

Administrative regulations 2019-2020

1 Renewals of enrolment

Renewals of enrolment in the LFIP, for a new educational year, should be made by the 31st of March of the current year.

When making the enrolment, the parent must present the information requested, using our platform, and must make the payment of the enrolment fees.

2. Cancellation of enrolment or of renewal of enrolment

In case of cancellation of the enrolment or of the renewal of enrolment, the parent will not be entitled to a refund of the fees.

3. Payment of fees (cf. Current fees)

Monthly payments must be made in advance until the 10th of the relevant month using the "Multibanco" payment option.

Quarterly payments should be made by the following dates:

- First quarter – by the 30th of September or on the last business day of the month.
- Second quarter - by the 31st of January or on the last business day of the month.
- Third quarter - by the 30th of April or on the last business day of the month.

If these deadlines are not met or the direct debit payment method is rejected, quarterly payments will be automatically converted to monthly payments over 10 months.

The parent may choose:

- **annual payment**, which should be made before the last business day of the month of June of the current school year,
- **monthly payment** of 10 or 11 monthly instalments, from September to June or July. In this case, this should be explicitly indicated during the registration process. The monthly instalment is payable in advance up to the 10th day of the relevant month.

After choosing a payment method, it will not be possible to change it during the current school year.

4. Discounts

Families which enrol more than one child in the LFIP will be entitled to discounts.

The discounts will be applied to the tuition fees of the children in the lower grades of education.

- 9% for the second child
- 19% for the third child
- 30% for each of the following children.

5. Payment of services

a) The optional services (cafeteria, transportation and extracurricular activities) are paid according to the terms described above for the payment of tuition fees.

b) Other services (subscriptions, photographs, trips with accommodation) are paid at the time they are incurred. The Directors may not allow the registration for optional school trips if the tuition payments are not up to date.

6. Extracurricular activities

The first month's payment is added to the final monthly instalment in the month of June. This will not be refunded in case of an interruption of activities during the school year.

7. Late payments

All late payments will be increased by 5%. Any delay in payment prior to the start of the following school year will prevent the re-enrolment of the student and, therefore, his or her inclusion in the class list of students in September.

8. Withdrawal

In the case of withdrawal after the start of school activities, under no circumstances will sums already paid be refunded and it is compulsory to pay all the fees for the period which has already begun.

9. Reduction of payments due to absence

There will not be any reduction or discount in payments for absences or for not using the services, regardless of the reason.

10. Special discounts:

- **Schooling:** any quarter which has already begun must be paid in full. However, a discount can be made in case of unforeseen circumstances, upon written request.
- **Cafeteria and transportation:** a temporary absence of more than 15 consecutive days due to illness, not including school holidays, may be reason for a refund. For this end, it will be necessary to submit a written request together with a medical certificate.

By accepting the financial regulations, the parents express their agreement with the established regulations, and may not, subsequently, express any disagreement or lack of knowledge of the same.