

## Application Form and Contract for Bus Service

Please return this form to Elementary and Middle School Administration.

**Academic Year:** \_\_\_\_\_

**Please circle appropriate:**      New Family      Returning Family

**Please select length of service:**      Semester 1      Semester 2      Full Year

**Transportation:**      One-way      Round-trip

### Name and contact details of Parent(s) or Legal Guardian(s):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home telephone: \_\_\_\_\_ Mobile telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Who will be picking up the student(s): \_\_\_\_\_

Any special instructions (medical conditions) we need to be aware off: \_\_\_\_\_

### Students (s):

**Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Sign-up Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Sign-up Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Sign-up Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Sign-up Date:** \_\_\_\_\_

The semester bus service fee is € 850 per student and is payable in euro or denar. One-way transportation is available for € 550 per student, with priority given to families that sign up for round-trip transportation. VAT of 5% included in the fee. *Fees must be paid latest by two weeks from commencement of service, otherwise your child will be unable to use the service.* The fee cannot be prorated. Parents will be able to receive a prorated refund, resulting from a cancellation of service only in the instance if there is another student to take over the emptied seat on the bus. Please note that if a student is unable to use the transportation service due to being signed up for an after-school-activity, which overlaps with the afternoon drop-off time, the amount of the service cannot be prorated and the fee will need to be serviced in full.

An invoice for the cost of the service will be issued after completing and signing the contract for bus transportation.

### Refund policy

The amount of refund is dependent on the amount of days of service provided.

0-45 days of service (50% of fee)

46 days and above (0% of fee)

By filling out this application, I confirm that I have read the Bus Service Information and Conditions document, promise to pay all service fees, and agree to the Bus Service Terms of Contract set forth below. After filling out the form please submit it to NOVA administration, contact Ms. Ivana Stojneva, (e-mail: ivana.stojneva@nova.edu.mk or phone 3061-807 ext. 119).

## Bus Service Terms of Contract

1. NOVA International Schools has contracted with a transportation company (Transportation Service) to transport the children listed on the application form, whose parents have requested the service for the stated school year, according to the conditions set forth below by the Bus Service and Conditions document.
2. School transportation will be delivered by bus and on all school days between the school and the stop nearest to the address indicated on this form, based on the school's officially published calendar.
3. Only those students who are properly enrolled may use the transportation service. This means the contract was submitted, accepted and payment was made.
4. To the extent permitted by law, the school shall be liable only for fault in selection of the outsourced transportation company, whose liability shall, however, be limited to intent and gross negligence.
5. The school and transport company shall not be liable, in particular, when the bus arrives late, does not run or does not serve a given stop. On the other hand, the school and transport company shall make every effort to provide efficient service at all times.
6. Each student is required to use only his/her designated bus stop.
7. Each student under the age of 12 must be accompanied to and met at the proper stop by one of his parents or another person authorized by the parents on every day he/she attends school.
8. The student should be at the designated stop five minutes prior to the scheduled departure time.
9. The student must behave responsibly and according to the stated Bus Guidelines, posted on each school bus. Failure to meet Bus Guidelines may lead to suspension.
10. The school reserves the right to suspend a student from school transportation temporarily or for the remainder of the school year. Under such circumstances the transportation fee shall not be refunded.
11. Parents may not initiate technical changes, e.g. the location of a stop, but must request such changes through the transportation company.
12. Persons other than students in attendance at the school may not use school transportation without permission of the transport company.
13. The school reserves the right to change routes, times or fees after due notice has been given to the parents.
14. Parents will be able to receive a prorated refund, resulting from a cancellation of service, only in the instance if there is another student to take over the emptied seat on the bus.
15. Please note that if a student is unable to use the transportation service due to being signed up for an after-school-activity, which overlaps with the afternoon drop-off time, the amount of the service cannot be prorated and the fee will need to be serviced in full.
16. In case a provision of this contract should be void in full or in part, this does not affect the validity of the remaining provisions.
17. The validity and effect of this contract shall be construed in accordance with the laws of the Republic of North Macedonia. In case of a lawsuit, the Basic civil court Skopje has full authority.

The undersigned parent/guardian has agreed to all mutual rights and responsibilities set forth in this contract.

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Parent/Guardian

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Date

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Nikola Smilkov (Transportation Service Representative)