Student ID

Nobel Algarve
BRITISH INTERNATIONAL SCHOOL
ALMANCIL

Registration Form
Boletim de Inscrição

Academic Year ____/____ (Ano Letivo) | First Day of Classes (Primeiro Dia de Aulas) | Year Group (Ano de Escolaridade)

Pupil Information Informação do Estudante

Full Name (Nome completo) | Gender (M/F) (Género (M/F))

Date of Birth (Data de Nascimento) | Country of Birth (Naturalidade)

Place of Birth (District) (Naturalidade (Distrito)) | Place of Birth (Municipality) (Naturalidade (Concelho))

Nationality (1) (Nacionalidade (1)) | Nationality (2) (Nacionalidade (2))

Mother Tongue (Língua Materna) | Other Languages Spoken (Outras línguas faladas)

Type of Document (Tipo de Documento de Identificação) | Doc No. (Nº do Documento)

Expire Date (Validade) | PT Fiscal Number (Nº de Contribuinte)

Social Security Number (NISS (Nº Identificação Segurança Social)) | Health Number (Nº Utente)

Residential Address in Portugal (Morada)

Postal Code | Town (Código Postal | Localidade) | Telephone (Telefone)

E-mail (E-mail) | Mobile Phone (Telemóvel)

School References Referências Escolares

Previous School (Última escola frequentada) | From (Desde) | To (A)

Reason for Leaving (Motivo da Mudança)

Contact Details (Pessoa de Contato) | Mobile Phone (Telemóvel)

Legal Guardian's #1 Signature
Assinatura do Encarregado de Educação

Pupil's Name (Nome do Estudante) | **Date** (Data)

Legal Guardian #1 (Main Contact) Representante Legal #1 (Encarregado de Educação)

Title | Full Name | Gender (M/F)
Título | Nome completo | Género (M/F)

Marital Status | Relationship to pupil
Estado Civil | Grau de Parentesco

ID/ Passport No. | PT Fiscal Number
Cartão de Cidadão/ Passaporte Nº | Nº Contribuinte

Nationality (1) | Nationality (2)
Nacionalidade (1) | Nacionalidade (2)

Residential Address
Morada

Postal Code | Town | Mobile Phone
Código Postal | Localidade | Telemóvel

E-mail | Education
E-mail | Habilitações Literárias

Company Name | Occupation
Empresa | Profissão

Work Address
Morada da Empresa

Postal Code | Town | Telephone
Código Postal | Localidade | Telefone

Legal Guardian #2 Representante Legal #2

Title | Full Name | Gender (M/F)
Título | Nome completo | Género (M/F)

Marital Status | Relationship to pupil
Estado Civil | Grau de Parentesco

ID/ Passport No. | PT Fiscal Number
Cartão de Cidadão/ Passaporte Nº | Nº Contribuinte

Nationality (1) | Nationality (2)
Nacionalidade (1) | Nacionalidade (2)

Residential Address
Morada

Postal Code | Town | Mobile Phone
Código Postal | Localidade | Telemóvel

E-mail | Education
E-mail | Habilitações Literárias

Company Name | Occupation
Empresa | Profissão

Work Address
Morada da Empresa

Postal Code | Town | Telephone
Código Postal | Localidade | Telefone

Legal Guardian's #1 Signature
Assinatura do Encarregado de Educação

Pupil's Name | **Date**
Nome do Estudante | Data

Student ID

Nobel Algarve
BRITISH INTERNATIONAL SCHOOL
ALMANCIL

Other contacts in case of Emergency Outros contactos em caso de Emergência

(1) Full Name
Nome Completo

Mobile Phone
Telemóvel

Relationship to pupil
Grau de Parentesco

(2) Full Name
Nome Completo

Mobile Phone
Telemóvel

Relationship to pupil
Grau de Parentesco

Invoicing Faturação

Invoice to: ◯ Student ◯ Legal Guardian #1 ◯ Legal Guardian #2 ◯ Third Party
Faturar a: Estudante Representante Legal #1 Representante Legal #2 Outro

If you selected "**Third Party**", please fill the information below:
Se selecionou "**Outro**", preencha por favor a informação abaixo:

Name
Nome

Fiscal Number
Nº Contribuinte

Address
Morada

Postal Code | Town
Código Postal | Localidade

Mobile Phone
Telemóvel

E-mail
E-mail

Relationship to pupil
Grau de Parentesco

Additional Information Informação Adicional

School Lunch ◯ Yes ◯ No
Almoço Sim Não

Bus Transport ◯ Yes ◯ No
Transporte Escolar Sim Não

Payment Options ◯ Annual ◯ Termly ◯ Monthly (Direct Debit)
Opções de Pagamento Anual Trimestral Mensal (Débito Direto)

Bus Transport Transporte Escolar

If you selected "**Yes**" on Bus Transport, please sign the requested bus stop. Se selecionou "**Sim**" em Transporte Escolar, assinale por favor a paragem pretendida.

