

## Payment Procedures

### Payment Schedule for New Students

All school fees are invoiced by Term or Annually, according to parents' preference.  
Enrolment Fee: €1,200 non-refundable and paid once the application process is concluded and the student is accepted.

Tuition Fees: Tuition Fees of the first term the student will be joining International Sharing School are also to be paid along with the Enrolment Fee in order to secure the vacancy. The remaining fees are scheduled as for ongoing students.

### Payment Schedule for Ongoing Students

Term 1 Fees: Invoiced on June 1<sup>st</sup>, 2024, payment due by July 1<sup>st</sup>, 2024.

Term 2 Fees: Invoiced on November 1<sup>st</sup>, 2024, payment due by December 1<sup>st</sup>, 2024.

Term 3 Fees: Invoiced on March 1<sup>st</sup>, 2025, payment due by April 1<sup>st</sup>, 2025.

Renewal Fee: €600 non-refundable and paid by February 28<sup>th</sup>, 2025.

## 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 and Term 1 Fees are 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 Mandatory Fees

Annual insurance: € 22 per student

Yearbook: € 32 per student

School meals: €660 per term or €1,980 per year, billed with the tuition fees

## Payment Charge Procedures

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

## Payment by bank transfer

### Millennium BCP

Beneficiary: ISS-OEIRAS

IBAN: PT50 0033 0000 4530 8575 3560 5

BIC/SWIFT: BCOMPTPL

Bank Address: Rua Câmara Pestana 17 - 9000-043 Funchal - Portugal

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@taguspark.sharingschool.org](mailto:office@taguspark.sharingschool.org)

### **Payment Methods**

Payments are accepted exclusively via wire transfer or debit/credit card payments at the School Office. For more information on which cards are accepted, please contact the School Office. In accordance with Portuguese legislation, cash is not accepted.

### **Discounts**

5% cumulative discount on Tuition Fees for each sibling.  
3% discount on full year's fees, paid before July 1<sup>st</sup>, 2024.

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

### **Transport**

The School has its own bus routes from Cascais, Oeiras and Lisbon. Student pick-up schedules are naturally subject to the individual routes of each bus and chartered by the School. Buses arrive at school at 8:15am and leave school at 5:15pm after the After School Activities. Use of this optional service is subject to a one full term commitment, meaning withdrawals before the end of the term do not entitle any sort of refund.

Transportation: €1,200, invoiced Termly.

### **After School Activities**

The School provides a wide range of After School Activities and Clubs that students may attend. The pricing of each activity is available online and at the School Office. Use of this optional service is subject to a one full term commitment, meaning withdrawals before the end of the term do not entitle any sort of refund.

### **Fines and legal fees for credit recoveries**

International Sharing School will charge a 5% monthly compounded fine on payments made past due date. Should any legal procedures be required for the recovery of any amount due, the School will charge these to the debtor.

Students with past-due debts may be subject to limited access to some or all optional services and school platforms, and their renewal for the following academic year will not be processed.