

Appendix 1: Guide to the contract

Before completing the Individual Contract, please study the following.

- If you are filling in the contract by hand, please write **legibly**.
- The **e-mail address** you provide should preferably be **private**, not a work address (for reasons of data protection and a possible change of workplace).
- A correct **e-mail address** is vital, as that is where we will send our **invoices**.
- Please **indicate** the **billpayer**. If the billpayer has not been indicated, the invoice will automatically be issued in the name of the father.
- Please note that indicating a billpayer is important so that we can issue invoices correctly, but the **liability of parents is joint and several!**
- The **Fee** specified in the contract **must be paid in advance** regardless of the chosen payment method (even with the monthly payment option!).
- The **payment frequency** is chosen **for one year**: the payment frequency for the next academic year can only be changed in **April**.
- **Monthly payment** is only available with **direct debit**; please attach the certificate of the bank.
- **Electronic invoices** for our services are issued only if the **payment method is bank transfer**.
- The Bilingual.hu Program cannot be customized. You can make observations according to the process described in the GTC, but this does not absolve you from payment while your Child is using our services. Settlement for children who abandon the Bilingual.hu Program shall take place as specified in the GTC.
- You are only entitled to **discounts** if you meet the conditions of payment in advance.
- The discount for siblings is not automatic: it can be granted and applied as described in the GTC. If two or more of your children are enrolled in the Bilingual.hu Program and you wish to settle invoices **at the same time, you will need to modify the contracts** to ensure the same due date for invoices.
- Please indicate whether the **name of your Child** should be shown on the **invoice**.
- In order to ensure accurate documentation, all administration relating to payments shall be handled exclusively via e-mail, through the asszisztens@bilingual.hu e-mail address.
- Parents are responsible for notifying the Provider of changes in personal details and for providing a valid e-mail address.

All other matters not detailed here shall be handled according to the GTC.

Thank you for your cooperation!

I, the undersigned Custodian, have read and understood the General Terms and Conditions and accept them as binding in my regard.

Budapest,2018

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Custodian