- ◯ Galé - Rotunda do Colibri
- ◯ Albufeira - Arcadas de São João
- ◯ Açoteias - Supermercado "Coviran"
- ◯ Quinta da Quarteira - "Cegonha Country Club"
- ◯ Vilamoura - Zona Industrial
- ◯ Vilamoura - Posto II Intermarché (EVA)
- ◯ Quarteira - Cemitério

Legal Guardian's #1 Signature
Assinatura do Encarregado de Educação

Pupil's Name
Nome do Estudante

Date
Data

Student ID

Nobel Algarve
BRITISH INTERNATIONAL SCHOOL
ALMANCIL

Pupil Medical Information Informação Médica do Estudante

Please enter details of any medical conditions, developmental concerns or disabilities the school should know about. If no item is marked, the school assumes that there is nothing relevant to declare about the pupil's medical history. Por favor, insira detalhes de todas as condições médicas, preocupações de desenvolvimento ou deficiências sobre as quais a escola deva estar informada. Caso nada seja assinalado, a escola assumirá que não há nada de relevante a declarar sobre o histórico médico do estudante.

☐ Allergies Alergias	☐ Asthma Asma	☐ Contagious Diseases Doenças infectocontagiosas
☐ Hearing Audição	☐ Eyesight Visão	☐ Diabetes Diabetes
☐ Epilepsy Epilepsia	☐ Attention deficit disorder/ behavioural concerns Défice de atenção/ preocupações comportamentais	
☐ Preterm/ birth complications Complicações pós-parto/ nascimento	☐ Educational or development concerns Preocupações educacionais ou de desenvolvimento	
☐ Others Outras		

Are there any learning difficulties regarding the pupil the school should be aware of? **Yes** ☐ **No** ☐
Existem dificuldades de aprendizagem relacionadas com o estudante que a escola deva ter conhecimento? **Sim** **Não**

If you have selected **YES**, please disclose any learning difficulties, disabilities, or special educational needs of the pupil, as well as any behavioural, emotional or social needs. Where possible, please provide any relevant documentation such as medical or educational psychologist reports. Se selecionou **SIM**, por favor, indique quaisquer dificuldades de aprendizagem, deficiências ou necessidades educativas especiais do aluno, bem como quaisquer necessidades comportamentais, emocionais ou sociais. Sempre que possível, forneça documentação relevante, como relatórios médicos ou de psicólogos educacionais.

Additional relevant information (e.g, regular medication, allergies, dietary requirements):
Informação adicional relevante (ex: medicação regular, alergias, necessidades dietéticas):

In case of feeling unwell (headache, toothache, earache), pupil may take Ibuprofeno/ Paracetamol? **Yes** ☐ **No** ☐
Em caso de indisposição (dor de cabeça, dentes, ouvidos), o estudante poderá tomar Ibuprofeno/ Paracetamol? **Sim** **Não**

In a critical situation, please bear in mind that there may not be time to refer to pupil's records. The school therefore reserves the right to utilise the quickest medical service available. Legal Guardian agrees that the appointed medical practitioner may carry out emergency treatment as may be necessary. Numa situação crítica, tenha em mente que talvez não haja tempo para verificar os registos do estudante. A escola reserva-se no direito de utilizar o serviço médico mais rápido e disponível. O Encarregado de Educação concorda que o médico designado pode realizar o tratamento em caso de emergência.

Legal Guardian's #1 Signature
Assinatura do Encarregado de Educação

Pupil's Name **Date**
Nome do Estudante Data

Attendance Conditions

1. DEFINITIONS & PURPOSE

1.1. In these Attendance Conditions, unless the context clearly otherwise requires, whenever started by capital letter the terms and expressions listed below shall have the following meaning:

1.1.1. "Attendance Conditions" shall mean this document.

1.1.2. "School" shall mean Nobel Algarve British International School, operated by the School Owner.

