

Terms & Conditions

Detailing of Payment Procedures & General Conditions

At ISS, we follow a transparent fee structure to ensure all necessary resources are included in the educational experience. Our fee structure is reviewed annually to reflect inflation and any necessary adjustments.

ISS reserves the right to review and adjust fees annually, ensuring the sustainability of its services. The current fee structure presented below is applicable for the 2025/26 academic year.

Early Years (EY)

School Year	Monthly	Yearly
Early Years (3 to 5)	€588	€5,880

Primary Years (PYP)

School Year	Monthly	Yearly
Grade 1	€711	€7,110
Grade 2	€757	€7,570
Grade 3	€804	€8,040
Grade 4	€835	€8,350
Grade 5	€850	€8,500

Middle Years (MYP)

School Year	Monthly	Yearly
Grade 6	€912	€9,120
Grade 7	€974	€9,740
Grade 8	€1,020	€10,200
Grade 9	€1,082	€10,820
Grade 10	€1,128	€11,280

Diploma (DP)

School Year	Monthly	Yearly
Grade 11	€1,252	€12,520
Grade 12	€1,314	€13,140

Laptops are not included in the school fees. Students from Grade 4 onwards must bring their own laptops. **Calculators are not included in the school fees.**

Students from MYP/DP Programmes must purchase the required specific model of calculator mentioned in the Parents' Handbook.

School Fees

Additional Mandatory Fees

Admission Fees (applicable to new students)	
Enrolment Fee*	€600
Uniform Welcome Pack	
Early Years	€185
Primary & Middle Years	€225

*The Enrolment Fee is only payable in the first year of enrolment.

Other Fees	
Annual Insurance	€18
Yearbook	€28
School Meals	€150 per month
Renewal Fee	€300
Stationary Fees	
PYP	€200
MYP & DP	€350
Examination Fees	
MYP 5	€800
DP 2	€850

Uniforms

EYP, PYP, and MYP students are required to wear the correct uniform at all times. In order to ensure compliance with the Uniform Policy at all times, if a student arrives at school without the proper uniform, a replacement will be provided and the cost will be billed to the parents at the listed price without prior notice. For clarification on the student uniform, please consult the Parents' Handbook.

Optional Services

After-School Activities

The School provides a wide range of After School Activities that students may attend. The use of this optional service is subject to a one full term commitment, meaning once a student is enrolled in any activity the respective full term's fee will be due, and withdrawals before the end of the term do not entitle any sort of refund.

Inclusion Team Support

The Inclusion Team at ISS is dedicated to providing comprehensive support for students with special educational needs, ensuring they have access to the personalised care, guidance, and resources necessary to thrive academically and personally. If a student requires one-to-one support, and only when the ISS Inclusion Team confirms that it is able to cater to their needs, a fee per one-to-one session will be applied. This fee will be determined based on the student's educational psychologist requirements.

Payment Procedures

All school fees are invoiced Monthly, Termly or Annually, according to parents' preference.

Payment Schedules Available

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:** Paid once the student is accepted.

The remaining fees are scheduled as for ongoing students.

Payment Schedule for Ongoing Student

- **Monthly Fees:** Invoiced 13 days before the beginning of the month, and payment due by the 2nd of the month of invoice.
or
- **Term 1 Fees:** Invoiced on June 2nd, 2025, payment due by July 1st, 2025.
- **Term 2 Fees:** Invoiced on November 3rd, 2025, payment due by December 2nd, 2025.
- **Term 3 Fees:** Invoiced on March 2nd, 2026, payment due by April 1st, 2026.

- **Renewal Fee:** Invoiced on February 2nd, 2026, payment due by February 27th, 2026.
- **Examination Fees:** Invoiced on June 2nd, 2025, payment due by July 1st, 2025.

School Meals, Annual insurance and Yearbook are issued alongside Term 1 Fees.

Payment Methods

- **Bank Transfer:** 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.
- **Debit/Credit Card Payments:** Accepted in-person at the school office (Visa/Mastercard).
- **Educational Vouchers:** These include Edenred, Coverflex, and Ticket.

