. The selection of the clinics offered by the academies is important for hiring personnel and forming groups. Finally, the parental consent waiver, the recommendation of the principal or director, and other complementary aspects complete the applicant's report.

*Submitting the Application Form:* The application form should be sent directly to the academies by the parents in order to facilitate a quick response from the admissions council. It is important to underline that the application forms must be complete, with all the required documents, signatures, and information, before they can be evaluated by the admissions council. Parents are primarily responsible for making sure this happens, though they also may enlist the help of their promoter to revise their application.

Things to keep in mind:

- a) There is a size limit for each school year and grade, so Oak International recommends quick submission of the admission form, which is considered complete upon deposit of the down payment.
- b) The admission councils of each academy select students in the order that their admission form was submitted. They do not guarantee or reserve places without a complete admission form. Places are available in accord with the size limit for each grade. If a grade is full, the council may respond that the classroom is full and that the applicant has been put on a waiting list.
- c) Since the directors of the academies are part of the admissions councils, and are occasionally absent from the academies on promotion trips, the timing of the responses to the application forms are dictated by the availability of the directors.
- d) The Girls' & Boys' Everest Academies have a separate admissions system. Due to the limited space available, evaluations are done through a competition system, with two dates: November 15th and February 28th. Those who were not admitted on the first date can participate in the second round.

**Official Response for Admission:** The admissions council seeks to assure parents that the students chosen will be socially and academically compatible, thus creating a positive

atmosphere for formation. For this reason, final admission is reserved to students chosen by the admissions council.

The academy will send a formal response by email within fifteen (15) business days following receipt of the complete admissions form. Therefore, the academies ask that the parents periodically review their email during this time. If the response cannot be sent by email it will be sent through the promoter.

**Deposit of the Down Payment:** The down payment reserves and guarantees the student's place in the academy. It must be paid within eight (8) business days following receipt of the formal letter of acceptance from the academy. This payment is exclusively for accepted students. This payment is discounted from the first tuition payment according to the payment plan chosen. This payment is not refundable under any circumstances.

**Tuition Payment and Personal Accounts:** Payments should be made out to Oak Management, Ltd. Deposits to the student's personal account should be made to the account of the respective academy. Parents are asked to identify these accounts in advance. If, for any reason, the tuition payment is made to the personal account or vice versa, Oak International will make the change from one account to another, but will charge a fee, to be deducted from the student's personal account.

## 2. Waiting List

Late admission forms are subjected to an indefinite process of waiting and raffle selection, and also subject to the availability of space per grade and the freeing up of spaces through cancelations.

## 3. Returns and Reimbursements:

The down payment is under no conditions returned to the payer, since it covers a number of expenses involving paperwork and salaries of the promoters. The reimbursements through cancelation are subject to the *Conditions of Return* and *Return Table* which is signed in the admission form.

## 4. Confirmation

The academies reserve the right to notify parents of the acceptance or rejection of their admissions requests. The academies use email as the official means of communication. Parents are encouraged to ensure that fax and telephone information included in the admission forms is also correct, since they are alternative means of communication.

## 5. Applicants for 9th grade:

Since adaptation has often proven difficult for students of this age group, applicants for this grade must pass certain filters that will help them adjust well upon arrival to the academy, and will guarantee a more agreeable and beneficial stay.

For this reason, selection is quite rigorous. In addition to the application, the applicant must

include the written testimony of a Legionary or consecrated woman of Regnum Christi who is authorized to recommend their admission into Oak International Academies

## **6. Student visas**

Following the letter of acceptance, the academy will send the form for requesting the appropriate visa directly to the parents or through the promoter or Oak representative. This is an indispensable requirement that forms part of acceptance. In this way the family can take care of the necessary actions.

The promoter or Oak International representative will advise the applicant's parents in this respect.

## **7. Promotions and Discounts**

Oak provides various promotional offers and discounts toward tuition and lodging. We hope these serve as motivation to begin the admissions process. Certain time restrictions apply, and offers are limited to those who already have the definitive acceptance letter. Until these requirements are fulfilled, any bank transfers or deposits are unacceptable.

As a general rule, Oak International promoters or representatives are prohibited from effectuating any banking issue regarding promotion. Likewise, they are prohibited from receiving cash in anticipation of a course or as a deposit for a certain course.

Any parent desiring to make a deposit in any of the various accounts of Oak International may do so directly [here](#).

## **8. Spring Courses**

Spring courses depend on available space. Of course, Oak welcomes anyone interested in participating in the spring semester, as long as they have certain grade averages that meet admission criteria. Application for this course begins on September 15.

## **9. Submitting the application form does not ensure acceptance**

Every application form can either be accepted or rejected by the academy. We would appreciate that parents take the necessary precautions to avoid making students miss possible re-inscription deadlines at their schools of origin.

Parents should also avoid unnecessary expenses in buying uniforms, school supplies, and plane tickets until they receive official acceptance from the academy.

## **10. Integra/Integer Scholarships**

Participants in the competition for the Integra/Integer Scholarships should pay the specified recuperation quota prior to the due date for the reception of documents. Additionally, the complete application form should be sent and all other necessary requirements should be fulfilled, without exception.

### **11. Validation of study certificates.**

The process of validation of study certificates depends on passing the final exams of any academy. On the other hand, the academies offer two opportunities to accredit failed material: one ordinary and one extraordinary exam. Oak ensures that parents and students receive due notification in order to take the necessary precautions to avoid such a difficult situation.

In such a situation, the academies can advise, but do not offer alternatives or solutions to accredit failed material. The affected parties must do the corresponding paperwork with the proper institutions.

Once the school year in the academy is concluded and accredited, the certificate is given to the parents or tutors of the student through Oak representatives.

We recommend that families investigate their country's laws concerning the possibilities of validating studies prior to application. This should be done before applying, since the rules governing validations depend on each country's ministry of education and on the internal regulations of each institutions.

Oak International places a subject list from each academy at the disposal of parents so that they can begin the validation process.

### **12. General Studies Norm**

We would like to remind you that the official study program of each academy is governed by the laws in that academy's country. Therefore, when students return to their countries of origin we recommend that they take short courses bringing them up to speed in subjects they may not have seen at the academy but that might be required at their new schools.

### **13. Personal formation dialogue**

Another aspect of the student's formation is Personal Formation Dialogue. This activity has the objective of helping each student interiorize the principles of the Christian way of life that he or she has received both at home and at the Academy. The Personal Formation Dialogue is a personal conversation that is held between the trained adult teacher and the student in an open or visible place. The teacher helps the student develop his or her own character and offers guidance of how to form good habits for personal growth. I hereby authorize such dialogues to take place

### **14. School Photographs/Video**

I/We hereby consent to the use of school photographs and/or videos, which may include my /our child or his/her image and likeness in school publications, newsletters, web pages on the Internet, calendars, occasional news releases, or other promotional uses of THE ACADEMY. I/We understand and agree that THE ACADEMY does not need to notify me/us or solicit my/our approval or compensate me/us in any way prior to using any such photographs or videos. I further understand that this consent shall have no limitation in time and shall survive termination of this agreement or my child's attendance at THE ACADEMY.