1.1.3. "School's Institutional Documents and Regulations" shall mean the School's institutional documents and regulations available at www.nobelalgarve.com/almancil/institutional-documents

1.1.4. "School Owner" shall mean Ecubal – Empresa Cultural de Barros Brancos S.A., with registered office at Barros Brancos, Casa S. Vicente, Porches 8400-400 Lagoa, registered at the commercial registry office under the sole registration and corporate person number 500 089 787, with a share capital of € 98.594.

1.1.5. "Parent / Legal Guardian" shall mean the person duly identified in the section named "Legal Guardian #1" of the Registration Form.

1.1.6. "Pupil" shall mean the child duly identified in the section named "Pupil Information" of the Registration Form.

1.1.7. "Registration Form" shall mean the registration form to which these Attendance Conditions are attached to and form a part of, containing the full identification of the Parent / Legal Guardian and of the Pupil.

1.2. The purpose of these Attendance Conditions, together with the Registration Form, is to govern the relationship between the School and the Parent / Legal Guardian for purposes of the attendance of the School by the Pupil.

1.3. The Parent / Legal Guardian accepts that the address included in the Registration Form shall be deemed as the Parent / Legal Guardian's agreed residence for purposes of summons or notifications in case of disputes and for all other legal purposes.

1.4. These Attendance Conditions shall be read in conjunction with the School's Institutional Documents and Regulations.

2. APPLICATION & ACCEPTANCE (New Pupils)

2.1. The School requires an interview with applicants (the Parent/ Legal Guardian and the Pupil) prior to consideration of a new admission.

2.2. Applicants who have been accepted must be enrolled up to 5 (five) days following confirmation date of admission, under penalty of losing the right to their place, unless a specific approval has been granted in writing by the Head of School for a delayed enrolment.

2.3. Registration and enrolment will only be guaranteed upon payment of the applicable registration and enrolment fees, which are non-refundable, and upon the submission of the copies of the last school report, relevant medical information, vaccination records, identification document(s), proof of resident, as well as other required documentation.

2.4. The School reserves the right to withdraw the offer of a place or withdraw the registration and enrolment if the necessary documentation is not received within the requested deadline, or if any relevant information is not disclosed (e.g. non-disclosure of special educational needs, learning difficulties, disabilities, medical issues, psychological and mental health issues). In this case, there will be no refund of the registration and enrolment fees.

2.5. It's given to Parent / Legal Guardian a reflection period of 14 (fourteen) days, starting on the first day of classes, during which it may cancel the enrolment of the Pupil without any penalty, save for the loss of the registration and enrolment fees, which are non-refundable. For the avoidance of doubt, this withdrawal right shall only apply to new pupils on the first year of attendance to the School and the 14 (fourteen) days period shall be counted from the first day of classes applicable to the Pupil, regardless of whether the Pupil attended to School or not.

2.6. If applicable under the documents referred to in Clause 4.8 below, a deposit amount should be delivered upon registration and enrolment of a new Pupil, which can be used to pay for any expenses or liabilities related with the Pupil. School is authorized to use this amount and the Parent/ Legal Guardian undertakes to make the payments necessary to reinstate the deposit to its original amount upon any use. The deposit shall be returned upon the Pupil finishing its education at the school. The Parent/ Legal Guardian must provide the IBAN for reimbursement of the deposit within 2 (two) years of the Pupil leaving the school. In the event that the Parent/ Legal Guardian does not provide an IBAN for reimbursement of the deposit within 2 (two) years of the Pupil leaving the school, the right to the reimbursement of the deposit shall expire automatically and the School shall not be required to make any reimbursements of the deposit after such date.

2.7. The School shall be entitled to directly contact the Pupil's previous school(s) to obtain information in respect of the Pupil and the Pupil's academic progress. The Parent / Legal Guardian hereby expressly authorises the School to directly request this information from the relevant school(s).

2.8. The School may supply information and references in respect of the Pupil to any educational institution to which the Parent / Legal Guardian proposes that the Pupil may attend. The School

will take the necessary care to ensure that all information that is supplied relating to the Pupil is accurate and that any opinion given on his/her ability, aptitude for certain courses and character is fair. However, the School cannot be responsible for any loss the Parent / Legal Guardian and/or the Pupil may suffer as result of the opinions given or the correct statements of fact contained in any reference or report given by the School.

