



Enrolment and Tuition Policy

valid for the School Year 2020/21 (starting September 2020)

September 2020

operated in collaboration with



Enrolment and Tuition Policy

General Conditions

These Enrolment and Tuition Policies, and the Enrolment Contract, as duly signed by the student's guardians and the United Lisbon International School (hereafter referred as "the School"), state the terms under which students may attend the School.

Agreement with School Policies, Regulations and Rules

All School Policies, Regulations and Rules are published electronically on the school website or parent portal. Documents are available in hard copy upon request. All students and guardians are subject to these, in all respects.

By signing the enrolment contract, guardians agree to all such policies, regulations and rules, particularly the Enrolment and Tuition Policy, as a whole. The School Leadership reserves the right to change these documents as need arises. Any alterations become effective upon the date of publication.

The School requires parents or legal guardians to adhere to the School's policies, regulations and rules, namely as regards to anti-bullying, smoking, alcohol and substance abuse policy, curriculum and pedagogy policy, while also encouraging the students to actively comply with said policies and to always present themselves in a respectful manner before the School community.

The School cannot admit a student if guardians do not agree with the (individual) school policies, regulations or rules and is hereby allowed to expel students who do not comply with said policies, regulations or rules. Guardians can revoke their agreement only through the withdrawal of the student, as the School will not waive its right to apply its policies, regulations or rules, as defined and presented to the parents or legal guardians during the enrollment application process.

School Calendar

The School Year starts in early September and has typically 36 school weeks that are divided in two semesters. The school closes on public holidays and for Carnival (2 days). Main school holidays are:

- Winter Break scheduled around Christmas and New Year, 3 weeks
- Spring Break: scheduled around the end of March/April to include Easter, 2 weeks
- Summer Break: scheduled near the end of June/July/August, 10 weeks

The detailed school calendar for each school year is published on the school's website.

Educational Program and Placement

The School undertakes assessments, in accordance with its admissions policy, to guarantee each student who is enrolled access to the educational opportunities provided by the School that are appropriate to his/her needs. The School will only accept those students who can benefit from the education that is provided, in accordance with a given set of criteria established by the School.

To ensure the application of this principle, the following conditions apply:

- The first six weeks of school are probationary and during this period the suitability of courses and classes will be assessed. The School reserves the right to cancel the Enrolment Contract if the assessment shows that it is unable to offer the education that a particular student requires. In particular cases, the School reserves the right to extend this probationary period during a period deemed appropriate to assess whether the student meets the School's standards regarding the attendance of classes and courses.
- If the assessment shows that a student needs educational assistance beyond the general program provided, the School may deem additional support to be required. Any costs incurred for such support services are charged and due to the School in addition to the regular school fees.

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- The class indicated on the Enrolment Contract should be considered provisional and may be changed by the School if deemed appropriate.
- The School decides what elective courses are offered to the students, as well as the circumstances in which those courses are offered and take place, being entitled to cancel an elective course in case the number of attending students is lower than the minimum threshold established by the School.
- The Enrolment Contract is offered on the basis of the information available to the School at the time of acceptance of the student. Therefore, as stated on the application form, the School reserves the right to cancel the enrolment if the information provided is inadequate or incorrect and/or it judges that it is unable to offer the education that a particular student requires.
- The School decides whether a student meets the requirements to be promoted to the next grade.

Expectations of Students (School Rules)

Guardians shall ensure that their children respect all school rules, particularly the obligation to attend classes on a regular basis throughout the school year, and treat all other members of the United Lisbon community with respect. Students agree that information regarding schoolwork such as reports and attendance will be communicated to the person signing the Enrolment Contract (parent or legal guardian).

The School reserves the right to suspend temporarily or exclude permanently a student who does not respect the school rules or other school policies.

Suspension and Exclusion

The School may suspend temporarily or exclude permanently a student when it believes that this is in the student's or other students' best interests, namely, but not limited to, in case the School cannot support the student in ways compatible with his/ her particular needs.

