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 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.

### Sibling Discounts
Sibling discounts are applied to the youngest children.

### Early Payments
5% reduction on Tuition paid in full on or before June 15, 2019.
5% reduction on Building Fee paid in full on or before June 15, 2019 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. The amount with discount owed on the invoice for annual payment is the one at the bottom of the invoice in the gray box. The full amount is shown above. If the full amount is paid rather than the discounted amount, CAISL will take this as evidence that the payer has decided to pay without the discount.

### 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.

### 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 15, 2019. Applications will be acted upon by the Board of Trustees, and the parents will be informed by the Director no later than May 15, 2019. The application forms may be found on the school website. Please contact the Accounts Manager for further assistance.

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**2019-2020 SCHEDULE OF REQUIRED FEES**

**TUITION (EUROS)**

<table>
<thead>
<tr>
<th>Grades</th>
<th>Quarterly</th>
<th>Yearly</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC3&amp;4 - Kindergarten</td>
<td>2 175.00€</td>
<td>8 700.00€</td>
</tr>
<tr>
<td>Grades 1 - 2</td>
<td>2 714.00€</td>
<td>10 856.00€</td>
</tr>
<tr>
<td>Grades 3 - 5</td>
<td>3 019.00€</td>
<td>12 076.00€</td>
</tr>
<tr>
<td>Grade 6 - 8</td>
<td>3 428.00€</td>
<td>13 712.00€</td>
</tr>
<tr>
<td>Grade 9 - 12</td>
<td>4 610.00€</td>
<td>18 440.00€</td>
</tr>
</tbody>
</table>

**Building Fee (EUROS)**

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.

**Yearly Payment Begins**

2019 - 2020: 1 953.00€

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

**REGISTRATION (EUROS)**
The Registration Fee is a one-time, mandatory, and non-refundable fee for all students entering CAISL in 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: CGDIPTL

**TERMS AND CONDITIONS OF PAYMENTS**

Discrimination on Yearly Tuition & Building Fees

- **Early Payments**
  - 5% reduction on Tuition paid in full on or before June 15, 2019.
  - 5% reduction on Building Fee paid in full on or before June 15, 2019 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. The amount with discount owed on the invoice for annual payment is the one at the bottom of the invoice in the gray box. The full amount is shown above. If the full amount is paid rather than the discounted amount, CAISL will take this as evidence that the payer has 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.

In the case of entry during the quarter, the fee to reserve the place is Tuition for 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 15, 2019. Applications will be acted upon by the Board of Trustees, and the parents will be informed by the Director no later than May 15, 2019. The application forms may be found on the school website. Please contact the Accounts Manager for further assistance.

For any questions: Admissions Office: 219 239 810 (admissions@caislisbon.org); Accounts Office: 219 239 814 (accounts@caislisbon.org); Accounts Manager: 219 239 814 (accounts.manager@caislisbon.org)
LUNCH

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

Cancelation of Lunch Service must be done in writing to the Accounts Office and is only effective as of the following quarter. Cancelation 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, 2020 to request such an adjustment.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Individual Lunches</th>
<th>Quarterly</th>
<th>Yearly</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC3 – EC5</td>
<td>5.00€</td>
<td>172.00€</td>
<td>688.00€</td>
</tr>
<tr>
<td>Grades 1 – 12</td>
<td>7.50€</td>
<td>233.00€</td>
<td>932.00€</td>
</tr>
</tbody>
</table>

TRANSPORTATION

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 5:00 PM 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.

Buses 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 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. Cancelation 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. Cancelation 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 quarterly transportation fee, depending on their individual needs and schedules. Parents should contact the Accounts Manager no later than May 1, 2020 to request such an adjustment.

<table>
<thead>
<tr>
<th>AM Bus</th>
<th>PM Buses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Schedule 1* (15:45)</td>
</tr>
<tr>
<td>✓</td>
<td>344.00€</td>
</tr>
<tr>
<td>✓ or</td>
<td>344.00€</td>
</tr>
<tr>
<td>✓</td>
<td>688.00€</td>
</tr>
<tr>
<td>✓ or</td>
<td>466.00€</td>
</tr>
<tr>
<td>✓</td>
<td>810.00€</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Hourly Fee</th>
<th>Overtime Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.5€ / Hour</td>
<td>A charge of 6.25€ will be applied for every 15 minutes the child remains in school care after 5:45 PM.</td>
</tr>
</tbody>
</table>

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.