

**SAGE COLLEGE – POLICIES AND PROCEDURES**

# PAYMENTS POLICY

**TUITION FEES**

The tuition fee includes: school lunches, school insurance, exercise books, educational resources for the classroom, psychological and special educational needs counseling service, career guidance orientation, workshops and internal clubs of the schools.

Not included are: textbooks, extracurricular activities, school transport, external exam fees, fees for validations and homologations, Language support classes (EAL and ELE), Psychopedagogical sessions, extracurricular educational support, trips, outings and camps.

**PAYMENT OF FEES**

- A **5% discount will be applied to annual single payments** (made before July 15, after that date the discount percentage will become a 3%). A **3% discount will be applied for semestral payments** (September 1 and February 1). This discount will be applied exclusively to the general tuition fee (education, school lunches and school supplies).
- The payment of school fees will be from the 15th of the previous month until the 5th of the current month. **A penalty of 5% will be applied to those receipts paid after the payment deadline**, this amount will be imputed in the receipt of the following month.
- The form of payment will be by direct debit, transfer or credit / debit card. Changes in any direct debit payments will be notified at least 30 days in advance. Those receipts returned by the payer's bank entity will have an increase of € 25 for management expenses.
- A **10% discount will be applied for the second child, 25% for the third and 40% for the third**.
- Those students enrolled once the school year has begun must pay the entire month in which they join.
- No amount will be reimbursed or reduced due to the absence of the student, whether due to illness or any other cause.

**REGISTRATION FEE AND RESERVATION**

- Once the student's application is accepted at the school, a single registration fee will be paid, thus confirming the place in the School.
- In February, the place will be reserved for the following school year automatically. This amount will be deducted from the first payment, be it annual, semestral or monthly. Those families who do not wish to book a place for the following year must notify the School Office in writing, having a maximum period of one week to confirm it.
- The school reserves the right to cancel a registration or not to grant a place in the school for the following year in the following cases:
  - a) Non-confirmation of the request to reserve a place within the stipulated period by the families (1 week after the communication by the school).
  - b) In order to make the reservation of a place effective, the student's file must be up to date with payments at the school. Otherwise, the place will NOT be renewed.
  - c) Inappropriate conduct of both the student and the family in violation of the School Handbook. The deadline is set on the last day of the current school year. In this case, the school will fully reimburse the amount of 250 €.



- If an enrolled student does not book a place or request it once the stipulated reservation payment period has expired, he/she will lose the right to a place for the following year.
- If the student decides to continue at the school, in the event of late payment of the re-enrolment fee, this amount will not be refunded. Students who have not paid the re-enrolment fee will be required to **pay 50% of the registration fee** for the current year.
- A student who has left the school and wants, in the future, to re-enroll must pay **50% of the registration fee**, if there was available places.

## STUDENT WITHDRAWAL

Any student withdrawing from the school must be notified to the school office at least **two months** in advance. If this notice is not given, the interested party must pay the **two subsequent months**, from the day the school receives the withdrawal notice.

## NON-PAYMENT

- If the non-payment situation persists for two months without regularisation, the contractual relationship with the school will be terminated, with the consequent loss of place (expulsion or non-renewal of place) and the claim of the unpaid amounts by all legal means.

## SCHOLARSHIPS AND BURSARY

Each scholarship, aid, or award is considered a discretionary privilege, subject to high standards of attendance, academic results, and student's behaviour on the part of the student. A copy of the Sage College Scholarship Policy is available at the School upon written request.