Expectations of Guardians

The School expects guardians to treat other members of the School community with courtesy and respect and to adhere to school community norms of interaction. The School reserves the right to cancel an Enrolment Contract if it judges that a parent has shown a persistent lack of courtesy and respect to members of the School community.

Health and Personal Accident

All students attending school must have health and personal accident insurance coverage.

Guardians are responsible for having a doctor complete the school's "medical certificate/physical examination". If this is not completed, entry to school can be delayed until an authorized doctor has examined the student. The guardians are responsible for the cost of this examination.

The school takes personal accident insurance for injuries resulting from an accident that occurs during the school day or during school-sponsored events, on or off campus. Please note that this insurance only covers emergency treatments at the time of the injury and claims are limited per school year. For details, please inquire in our Business Office.

Personal Liability

The School is not liable for material damage or injury to others caused by the students, even if the event takes place on school grounds. The guardians' personal liability, covered or not by an insurance, will apply in such situations.

Electives and Subject Choices

Where students are required to select options from a range of subjects offered, for example for the IB Diploma, the School reserves the right not to run classes in a subject if there is insufficient demand.

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Regulations of external programs (such as International Baccalaureate Organization)

Guardians whose children are enrolled in an externally administered program, such as the International Baccalaureate program (Diploma Program) accept, in signing the School's Contract, all regulations that apply to these programs. Costs of exams for both programs are the responsibility of the guardians.

Copies of regulations for such programs are issued to guardians by the School and can be consulted at the website of the school or provider of the program.

Living Arrangements

Students must live with their guardians or a close relative who is officially named as a legal guardian. The School reserves the right to terminate the Enrolment Contract if this is not the case.

Data protection

The School is the controller of the personal data with regards to Enrolment Contract and responsible for students' personal data under Regulation (EU) 2016/679 of the European Parliament and of the council of 27 April 2016, General Data Protection Regulation (GDPR) and other applicable data protection legislation.

Notwithstanding the foregoing, the School is precluded to process the students' personal data for other purposes than those previously determined and commits to adopting all the necessary and appropriate security measures to protect the students' personal data.

According to the GDPR, you have the right of access, rectification, object, erasure and portability of the personal data.

We take data protection very seriously and therefore we have dedicated a department to handle your requests in relation to your rights. In this sense, you can always send your questions through the email: privacy@unitedlisbon.school.

Policy for the use of images and recordings of students by the School

The School may wish to photograph, film or record students for certain events within the context of their school education. These images may be used in school brochures or other publications, on the public website or in social media channels or displayed around campus, for example on digital information screens or posters. We may also use video footage or web camera recordings during interschool conferences or educational projects.

From time to time, our campuses may be visited by the media who could take photographs, film footage or make recordings. Students may appear in these images which may be issued in local, national and international newspapers, and televised or broadcasted programs.

In the above circumstances, the following conditions of use of images and recordings of students apply:

- Personal details or full names (first name and surname) will not be disclosed on pictures or alongside a picture or recordings (of a minor) without the express permission of a parent or legal guardian.
- Personal details such as email addresses, postal addresses, telephone or fax numbers will not be disclosed.
- The School will only use pictures of appropriately dressed students.
- The permission to use images or recordings is for an unlimited period of time. Archived images and recordings can be used by the school.
- The School will not sell images or recordings to third parties.
- The School will not pay students for images or recordings.

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Whilst in Portugal authorization from guardians/ legal guardians prior to the use of photographs or recordings of minors is compulsory, in enrolling the student at the School you are considered to have consented to such usage by default, unless you expressly communicate your disagreement.

The School reserves the right to use images or recordings of students for internal use (for example: on the password protected part of the website and publications to be distributed to members of the school community, which includes guardians, staff and alumni).

Public events: Whilst we encourage spectators at our shows and public events to refrain from recording them, to avoid disturbing other spectators or the performers, such is the nature of our increasingly connected world that this practice has become commonplace.

Guardians of students who participate in events which are open to the public (e.g. school concerts, dance shows, theatrical productions, sports matches, end-of-year exhibitions) therefore expressly consent to images of their children being recorded and acknowledge that the School cannot prevent third parties from using their own image recording devices (e.g. smartphones, tablets, digital cameras) to capture images of students. Guardians equally acknowledge that School has no control of the usage made of these images or recordings by third parties.

