

Payment Procedures

Payment Schedules available

All school fees are invoiced by Month, Term or Annually, 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.

Payment Schedule for Ongoing Students

Monthly Fees: Invoiced 13 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, 2024, payment due by July 1st, 2024.

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

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

Annual Fees: Invoiced on June 1st, 2024, payment due by July 1st, 2024.

Renewal Fee: €300 non-refundable and paid by February 28th, 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 is not refundable.

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

Additional Fees

Mandatory Annual insurance: € 14 per student

Optional school meals: €120 per month (€1,200 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-MADEIRA

IBAN: PT50 0033 0000 0001 5732 792 86

BIC/SWIFT: BCOMPTPL

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

We kindly ask that the student's name and number are 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

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.

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

The aforementioned discounts are not applicable to students benefiting from any other discounts or scholarships.

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.