2.9. The Parent / Legal Guardian undertakes to notify the School of any Pupil's health or medical condition(s), special educational need(s), disability or allergies that the Pupil has or subsequently develops, whether long-term or short-term, including any infections. The Parent/ Legal Guardian must also provide to the School any reports or other materials relevant to any of said conditions, and is also responsible for ensuring all existing medical reports, SENCO reports, test results, investigations and any other relevant documents pertaining to the Pupil's condition(s) are submitted to the School before the admissions process is completed, in order to allow the School to fully understand the needs of the Pupil. Any information withheld or not disclosed may void the offer of a place and admission of the Pupil. In the event that the Parent / Legal Guardian withholds from the School or otherwise misrepresents to the School any of the information above referred, the School shall be entitled to terminate this agreement in the terms foreseen in Clause 7.4 below.

3. ENROLMENT PROCESS

3.1. Enrolment is annual, is subject to the payment of an annual enrolment fee and must be formalised before the beginning of each school year on the dates previously published by the School.

3.2. Enrolment is also subject to the availability of places, and the School can only guarantee a place for the following school year when the applicable enrolment fee has been paid.

3.3. The School reserves the right not to run year grades where the minimum number of enrolled students is not met.

3.4. School reserves the right to adjust the school calendar, timetables, or classes during the duration of the study cycle.

3.5. The personal accident school insurance scheme is mandatory and is included in the annual enrolment fee. The Parent/ Legal Guardian expressly acknowledges that the personal accident insurance only covers accidents within a school context and can only be activated in the event of an accident involving the Pupil at the School.

3.6. With respect to the services being provided, to the maximum extent allowed by law, the School's liability shall be limited to the amounts covered by the School's insurance.

3.7. The issuance by the School of formal declarations confirming the enrolment of the Pupil for any given school year shall only be made after the payment of the first instalment of the tuition fees in respect of such school year.

4. PAYMENTS

4.1. All payments must be made to the School Owner.

4.2. The tuition fee is annual and refers to the school year beginning in September and ending in June.

4.3. Absence from school does not entitle Pupil to any reduction and/ or refund of fees. If a child register midyear then tuition shall be charged as follows:

4.3.1. If a pupil registers in the first half of a term, a full terms tuition is charged.

4.3.2. If a pupil registers after the half-term break, half a term's tuition is charged.

4.4. Tuition fees can be paid as follows:

4.4.1. Annually in full – The applicable yearly discount only applies to payments made in full on the dates specified by the School's account department at the beginning of each year.

4.4.2. Trimestral in 3 instalments – in August, December, and March, to be made until the dates specified by the School's account department at the beginning of each year.

4.4.3. Monthly – Payment is divided into 10 successive instalments, on the first day of each month, starting on the 1st of July through to the 1st of April, unless is not a working day, in which case payment is made on the next working day. This type of payment will only be accepted when payment is made by direct debit and a direct debit form will have to be dated in such a way as to guarantee the monthly payment on these dates. An extra once-off €50 fee is charged yearly in case direct debit is chosen as the payment method.

4.5. School may, in the event of non-payment of any fees and or ancillary charges, and after having given 7 (seven) days' notice to rectify the non-payment, terminate this agreement and refuse Pupil entry to the School. In addition, the School shall also be entitled to terminate this agreement and refuse Pupil entry to the School in case of non-payment of any fees or ancillary charges in respect of other pupils that are also enrolled in the School by the same Parent / Legal Guardian.

4.6. The following payment methods are accepted:

4.6.1. Bank transfer to the bank account of the School Owner.

4.6.2. TICKET, EDENRED or UP Portugal – These payments should be made 4 weeks prior to the first day of each term, to allow time for processing.

4.6.3. Bank Cheque - Payments made by bank cheques will only be considered made after clearance of all cheques. Bank cheques should be delivered with the following days in advance to the date when the payment is due: 2 days for Portuguese bank cheques, 15 days for UK bank cheques and 20 days for all other bank cheques. Any expenses incurred for lack of funds, lost or cancelled cheques will be charged to the Parent / Legal Guardian.

4.6.4. Cash – According to the financial transaction limit in force at the time, as set by the law, the Bank of Portugal or other relevant authority.

4.6.5. Direct debit – Applicable to all pupils who intend to make monthly payments of the tuition fees.

Legal Guardian's #1 Signature
Assinatura do Encarregado de Educação

Pupil's Name **Date**
Nome do Estudante Data

4.6.6. Online Payment with Credit Card – Applicable to pupils who opt for an annual payment method and to international pupils who cannot make a direct payment of their fees to an entity within SEPA territory.