Sports fixtures: It should be noted that it has become standard practice for many schools to film sports matches and to use such footage either to live-stream to the internet or to share on social media channels such as YouTube and Facebook. In agreeing for their children to take part in competitive sports against other schools, guardians acknowledge that their children's image may be recorded and used in this way and that the school can take no responsibility for the use made of images and recordings by third parties whilst our students are engaged in school-related activities in a location outside of our campuses.

Financial Conditions

All amounts are quoted in Euro.

Enrolment Fees (for new students)

Application Fee (one-time fee):	EUR 240	The application fee is payable at the time of application for each student applying. It is to be paid online when completing the application form. This fee is not refundable independent of the admissions decision or a withdrawal of the application. The school does not charge a re-enrolment fee each year.
School Innovation Fee* (charged for five school years):	EUR 2'000	The School Innovation fee is payable the first time to confirm the enrolment of each student enrolling, sibling discounts apply (see Terms). The fee is charged annually for a total of five school years. It is not refundable.

* The School Innovation Fee is for ongoing innovation and development of the school's educational program.

Tuition Fees

Opening Rebate

All learning spaces will be fully available in September 2020 for the school's opening, to support educational programs at highest quality. Extended facilities, the spacious indoor gym, will be available from the future. Recognizing that this will still extend and strengthen our program, families pay a discounted tuition fee in the first two school years:

- School Year 2020/21: 5% discount on tuition fees
- School Year 2021/22: 5% discount on tuition fees

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Tuition Fees Overview

Program	Grade Level	Annual Tuition Fees (regular)	Annual Tuition Fees incl. Opening Rebate (School Year 2020/21)	Quarterly Tuition Fees incl. Opening Rebate (School Year 2020/21)
Early Childhood	EC 3	9'800	9'310	2'327.50
	EC 4	9'800	9'310	2'327.50
	Kindergarten	10'600	10'070	2'517.50
Primary School	Grade 1	11'600	11'020	2'755.00
	Grade 2	11'600	11'020	2'755.00
	Grade 3	12'600	11'970	2'992.50
	Grade 4	12'600	11'970	2'992.50
	Grade 5	12'600	11'970	2'992.50
Middle School	Grade 6	14'400	13'680	3'420.00
	Grade 7	14'400	13'680	3'420.00
	Grade 8	14'400	13'680	3'420.00
High School	Grade 9	18'600	17'670	4'417.50
	Grade 10	19'600	N/A	N/A
	Grade 11	20'600	N/A	N/A
	Grade 12	20'600	N/A	N/A

Tuition Fees include:

- Books and main school materials (excl. stationary)
- Access to computing device (e.g. tablet, laptop) in Early Childhood, Lower Primary (until incl. grade 2) at school.
- Access to English Language Learners program (ELL, unless intensive level is deemed necessary by the school)
- Access to Learning Support (unless intensive intervention is deemed necessary by the school)
- Mandatory curriculum trips
- United Lisbon-sponsored after school activities

All other services are provided at additional fees, particularly:

- Fees for externally administered academic programs and testing (IB exams, for instance)
- Intensive ELL or Learning Support provision, Individualized Educational Programs
- 1:1-Digital Learning Program (incl. device) and IT Support Provision for Upper Elementary (from grade 3) and above
- Extended supervision from 17.30-18.30
- Special school materials such as art supplies etc.
- Non school-sponsored after school activities, or participation in United Lisbon Academy offerings
- Optional student trips (such as sports events and other special trips, domestic or international)
- Lunch and Snack Bar consumption
- Transportation

For detailed overview on additional fees, please inquire in the Business Office.

Terms

The financial commitment is for the full year. No reduction will be made by the School in case of cancellation or non-respect of the Enrolment and Tuition Policy and the Enrolment Contract by the student or by the person responsible for paying the tuition; or in case of any absences, withdrawal or

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dismissal of the student except as provided the cases specifically described below (Cancelled Enrolments and Withdrawals)

Fees are due on a quarterly basis, as shown in the fee schedule overview below. Advance payment of full-year tuition is incentivized. For students entering throughout the school year, fees are pro-rated on a semester basis.

