



2018-2019 SCHEDULE OF REQUIRED FEES

TUITION (EUROS)

Grades	Quarterly	Yearly
EC3&4 - Kindergarten	2.132,00€	8.528,00€
Grades 1 - 2	2.661,00€	10.644,00€
Grades 3 - 5	2.960,00€	11.840,00€
Grade 6 - 8	3.296,00€	13.184,00€
Grade 9 - 12	4.519,00€	18.076,00€

Tuition is invoiced:

- For 1st quarter (or the quarter in which the student will enter): At the time of initial registration for new students or of re-registration for returning students.
- For Subsequent Quarters: Approximately, one month before the due date shown on the tables to the right.

No changes to the billing information will be processed after invoices are issued.

Individual Payment plans may be arranged with the Accounts Manager.

BUILDING FEE

The Building Fee is a mandatory, **non-refundable** fee paid for the first five years a student is enrolled from Grades 1 through 12. It is used to support CAISL's capital and building expenses. **Parents of children in Early Childhood and Kindergarten may begin paying prior to entry into Grade 1. The request needs to be done in writing to Accounts Office.**

Year Payment Begins	Quarterly	Yearly
2018 - 2019	488.25€	1,953.00€

Once payment begins, the amount is fixed for the 5 years' payment is due.

REGISTRATION

The **Registration Fee** is a one-time, mandatory, and **non-refundable** fee for all students entering CAISL for the 1st time. It is **500.00€** per child.

PAYMENT INFORMATION - Please make all payments in Euros by bank transfer.

Bank: Caixa Geral de Depósitos (CGD); IBAN: PT50 0035 0786 00066142530 48; NIB: 0035 0786 0006 6142 5304 8; SWIFT CODE: CGDIPTPL

TERMS AND CONDITIONS OF PAYMENTS

All school fees are subject to revision during the school year in the event of unusual or unforeseen economic conditions.

The **First Quarter** fees (Tuition and Building Fee, if applicable) of attendance are owed as a condition of registering or re-registering and are not refundable under any circumstances. **Failure to pay 1st quarter by the due date results in cancelation of enrollment or re-enrollment.**

DISCOUNTS ON YEARLY TUITION & BUILDING FEES

Early Payments

- 5% reduction on **Tuition** paid in full on or before June 15, 2018.
- 5% reduction on **Building fee** paid in full on or before June 15, 2018 together with Tuition only for returning students who were attending CAISL the previous year.

Early payments to receive discounts will not be refunded under any circumstances.

Each annual invoice has the total amount with discount at the bottom in a gray box. If the annual Invoice is paid not considering the discount, CAISL assumes that the parents decided to pay without the discount.

Sibling Discounts

- 15% reduction of the **Tuition & Building Fee** for a 3rd child enrolled concurrently at CAISL.
- 25% reduction of the **Tuition & Building Fee** for a 4th child (and any subsequent children) enrolled concurrently at CAISL.

Sibling discounts are applied to the youngest children.

LATE FEES

5% penalty on payments received 31 – 60 calendar days after the due date.
10% penalty on payments received 61 – 90 calendar days after the due date.
Later than 91 calendar days may result in suspension of services.

Late Fees are applied on the total amount outstanding.

	Requirements	Due Date
NEW Students	To reserve space in Class/Grade:	
	Registration Fee	At Registration
	Yearly Building Fee (1 st Grade and up) (Lower Grades upon request)	
	Tuition for 1 st Quarter of attendance (or annually if that was the option chosen – see below)	
	Enrollment Contract and Registration Form	
For the remainder of the year:		
	2 nd Quarter Tuition	October 31, 2018
	3 rd Quarter Tuition	January 25, 2019
	4 th Quarter Tuition	April 5, 2019

	Requirements	Due Date
RETURNING Students	To reserve space in Class/Grade:	
	Re-registration Form	March 16, 2018
	Enrollment Contract	
	1 st Quarter Tuition (or annually if that was the option chosen – see below)	June 15, 2018 Failure to pay by the deadline cancels the reserved place and the invoiced amounts are still due*
	1 st Quarter of Building Fee (or annually if that was the option chosen – see below)	
For the remainder of the year:		
	Building Fee (At the time the corresponding tuition payment is due)	
	2 nd Quarter Tuition	October 31, 2018
	3 rd Quarter Tuition	January 25, 2019
	4 th Quarter Tuition	April 5, 2019

*Should dire personal circumstances occur which prevent payment by the deadline, an extension may be required in writing to the Business Manager no later than June 10th.

LATE ADMISSION

In the case of entry during the quarter, the fee to reserve the place is the full Quarter's of attendance tuition, as well as the Registration Fee and the full year's Building Fee (if applicable).

EARLY WITHDRAWAL

Written notification of intent to withdraw during the 2018-2019 school year must be given in writing to the Admissions Office by the following deadlines which are approximately one month before payments for the next quarter are due.