4.7. School will require payment of any outstanding amounts resulting from enrolment in a previous school year as a prerequisite for enrolment in the following year.

4.8. The relevant **registration fees**, **enrolment fees, deposit, annual tuition fees, administrative fees** and conditions and rates of **lunch, transportation, uniforms,** and **after-school extracurricular activities** shall be those set out in the respective documents published each year by the School on its website and platforms.

4.9. Refunds for tuition fees and other charges will not be given if the School is forced to close because of either government directive or other circumstances beyond the School's control.

4.10. Late payments will be charged a €50 penalty plus a 0,5% per month late payment fee on the overdue amounts.

4.11. If the School at any time assesses (or the tax authorities at any time introduces or determines) that any of the services supplied by the School under this agreement are subject to VAT or any other taxes, and the School has not already charged such VAT/other taxes on the applicable fees for those services, the School will promptly notify the Parent / Legal Guardian and confirm the amount of VAT/other taxes payable in respect of the relevant fees and Parent / Legal Guardian will pay an amount equal to that VAT/other taxes due within 14 (fourteen) days of the School's notification.

4.12. The School reserves the right to charge additional fee(s) for English as an Additional Language (EAL) / Language Tuition and/or Special Education Needs (SEN) support sessions if it is determined that such support sessions are necessary to enhance the Pupil's personal development and academic performance. The School shall notify the Parent / Legal Guardian in advance of the support sessions required and the additional fees that shall apply for such sessions.

5. TRANSPORTS & LUNCH

5.1. The request for transportation and school lunch is annual and should be done with the yearly enrolment process and is subject to availability.

5.2. School reserves the right to alter the bus routes during the school year. The school is not obliged to guarantee specific routes as they may have to change due to congestion road closures, alteration in pupil numbers and/or due to the terms and conditions set by the transportation company or others.

5.3. The Parent/ Legal Guardian shall be entitled to cancel the transportation and/or lunch services by means of written notice to the School office delivered with at least 2 (two) weeks in advance to start date of the next school term. If notice is given with less than 2 (two) weeks in advance to the next school term start date, the full amount of the fees in respect of the lunch and

transportation services will be due in respect of such next school term, in full, and will be charged to the Parent/ Legal Guardian in case they have not already been paid in advance.

6. SCHOOL UNIFORMS

6.1. School uniform is compulsory for all pupils. Not wearing correct uniform may lead to pupils being excluded from lessons or from the school.

6.2. Parent/ Legal Guardian is requested to purchase a school uniform and Pupil is asked to look after and take care of its items of clothing. Damaged or worn-out uniforms may be asked to be replaced with new ones, so Pupil looks suitably dressed.

7. CANCELLATION/ WITHDRAWAL

7.1. If, for any reason, Pupil cannot attend School, there will be no refund of the registration and enrolment fees.

7.2. Notice of withdrawal of the Pupil from the School should be received by the School in writing, at least 90 (ninety) calendar days before the expected departure date of the Pupil. In case the departure date falls within the middle of a school term, the fees corresponding to the full school term in which the Pupil's departure occurs will be due and charged, if not already paid in advance. The School reserves the right to request that the notice of withdrawal is signed by the person(s) that legally hold the guardianship of the Pupil at the moment of the withdrawal notice and shall be entitled to not accept such notice until the relevant person(s) have signed such notice or have confirmed in writing the withdrawal.

7.3. If Pupil leaves without the correct withdrawal notice, the School shall be entitled to charge a full term's fee for the school term in which the Pupil leaves and a full term's fee for the school term in which the departure date would have fallen if the 90 (ninety) calendar days written prior notice had been properly given. All reports and forwarding documentation shall be withheld until such time as payment has been made in full.