Individual payment plans may be arranged with the school's Business Office upon request. The decision to accommodate individual payment plans is entirely at the discretion of the school.

Fee schedule overview (due dates)

Fee	Schedule	
	New Students	Returning Students
Application Fee (one-time)	With application	-
School Innovation Fee (charged for five school years)	To confirm enrolment	To confirm re-enrolment 1 June (before start of school year)
First Quarter Tuition	1 June (before start of school year)	To confirm re-enrolment 1 June (before start of school year)
Second Quarter Tuition	1 November	
Third Quarter Tuition	1 January	
Fourth Quarter Tuition	1 March	

Payment Details

Please ensure to include the student name in the transaction details for all bank transfers to the school. All transactions must be received in EUR and, if applicable, transaction fees have to be borne by the sender of the transaction.

Account Name	United Lisbon International School S.A.
Bank	Caixa Central De Credito Agrícola Mutuo
IBAN	PT50 0045 9541 4031 6597 9526 5
NIB	0045 9541 40316597952 65
Swift Code	CCCMPTPL

Discounts

A 2% discount can be applied on "Annual Tuition Fees" if paid for the full year by the due date of the first quarter.

The following discounts for siblings apply for tuition fees and the school innovation fee; all other fees are not discounted. The highest discount is always applied to the youngest student:

- Third sibling tuition: 15% discount
- Fourth and additional siblings' tuition: 25% discount

Late Payment of Fees

Failure to pay fees according to the due dates given in the Fee Schedule Overview will result in a penalty charge of: 5% (up to 30 days delay from the due date), 10% (more than 30 days delay from the due date) applied to the total outstanding fees.

A student may be barred from attending school if the school account remains partially or fully unpaid following two written reminders. School records cannot be issued until the outstanding balance has been settled in full. United Lisbon reserves the right to ask for pre-payment of invoices when necessary.

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No refund of fees will be issued in the event United Lisbon, or any part of it, is forced to close due to circumstances beyond the school's control.

Further Conditions

Cancelled Enrolments and Withdrawals

Orderly withdrawal of a student is possible on a quarterly basis. Written notification must be received by the school's admissions office at least one month in advance of the fee due date for the quarter that the student intends to leave school (see fee schedule overview above). Upon receiving the formal withdrawal, the school will open the space for new admissions. In case of failure to formally notify the admissions office about the withdrawal the school fees for the coming quarter are due in full.

Termination of the enrolment contract by the school is possible at the same schedule as for the guardians. For substantial reasons, the school reserves the right to terminate the enrolment contract with immediate effect, especially:

- if guardians withheld relevant information – e.g. medical or academic – during the admissions process or at a later stage during the enrolment;
- if guardians have not submitted final academic and behavioral reports prior to the first day of school for a new student;
- if the student does not satisfy the academic standards of a school program;
- if a student consistently and willfully violates the school rules;
- if the relationship between guardians, student and school does not allow for the continued successful support of the student at the school.

If the school decides to suspend a student temporarily or exclude a student permanently, there is no reduction in fees.

Amendments

The school reserves the right to amend the Enrolment and Tuition Policy as deemed necessary. The School Leadership reserves the right to change these documents as need arises. Any alterations become effective upon the date of publication.

Disputes

Any dispute arising from the Financial Regulations is subject to the laws of Portugal, the place of jurisdiction being Lisbon, Portugal.

Additional fees

Lunch & Snacks

The school canteen provides healthy and nutritious morning snack, lunch, and afternoon snack. All menus are freshly prepared in the school kitchen using fresh, in-season ingredients, fruits, and vegetables. Students can choose a daily lunch option of meat, fish, or vegetarian. Lunches include bread, soup, main dish, and dessert. The school is able to cater for children with a variety of dietary restrictions whether for health, allergy or religious reasons.

