



Praça Zacarias Guerreiro, n° 29,
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School fees for the academic year 2018/2019

YEAR	PAYMENTS		
	1 x (Annual) *	3 x (per Term)	11 x (Monthly)
Year 1 to Year 4	4,044.00€	1,390.00€	379.00€
Year 5 & Year 6	4,268.00€	1,467.00€	400.00€
Year 7 to Year 9	4,631.00€	1,592.00€	434.00€
Year 10 & Year 11	5,314.00€	1,826.00€	498.00€
Year 12 & Year 13	6,360.00€	2,186.00€	596.00€
Annual Registration (every year)			327.00€
Security Deposit (refundable, payable once)			600.00€
Meals (Morning Snack, Lunch and Afternoon snack)	Year 1 to Year 9	108.00€	
	Year 10 to Year 13	130.00€	
Transport	141,00€ (montly)		
Brothers or sisters	Discount 2 nd child - 5% Discount 3 rd and more children - 7%		
<p>The Annual Registration fee includes:</p> <ul style="list-style-type: none"> • School Insurance • Textbooks (CSi's property for student use); • Exercise books; • Materials for Arts initiation from year 1 to year 4; • Library and internet access; • Lockers for all students 			
* Includes 3% discount			

ADMINISTRATIVE & FINANCIAL REGULATIONS

<p> 1 - REGISTRATION</p> <p>The Parent/Guardian must present in the office the “Enrollment Form” and “Administrative & Financial Regulations” signed with the proof of payment of enrolment and security deposit so that the student has a place reserved with CSi.</p>	<p> 7 - CSi’s FACILITIES</p> <p>CSi is open from 8.30am until 5.30 pm .</p> <p>Registration is done at 8.45am and lessons start at 9am until 4pm.</p> <p>Being punctual and having a good school attendance is a requirement for educational success, to create good working habits and sense of responsibility.</p> <p>At arrival students must be escorted to the front door at Praça Zacarias Guerreiro, n°29 where CSi’s main office is situated.</p> <p>Movement inside CSi premises must be done in a calm and orderly manner so that silence and concentration during lesson time is preserved, at break time students have their spaces to run and play.</p>
<p> 2 - SECURITY DEPOSIT</p> <p>The Security Deposit is 600€ per student. Subject to 3 months advance notice of intention to leave the school, this amount will be reimbursed in full. However CSi reserves the right to retain this amount, or any part of it, in the event of any outstanding debts or the required notice not having been given.</p>	<p>In the case that the students go out for lunch (with appropriate authorization) parents must collect them from the main office or signed a release form so that the student can leave the CSi premises alone.</p> <p>CSi does not allow students leaving with any adult that is not previously authorized by parent/guardian, even if identifies himself/herself as family.</p>
<p> 3 - PAYMENTS CONDITIONS</p> <p>Monthly payments should be made by the 5th day of the month to which the payment refers. The termly fee must be paid before the start of the term that payment refers : 1st Term – before September 3rd; 2nd Term – by January 7th; 3rd Term – before May 6th. The annual payments must be paid before the 30th of August in order to benefit from the financial discount of 3% .</p>	<p> 8 - STUDENT INSURANCE</p> <p>Student accident insurance is compulsory and is included in the registration fee.</p>
<p> 4 - OVERDUE PAYMENTS</p> <p>Monthly payments received after the 5th of the month will have an 8 % increase of the total of the fees (including meals, transport or any other service). CSi reserves the right to cancel tuition for any student whose school fees are not paid or are chronically outstanding.</p>	<p> 9 - EXAMS</p> <p>The Edexcel IGSE, AS and A Level external exams will be charged in accordance with EDEXCEL fees.</p> <p>This is discussed with parents/guardians when pupils start the IGCSE course (Year 10 or earlier).</p>
<p> 5 - ABSENTEES/WITHDRAWAL</p> <p>The Parent/ Guardian is responsible for the full payment of fees for the last term in which the student is registered. Under no circumstances, will there be any discounts for absences from school or for absences from any services contracted. Any payment made (annually, termly or monthly) on fees, services or any other is nonrefundable. Under no circumstances Csi will refund any payments made except the deposit if the conditions on point 2 of these regulations are met.</p>	<p> 10 - BOOKS</p> <p>The books provided to students by CSi are owned by the school. Students must preserve them and return them at the end of school year in perfect conditions for reuse. If this does not occur, or the students does not return the books, CSi reserves the right to charge these books at the purchase price.</p>
<p> 6 - USE OF IMAGES</p> <p>Parents sign a consent form if they give permission to the school to use the images of their children for marketing purposes.</p>	

Signature _____ **Date:** _____