7.4. The School reserves the right to require the removal or suspension of a Pupil, at any time, if it is deemed necessary in the interests of either the School or the Pupil, including, but not limited to, in the following cases:

7.4.1. Non-payment of any fees and or ancillary charges regarding the Pupil, or any other pupils that are also enrolled in the School by the same Parent / Legal Guardian, after the Parent / Legal Guardian having been given 7 (seven) days' notice to rectify the non-payment, as foreseen in Clause 4.5 above;

7.4.2. If the Parent / Legal Guardian fails to give notice to the School of any Pupil's health or medical condition(s), special educational need(s), disability or allergies that the Pupil has or subsequently develops, whether long-term or short-term, including any infections, as foreseen in Clause 2.9 above, or the Parent / Legal Guardian withholds from the School

or otherwise fails to provide or misrepresents to the School any of the information referred to in Clause 2.9 above;

7.4.3. If the Parent / Legal Guardian refuses that the Pupil attends the supporting sessions foreseen in Clause 4.12 above and the School concludes that, without such supporting sessions, it will be unable to meet the Pupil's needs or reasonably provide the level of support required by the Pupil;

7.4.4. If the Pupil's conduct, either within or outside the School, affects the School's interests or the Pupil's wellbeing, including online or external conduct that may impact on the School's reputation, the progress of other children, or the wellbeing of any School staff.

7.4.5. If Parent / Legal Guardian is unable, following the School's request, to demonstrate that will be able to pay the fees and supplemental charges due under this agreement; is otherwise unable to pay the debts as they fall due; is the subject of any insolvency, special recovery or similar proceedings; or enters into any voluntary arrangement or a scheme of arrangement or composition with creditors;

7.4.6. If Parent/ Legal Guardian makes a serious misrepresentation of facts or circumstances to the School, or withholds important information from the School, about the Parent / Legal Guardian and/or the Pupil or that is relevant to the provision of education by the School to the Pupil (such as misrepresenting at any point in time, – and whether by act, omission or withholding of information – that the Parent/ Legal Guardian and/or the Pupil are legally entitled to enter, reside and/or study in Portugal when in fact the Parent/ Legal Guardian and/or the Pupil are not);

7.4.7. If Parent / Legal Guardian fails or refuses to complete and submit to the School any medical questionnaire in respect of the Pupil that may be requested by the School and/or repeatedly fails or refuses to inform the School of Pupil's absences; or

7.4.8. If Parent / Legal Guardian fails to comply with the any other obligations assumed under this agreement, or with any obligations assumed by the Parent / Legal Guardian in agreements in respect of other pupils also enrolled in the School by the same Parent / Legal Guardian, and such failure is not remedied within a reasonable deadline upon notice from the School for such purpose.

7.5. In the cases foreseen in Clause 7.4 above, the full school term's fee for the school term in which the Pupil leaves will be due and charged, if not already paid in advance, and no refund of fees will be granted for the period of time or remainder of the school term during which the Pupil has been removed or suspended.

8. VALIDITY & CHANGES

8.1. These Attendance Conditions will come into effect immediately on signature by the Parent / Legal Guardian and shall remain in force for the full duration of the Pupil's enrolment at the

Legal Guardian's #1 Signature
Assinatura do Encarregado de Educação

Pupil's Name **Date**
Nome do Estudante Data

School, unless earlier terminated by the School or the Parent / Legal Guardian in the terms foreseen in these Attendance Conditions.

8.2. The School Owner may change any terms of the Attendance Conditions, in which case the Parent / Legal Guardian should be informed of the relevant changes, by any written means, at least 30 (thirty) days prior to such changes becoming effective.

8.3. Should the Parent/ Legal Guardian not accept the changes communicated under the terms of the preceding paragraph, it shall be entitled to cancel/ withdraw the Pupil from the School within 15 (fifteen) days from the date of the notification of the changes.

8.4. The Parent / Legal Guardian may update any of the personal details of the Registration Form by means of the signing and delivery of a form with the relevant updates to be made in the Registration Form.

9. AFTER-SCHOOL EXTRACURRICULAR ACTIVITIES

9.1. It is optional for the Pupil to take part in the after-school extracurricular activities.

9.2. After-school extracurricular activities' enrolment is annual (for all the 3 school terms), should be done before the school year starts. New enrolments for next school terms could be also accepted later until 1 (one) month before the next school term starts.

9.3. After-school extracurricular activities' enrolment is accepted on a first-come, first-served basis and upon receipt of payment. Places are subject to availability.

9.4. The School reserves the right not to allow pupils to attend if payment is not made in advance.

9.5. The total amount payable is based on the number of activities in which the Pupil is enrolled, and can be done on an annual or trimestral basis:

9.5.1. Annual Payment: completed at time of enrolment to activities.

9.5.2. Trimestral Payment: the first payment is due on enrolment to activities. The second and third payments are due 1 (one) month before the school term starts. If payment is not received, the Pupil may lose its place in the activity.

