



School Fees for the Academic Year 2009 - 2010		
Year	Annual payment (€)	Payment by Term(€)
Pre-School Part-time	3,720	1,240
Pre-School Full-time	5,520	1,840
Reception	6,297	2,099
Year 1	6,297	2,099
Year 2	6,297	2,099
Year 3	7,050	2,350
Year 4	7,050	2,350
Year 5	7,050	2,350
Year 6	8,130	2,710
Year 7	8,475	2,825
Year 8	8,475	2,825
Year 9	9,225	3,075
Year 10	10,200	3,400
Year 11	10,200	3,400
Year 12	10,950	3,650
Year 13	10,950	3,650

The deadlines for Payment by Term are as follows:

- ❖ **Autumn Term 2009** **Friday, 14 August 2009**
- ❖ **Spring Term 2010** **Friday, 04 December 2009**
- ❖ **Summer Term 2010** **Friday, 12 March 2010**

There is a discount of 30% on the third child, 40% on the fourth and 50% on all subsequent children.

Should you have any payment queries, please contact the school to arrange a meeting with our administration assistant, Alison.

The school is equipped to take payments by credit and debit cards.

If payment of school fees has not been made by the payment deadlines you will be asked to withdraw your child/children from the school.

/2 Payment of School Fees



2/

Payment of School Fees

Methods of Payment

- Cash
 - Credit / Debit card
 - Portuguese cheque
 - Foreign cheque
 - Bank transfer
- all cheques and bank transfers
must be cleared by the payment
deadlines*

Bank Transfer Information:

BANK: BANCO ESPÍRITO SANTO
*Largo Sá Carneiro, 9
8135-110 Almancil*

Our bank details:

ACCOUNT: 2810 1928 0008

N.I.B: 0007.0281.00019280008.88

SWIFT CODE: BESCPTPL

IBAN: PT50 0007 0281 0001 9280 0088 8

Bank charges for transfers and foreign cheques are the responsibility of the family and should be taken into consideration when payment is made. A €50 surcharge must be added on to the amount if payment is made by foreign currency. This will cover the bank and exchange rate charges.

**PLEASE ENSURE THAT THE PUPIL'S NAME IS REFERENCED ON THE BANK TRANSFER SO THAT WE
CAN IDENTIFY FOR WHOM FEES HAVE BEEN RECEIVED.**

/3 Terms and Conditions of Payments



3/

Terms and Conditions of Payments

Enrolment Fee: A non-refundable enrolment fee of €400 is required to secure a place at the school.

Family Deposit: A refundable family deposit is payable along with the first term's fees. The cost of the deposit will be determined by the date on which the family start at the school and not on the family's enrolment date. As an indication, the deposit is €1000, per family, at June 2009. This deposit will be retained until the last family member leaves the school.

Notice of Intent to Withdraw: Parents are required to notify the school, in writing, of their intent to withdraw their child/children at least one term in advance. This will ensure the return of the family deposit.

Payment of Fees: Non-payment of school fees by the deadlines given will result in you being asked to withdraw your child/children from the school.

Administrative Costs: The school will, at its discretion, charge administrative costs to client accounts as and when it feels it is necessary.

Receipt of Invoices: Invoices will be sent by the school via the child to the parents at least one month before payment due dates. It is the responsibility of the parents to ensure that they are in receipt of this invoice if it so happens they do not receive it via the child one month before the payment due date.

Refund of Fees: In the unfortunate circumstance that you need to suddenly withdraw your child/children from the School, the term's fees will only be refunded if your child/children have attended for less than two weeks at the beginning of the term. A refund will be made on a pro-rata basis, based upon the number of day's attendance within that two week period.

I/we hereby agree to the above Terms and Conditions

Signed _____ Date _____

Note: The information on this document is deemed to be correct, but in the event of errors, the related documents held by the school will apply.