2nd Quarter: Sep 28th, 2018 / 3rd Quarter: Dec 19, 2018 / 4th Quarter: Mar 1, 2019
Failure to provide written notice by the required deadline will result in the full quarter's fees being due. Any attendance in the quarter results in the full quarter's fees being due.

FINANCIAL ASSISTANCE

A small number of fee reductions are granted annually for the fees of children in Grades 1 through 12. For a family to be eligible, there must be evidence of financial need and the child(ren) must have been at CAISL for at least one year and must have good academic and behavioral records. The family must provide documentation of financial need and must be positive, supportive members of the CAISL community. CAISL will receive financial assistance applications until March 16, 2018. Applications will be acted upon by the Board of Trustees, and the parents will be informed by the Director no later than May 15. The application forms may be found on the school website no later than March 1st. Please contact the Accounts Manager for further assistance.



OPTIONAL FEES

LUNCH

Grades	Individual Lunches	Quarterly	Yearly
EC3 – EC5	5.00€	172,00€	688,00€
Grades 1 – 12	7.50€	233,00€	932,00€

If purchased quarterly or annually, lunch fees are billed with tuition invoices. Please note that on half-days no lunches are served.

Cancellation of Lunch Service must be done in writing to the Accounts Office and is only effective as of the following quarter. Cancellations once a quarter has begun is not allowed.

For those who have paid for quarterly or yearly lunches, no refunds are given for absences in the case of illness or other reasons except when the absence is a result of illness or school trip lasting 5 or more consecutive school days. Illness must be verified by a doctor's note. **Since Students in Grade 12 end classes earlier than other students, parents of Grade 12 Students may request an adjustment to the quarterly lunch fee, depending on their individual needs and schedules. Parents should contact the Accounts Manager no later than May 1, 2019 to request such an adjustment.**



AFTER SCHOOL CHILD CARE

CAISL provides child care without charge after school from 3:45PM to 4.15PM Monday through Friday for students in the Early Childhood and Elementary excluding half days. After 4.15PM there is a fee for this service (see Fees below).

Children must be picked up promptly by 5:45 PM. Please notify us in the case of an emergency.

Hourly Fee	Overtime Charge
12.5€ / Hour	A charge of 6.25€ will be applied for every 15 minutes the child remains in school care after 5:45 PM.

TRANSPORTATION

AM Bus	PM Buses		Quarterly	Yearly
	Schedule 1* (15:45)	Schedule 2** (17:00)		
✓			332,00€	1.328,00€
	✓		332,00€	1.328,00€
✓	✓		664,00€	2.656,00€
	✓ or	✓	450,00€	1.800,00€
✓	✓ or	✓	782,00€	3.128,00€

Occasional ridership = 12,00€ one way

***Schedule 1:**
Morning pick-up on the regular route as coordinated with the school.
Afternoon: Leaves school at 3:50 PM
Available to all students.

****Schedule 2:**
Morning pick-up on the regular route as coordinated with the school.
Afternoon: Leaves school at 5:00PM
Available to all students; Children in EC3 through Grade 5 have priority. Parents who wish to avail themselves of the Schedule 2 may choose which days of the week the child will go on the Schedule 1 (3:50 PM) bus and which days the child will go on the Schedule 2 (5:00 PM) bus.

Bus routes are organized based on ridership needs and not all requests may be accommodated.

The costs are charged per Route. All Routes are arranged by the school according to all students' addresses and distance from the School. Parents who have recurrent needs for pick up and/or drop off points in different routes need to pay the fee multiplied by the number of routes on which they require a reserved space.

Three (3) school days' advance notice is required to start or adjust a pick-up/drop-off point on the bus route should you change address. Please give the Accounts Office, no less than 3 school days' notice to enable us to revise the existing route and inform other riders of a change in schedule or time, should it be necessary. Cancellation of any of the various transportation services must be done in writing to the Accounts Office and is only effective as of the following quarter. Cancellation once a quarter has begun is not allowed.

Since students in Grade 12 end classes earlier than other students, parents of Grade 12 students may request an adjustment to the quarter transportation fee, depending on their individual needs and schedules. Parents should contact the Accounts Manager no later than May 1, 2019 to request such an adjustment.

AFTER SCHOOL EXTRACURRICULAR ACTIVITIES

CAISL offers a range of curricular support and extracurricular activities after school, for which there are no additional costs. Students may also be offered the opportunity to participate in additional, paid, activities provided by non-CAISL educators or organizations. For students in Secondary School (Grades 6 through 12), free transport is provided at 5:50 PM, when these activities are over. This Activities' Bus makes a limited number of stops at central locations.

OTHER OPTIONAL COSTS

Field Trips

Costs for most field trips taken during the school day are included in tuition. Overnight trips require an extra fee. Any fees required will be communicated to parents in advance.

International Baccalaureate Diploma Fees

Additional fees are required to register for IB Diploma exams. Information on these fees can be obtained from the IB Coordinator.