9.6. The amounts paid are non-refundable, except if the activity does not reach the minimum capacity and fails to open.

9.7. Withdrawals need to be given with the correct written notice at least 1 (one) month before the start of the new school term. If correct notice is not given, the applicable amounts will be charged in respect of the full school term.

9.8. There will be no rescheduling/ substitution of activities that coincide with holidays or school interruptions.

9.9. School may offer programmes during holidays periods, the price of which is not included as part of the after-school extracurricular activities' payments. The enrolment into these programmes is done separately.

10. PERSONAL DATA PROTECTION

10.1. The data controller for all personal data, provided under this agreement, is the School Owner, which may collect and process personal data of the Parent / Legal Guardian, the Pupil, and other third parties whose treatment is essential to ensure the provision of the services regarding the attendance of the School by the Pupil. The processing of any personal data shall be done in accordance with the legislation on personal data protection, as amended from time to time, which is currently laid down in regulation (EU) 2016/679 of the European Parliament and of the Council of 27th April 2016, in order to meet the organisational needs of the activities of the School.

10.2. The personal data collected by the School will be processed for the following purposes and with the following respective legal basis:

10.2.1. **Provision of the contracted services.** The applicable legal basis is the execution of a contract to which the data subject is a party (the processing of data is essential to ensure this purpose).

10.2.2. **Payment and billing.** The applicable legal basis is the execution of a contract to which the data subject is a party, as well as the fulfilment of legal obligations to which the School is subject. (the processing of data is essential to ensure this purpose).

10.2.3. **Access control.** The applicable legal basis is the School's legitimate interest in ensuring the safety of people and property on its premises.

10.2.4. **To ensure the safety of children when being collected (i.e. to ensure that only authorized persons may pick up the Pupils).** The applicable legal basis is the legitimate interest of the School in ensuring compliance with safety procedures and instructions from the Parent / Legal Guardian.

10.2.5. **To prepare, within the scope of the services provided, statements and/or Reports on the educational progress of the Pupils.** The applicable legal basis is the performance of a contract to which the data subject is a party (the processing of data is essential to ensure this purpose).

10.2.6. **To ensure that the Pupil receives all the necessary care according to his/her specific needs, as well as to guarantee the well-being and health at the School's facilities.** The legal basis applicable to the processing of the health data is the data subject's consent, which can be revoked at any time (any prior processing up to such moment shall not be deemed unlawful). If consent is not provided for the processing of the Pupil's health data, the School will not be able to consider the Pupil's special needs and, accordingly, take appropriate precautions to ensure that the child receives all the necessary care.

10.2.7. **To prepare school identification cards with the photograph and name of the Pupils.** The applicable legal basis is the School legitimate interest in ensuring the safety of people and property on its premises.

10.2.8. **To prepare and share marketing materials with the image of the Pupils related with the School and/or Globeducate Group (the group of companies to which the School Owner belongs).** The legal basis applicable to the processing of the image of the Pupil is the data subject's consent, which can be revoked at any time (any prior processing up to such moment shall not be deemed unlawful). If consent is not provided, the School and/or Globeducate Group will not be able to use the image of the Pupil.

10.2.9. **Video surveillance system (CCTV).** The applicable legal basis is the School's legitimate interest in ensuring the safety of persons and property in the School's facilities.

10.3. In situations where the Parent / Legal Guardian provides personal data relating to third parties (for example: identification of the person who will pick up the Pupil, identification of the Pupil's doctor, etc.) it undertakes, before providing the personal data, to inform the third parties about the purposes to which the personal data will be processed as described herein.

10.4. The School may communicate the personal data being processed to third parties in following cases:

10.4.1. For the purpose of complying with legal obligations that apply to it in each case, or in cases where this proves necessary for the provision of the services to be provided by the School.

10.4.2. To contract external service providers, acting as data processors.

10.4.3. In the context of the purpose referred in paragraph 10.2.8 above, the data will be communicated to any third party with access to the media and communication channels where the images will be reproduced, published or publicly communicated. Where the reproduction, public communication or dissemination of the personal data takes place on media accessible from any country in the world (e.g. social media) the processing of the data will enable third parties located outside the territory of the European Economic Area to obtain knowledge of the personal data. In addition, the images may be shared with Globeducate Group in order to allow the group entities to prepare marketing materials related with Globeducate Group.

10.4.4. To supply information and references in respect of the Pupil to any educational institution to which the Parent / Legal Guardian proposes that the Pupil may attend or to provide any mandatory information to other educational institutions to the extent required by law.

