

Enrolment and Tuition Policy

1. 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.

1.1. 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, curriculum, and pedagogy, while also encouraging the students to actively comply with said policies and rules 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.

1.2. 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.

Main school holidays are:

- Winter Break: Scheduled on Christmas and New Year.
- Spring Break: Scheduled on Easter.
- Summer Break: Scheduled end of June/July and August.

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

1.3. 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.
- The class indicated on the Enrolment Contract should be considered provisional and may be changed by the School if deemed appropriate. Meaning that the Placement is at the discretion of the School and can be adjusted depending on the Learning progress of the student.
- 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.

2. 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.

2.1. 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.

2.2. 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.

2.3. 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 School Office.

2.4. 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.

2.5. Electives and Subject Choices (IB)

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.

2.6. 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.

2.7. 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.

3. Data protection

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. For complete information on data protection please refer to our Guardian Media Consent Statement.

4. Financial Conditions

The detailed information on Enrolment and Tuition Policy established for each school year is published on the school's website.

4.1. Application and Enrolment Fees

<p>Application Fee (one-time fee): 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 withdrawal of the application. The school does not charge a re-enrolment fee (Application fee) each year.</p>

<p>Reservation Fee: Applied on Early Childhood student's – Pre-K3 to Kindergarten. The Reservation fee is mandatory, non-refundable annual fee, deductible on the payment of the Tuition Fees. The Reservation Fee is an administrative fee to secure the student's place at United Lisbon</p>

Innovation Fee: Applied from Elementary to High School student's (Grades 1 – 12) The 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 Innovation fee** is for ongoing innovation and development of the school's educational program.

4.2. Tuition Fees – Payment 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 dismissal of the student except as provided the cases specifically described below (Cancelled Enrolments and Withdrawals)

During the school year, fees are due in four (4) equal installments. 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 School Office upon request. The decision to accommodate individual payment plans is entirely at the discretion of the school.

4.3. 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 Crédito Agrícola Mútuo
IBAN	PT50 0045 9541 4031 6597 9526 5
Swift Code	CCCMPTPL

4.4. Students sponsored by a Third Party

Students whose school fees will be sponsored partially or in full by a parent's employer must submit our Tuition Sponsor form upon enrollment.

If changing employers or employment status, it is Parent's responsibility to inform United Lisbon and submit a new sponsorship agreement if necessary.

Parents are responsible for ensuring that financial obligations to the United Lisbon are met in full and on a timely basis, even if fees are paid directly to the school by a company, embassy, or other organization. In the event that the sponsoring organization, for any reason, fails to pay fees on behalf of a child, the school will look to the Parent for full settlement of any outstanding financial obligations. A third party is not permitted to enroll or re-enroll on behalf of a student.

4.5. Education Vouchers

United Lisbon allows the payment of the tuition fees with the following education vouchers:

- Cheque Dejeuner / Up Portugal
- Ticket
- Edenred
- Whitecheque

When the student's enrolment is completed, parents must advise that the payment will be made via voucher.

4.6. Discounts

Tuition - Annual Payment	A 2% discount can be applied on “Annual Tuition Fees” if paid for the full year by the due date established on the fee schedule for each school year.
Siblings Discounts	<p>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:</p> <ul style="list-style-type: none"> ▪ 15% Discount Third sibling tuition: Tuition fees and the school innovation fee. ▪ 25% Discount Fourth and additional siblings’ Tuition fees and the school innovation fee.

4.7. 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.

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.

5. Further Conditions

5.1. Re-enrolment conditions

To Re-enroll a student for the upcoming school year, all of the following conditions must be met:

- The parents must have complied with all of the terms and conditions of the Enrollment Contract.
- The family must have no outstanding debts to the school or an approved revised payment schedule.
- The Re-enrolment agreement indicating intent to re-enroll must have been submitted by the deadline.
- Payment of the Reservation and Innovation fees by the date established annually on the fee schedule.

5.2. Cancelled Enrolments, Withdrawals and Refunds

If a student confirms the intention leave United Lisbon a written notification must be received by the school’s School Office at least one month in advance of the tuition fee due date that the student intends to leave school (Please refer to Tuition Fees Overview for each school year). Parents are required to notify the School Office in writing of their intention to withdraw a student, citing final day, reason for withdrawal, and destination. Upon receiving the formal withdrawal form, the school will open the space for new admissions. In case of failure to formally notify the Schools office about the withdrawal the school fees for the coming instalment are due in full. Students leaving

United Lisbon are required to clear all financial obligations before final school records are released to the next school.

Refund of prepaid annual fees will lose any discounts provided for early payment. If a refund is determined, the Financial Department will calculate the correspond refund.

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.

5.3. 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.

5.4. Disputes

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

6. Additional fees – General Information

The school fees are established annually for the following academic year. The school reserves the right to further adjust the school fees. Please refer to the Tuition Fees Overview established for each academic Year published on our website.

6.1. Lunch & Snacks

The Lunch payment will be invoiced on a monthly basis. If the child is absent the unused meals will not be refunded.

6.2. Transportation

The School Bus transportation is an exclusive door to door pick-up & drop-off service and charged according to the student's home distance from the school.

Sibling's 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.

Terms and Conditions:

1- Registration for the transportation service must be for the full academic year. To withdraw from the bus service, parents 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 schooloffice@unitedlisbon.school 48 hours in advance.

6- Prices are subject to change depending on external circumstances. If this happens, the families shall receive a notification by e-mail.

6.3. 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. 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, parents must notify the school by e-mail at schooloffice@unitedlisbon.school the notification must be received at least one month in advance.

6.4. Extra-curricular Activities

The United Lisbon Academy offers an optional program of extra-curricular activities (with an additional cost). This fee will be invoiced on a monthly basis (invoiced by the 1st of each month). To withdraw from any extra-curricular activities, parents must notify the school by e-mail at schooloffice@unitedlisbon.school the notification must be received at least one month in advance.

