

Payment Procedures

Payment Schedule

All school fees are invoiced by Month, Term or Year, according to parent's preference.

Termly fees are calculated using the formula Annual fee/3 Terms.

Monthly fees are calculated using the formula Annual fee/10 instalments (1 per month from September to June).

Enrolment Fee: € 600 per student - non-refundable and paid once the application process is concluded.

Renewal Fee: € 300 per student - non-refundable and paid in February.

Monthly Fees: Invoiced 10 days before the beginning of the month, and payment due by the 2nd of the month of invoice.

Term 1 Fees: Invoiced on June 1st of the previous School Year, payment due by July 1st.

Term 2 Fees: Invoiced on November 1st, payment due by December 1st.

Term 3 Fees: Invoiced on March 1st, payment due by April 1st.

Annual Fee: Invoiced on June 1st of the previous School Year, payment due by July 1st.

Terms and Conditions

Once the registration process has been completed, the student is enrolled in the school. If for any reason the student does not attend at the beginning of the school year, the Enrolment Fee is not refundable.

The school requires a one term warning for student's withdrawal. If shorter notice is given, the respective fees will still be due.

Additional Fees

Annual insurance: € 14 per student

School meals: €120 per month

Payment Charge Procedures

All amounts must be received by the school net of all bank charges.

Payment by bank transfer

Millennium BCP

IBAN:

PT50 0033 0000 0001 5732 792 86

BIC/SWIFT: BCOMPTPL

We kindly ask that the student's name and number is indicated on the transfer to ensure the credit is applied to the correct student account. Please send a proof of payment to office@madeira.sharingschool.org

Fines

International Sharing School will charge a 5% monthly compounded fine on payments made past due date.

Discounts

The following discounts are available for all students and families who meet the criteria and are non-cumulative with any other discounts or promotions:

5% discount on Tuition Fees for each sibling.

5% discount on full year's fees, paid before July 1st.

If fees are not paid according to schedule, all discounts will be annulled. Non-payment of fees and fines involves retainment of reports and exam results for all members of the family.

The fees indicated on this document may be adjusted for inflation on an annual basis the end of each academic year.