10.4.5. For the purpose of transferring the School Owner's rights and obligations under this contract to another person or organisation and/or within the context of a transfer of the School and/or the transfer share capital of the School Owner.

10.5. The personal data will be kept for the period necessary for the purposes for which it was collected, and/or during the period strictly necessary to comply with legal obligations to which the School is subject. In the case of the personal data processed based on consent or the legitimate interest of the School, these will be kept until they are necessary to ensure the

purpose of the processing or, as applicable, until the consent is withdrawn, or the data subject object to the processing.

10.6. Data subjects have the following rights:

10.6.1. Access: Data subjects can obtain information if the School is processing personal data and consult personal data included in the files of the School.

10.6.2. Rectification: Data subjects may modify their personal data when it is incorrect and supplement the information that is incomplete.

10.6.3. Erasure: Data Subjects may request the erasure of their personal data when, among other reasons, personal data is no longer required for the purposes for which it was collected.

10.6.4. Objection: In certain situations, data subjects may request discontinuation of the processing of their personal data. The School will no longer process personal data unless there are legitimate reasons or for the establishment, exercise, or defence of legal claims.

10.6.5. Restrictions of processing: Data subjects may request restriction of the processing of their personal data in the following situations: (a) during contestation of the accuracy of their personal data; (b) when processing is unlawful and data subjects have opposed it and requested restriction of the use of personal data; (c) when the School no longer needs to process the personal data but the data subject needs such personal data for the exercise or defence of legal claims; (d) data subjects have objected to the processing of their personal data to fulfil an obligation of public interest or to satisfy a legitimate interest, pending verification as to whether legitimate grounds of the controller override the grounds the data subject has invoked.

10.6.6. Portability: In certain situations, data subjects will have the right to receive, in structured, commonly used and machine-readable format, the personal data that they have made available to the School and those obtained from the data subjects' relationship with the School, as well as to transfer them to another entity.

10.7. If the data subjects have any questions or wish to exercise any of the abovementioned rights, they may send an email to info@nobelalgarve.com to exercise their rights data subjects must provide a copy of a document proving their identity and indicate the right they intend to exercise. The exercise of rights is free of charge, unless the request is obviously ungrounded, excessive or repeated. Data subjects may also lodge a complaint to a supervisory authority (e.g., *Comissão Nacional de Proteção de Dados* - https://www.cnpd.pt/).

Legal Guardian's #1 Signature

Assinatura do Encarregado de Educação

Pupil's Name **Date**

Nome do Estudante Data

11. CONSENTS

11.1. If authorised below, Parent / Legal Guardian consents for the processing of the health data of the Pupil to ensure that the Pupil receives all necessary care according to their specific needs, as well as to ensure well-being and health at the School facilities.

YES, I/ We consent to the use of the health data of the Pupil.

NO, I/ We do not consent to the use of the health data of the Pupil. If this option is chosen, all health data of the Pupil in the Registration Form (if any) shall be fully redacted or deleted by the School and the Parent / Legal Guardian expressly accepts that **the School will not be able to consider the Pupil's special needs and ensure that the Pupil receives all necessary care that may be required.**

11.2. If authorised below, Parent / Legal Guardian consents to the capture and use of image of the Pupil for public and promotional content or materials of the School and/or Globeducate Group. For this purpose, at the discretion of the School and/or Globeducate Group, images may be taken of student/s participating in school events (lessons, general activities, exhibitions, festivities, competitions, among others) and be used as part of future promotional material including digital copies (website, blogs, social media, slides, among others), and printed material (leaflets, posters, panels, brochures, among others). Images shall include not only photographs but also video and/or illustrations of the student individually or amongst a group. The School and/or Globeducate Group shall be authorized to use, copy, edit, transform, and reproduce the Pupil's image for the time legally allowed and worldwide. The Use of the image does not generate any payment, compensation, or reimbursement for economic rights of any kind.

YES, I/ We acknowledge and accept the above terms and authorise the use of image of the Pupil.

NO, I/ We do not accept the above-mentioned terms and do not authorise the use of image of the Pupil.

"I expressly declare that I have read these Attendance Conditions, as well as the School's Institutional Documents and Regulations published by the School on its website and platforms, and that I fully understand and accept its contents through the signature of this document."

Legal Guardian's #1 Signature

Assinatura do Encarregado de Educação

Pupil's Name **Date**

Nome do Estudante Data