In accordance with Portuguese legislation, cash payments are not accepted.

Bank Details

- **Bank Name:** 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

All fees must be received net of bank charges.

Discounts

Sibling Discounts

- 10% for 2 sibling students
- 15% for 3 sibling students
- 20% for 4 or more sibling students

Discounts are applied on all siblings.

Annual Payment Discount

3% discount on annual tuition fees for full-year payments made by 1st July 2025.

If the annual invoice is not fully settled until this date, it will be cancelled and a new annual invoice without discount will be issued and subject to Late Payment Penalties.

Discounts are void if fees are not paid according to the payment schedule.

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, reports, exam results and statements. Their renewal for the following academic year will not be processed.

No debt may be carried across the following academic year.

Payment Procedures

Refunds

The **Enrolment Fee** and **any payments made to the school** are non-refundable under any circumstance.

Renewals

Renewals for the following academic year take place in February, with the Renewal Fee being invoiced on the 2nd of February 2026 and due by the 27th of February 2026. If the payment is not completed before the deadline, a vacancy will no longer be guaranteed for the student.

In case any outstanding fees remain unpaid, families will be unable to renew their enrolment in February, and a spot will not be reserved for the student – even if the renewal fee is settled.

Notice of Withdrawal

Parents/guardians must notify the school in writing via email at admissions@madeira.sharingschool.org one full term before the student's intended departure.

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.

Failure to meet these deadlines will result in charges for the subsequent term.

To leave	Deadline of Notice
At the end of Term 1 2025/2026	Before 30th September 2025
At the end of Term 2 2025/2026	Before 6th January 2026
At the end of the academic year 2025/26	Before 13th April 2026

School Schedule

School Hours

Classes for both EY and PYP run from 08:20h until 15:00h. Classes for both MYP and DP run from 08:20h until 16.00h, Monday to Friday.

Students wishing to remain in School after official class hours (15:00h/16.00h) must be enrolled in an after-school activity or club.

The school is open from 07:30h until 18:00h. School hours are subject to change/review throughout the academic year.

Academic Calendar

The academic calendar is available at: <https://sharingschool.org/admissions/school-documents/>

Disciplinary Action

The School reserves the right to temporarily suspend or permanently expel any student who fails to adhere to the Behaviour Policy available at: <https://sharingschool.org/admissions/school-documents/>. Such measures are taken to ensure the safety, well-being, and integrity of the school community.

Final decision will rest with the Principal following a thorough review by the senior leadership team. Temporary suspensions or permanent expulsions do not entitle any sort of refund.

Personal Information

Updated Information

Parents/guardians must provide the school with a local address, phone numbers and TAX IDs (Portuguese NIFs) for the students and parents/guardians as soon as possible. While the school understands that these may not always be available at the time of enrolment, it is the duty of parents/guardians to provide these.

Furthermore, all relevant medical or psychoeducational information must be provided as well. Should there be any changes or updates to these details, they must be communicated to the school Office team immediately via email at office@madeira.sharingschool.org. This information must be updated annually.

All invoices and other formal notices will be sent to the last communicated postal and/or email addresses and will be deemed as received the date of sending.

Image Consent

Parents/guardians are requested to select one of the following options regarding the use of their child's image by International Sharing School:

- 1. Full Consent:** Approved for all purposes.
- 2. Internal Use Only:** Approved for internal purposes only (e.g., Newsletters, Yearbooks, etc.).

Please note that participation in school competitions, performances, and all other events automatically implies full consent for the use of images captured during such activities.

By signing these Terms & Conditions, or by paying a portion or the total amounts due indicated therein, the parent(s)/legal guardian(s) enter a tuition contract with International Sharing School and acknowledge to have read and accepted, without reservation, these Terms and Conditions.

Parents/Guardians also agree that they have read and understood the Parent Handbook, Behaviour Policy and all documentation available at <https://sharingschool.org/admissions/school-documents/>

WEBSITE

www.sharingschool.org

ADDRESS

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CONTACT

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