COVID-19 Safety Measure: Please be informed for health and safety precautions students cannot bring food from home. To limit transmission risk there will be no microwave nor refrigerators for home lunches. Due to this, we are requesting all students to purchase a meal plan for the 2020-2021 school year.

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Program	Grade Level	Monthly
Early Childhood	EC3	99.80€*
	EC 4	
	Kindergarten	
Primary School	Grade 1	126.00€*
	Grade 2	
	Grade 3	
	Grade 4	
	Grade 5	
Middle School	Grade 6	126.00€*
	Grade 7	
	Grade 8	
High School	Grade 9	126.00€*

* The fees include a complete lunch, healthy morning & afternoon snacks (i.e. fruits, yogurt, milk, sandwich, etc). **Please note: If your child is absent the unused meals will not be refunded.**

Transportation

The School Bus transportation is an exclusive door to door pick-up & drop-off service. The bus route is designed according to the addresses of families who confirm interest in school transport in the enrolment form. All buses are certified by the IMT (Institute for Mobility and Transport) and are fully insured in accordance with national standards. Every driver is properly licensed to operate each bus accordingly. All buses pass vehicle inspection and are well maintained.

Prices per month:

Zones	Distance	One Way	Round trip
Zone 1	< 5 km	98€	165€
Zone 2	6 km – 10 km	106€	173€
Zone 3	11 km – 20 km	115€	182€
Zone 4	21 km – 30 km	130€	197€
Zone 5	31 km – 40 km	146€	213€
Zone 6	41 km – 50 kms	163€	240€

Siblings discount: 10% discount for second and additional siblings. The discount is applied to the additional children's price, i.e. the first sibling does not have any discount on the monthly transport fee.

Bus service schedule:

Routes were designed to minimize the time spent in the bus, hence, morning pick up times will vary according to zones, travel time, distance, and the number of students traveling within the route.

Afternoon collection times from school:

1st Departure from United Lisbon: 15:40h

2nd Departure from United Lisbon: 17:40h

COVID-19 – United Lisbon International School is working diligently and along with our the service provider, to ensure a safe transportation of students according to the Portuguese

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authorities' guidelines. The main measures are: mandatory use of mask (includes driver); automatic alcohol-gel dispenser for hand cleaning; temperature measurement at the entrance of the vehicle; hygiene of the footwear; occupation at 2/3 of the capacity. Sanitization of the seats and other contact surfaces are also programmed throughout each day of service.

Terms and Conditions:

- 1- Registration for the transportation service must be for the full academic year. To withdraw from the bus service, you must notify the school at least one month in advance.
- 2- Transportation will be invoiced on a monthly basis. The monthly fee is paid in advance until the 8th day of each month in which the transport service is provided.
- 3- The monthly fee is paid in full, regardless of school breaks, holidays, or the date on which the service begins.
- 4- It is the responsibility of the parent/guardian to be punctual and respect the agreed scheduled times. The bus will wait for no more than 5 minutes. Note that there can be external factors that prevent the transport company in complying with the agreed time scheduled (ex: traffic jam).
- 5- Any change to the agreed schedule should be communicated at info@unitedlisbon.school 48 hours in advance.
- 6- Prices are subject to change depending on external circumstances. If this happen, the families shall receive a notification by e-mail.
- 7- After the 31st July, requests for transportation service cannot be guaranteed. Requests received after this date must be compatible with the routes already in place.

After-school Care

United Lisbon International School provides afternoon optional childcare from 17:30 to 18:30. This fee will be invoiced on a monthly basis (invoiced by the 1st of each month). **Please note that there will be no refunds.**

To schedule a one-time extended after-school care, please email info@unitedlisbon.school at least 24 hours in advance. The parent is responsible for the pick-up of the child at the dismissal time. **Please note that there is no bus service at 18:30.**

To withdraw from the After-school Care, you must notify the school by e-mail at info@unitedlisbon.school The notification must be received at least one month in advance.

Extended After School Care	Monthly	One-time Fee
1 Day per Week	25€	18€
2 Day per Week	45€	
3 Day per Week	60€	
4 Day per Week	72€	
5 Day per Week	82,50€	

The United Lisbon International School, September 2020