

Enrolment and Tuition Policy

1. General Conditions

The “Enrolment and Tuition Policy” and the “Enrolment Contract”, 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.

- Student’s enrolment at United Lisbon International School is completed when the enrolment fee, has been received by the financial department.
- By signing the enrolment contract and/or paying the enrolment fee, 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 preceding qualifications must be completed successfully in the source system. Official documents proving the preceding qualifications must always be submitted together with the application and the documents proving the conclusion of the year and/or diploma.
- 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.
- Applicant's grade placement will be considered sequentially according to the program in which they are currently enrolled or have last completed successfully.

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 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. Internal communication consent

By signing the enrolment contract, you are authorizing United Lisbon International School to share (Student's image and voice) in Internal communications sent to ULIS families through the use of institutional tenant tools, institutionally approved educational platforms such as, but not only (Microsoft Teams classroom recordings, Office 365 media sharing and Flipgrid/Seesaw video correspondence), and newsletters addressing the school's community, which are compliant with GDPR rules and regulations.

5. Financial Conditions

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

5.1. Application and Enrolment Fees

New Students		
Application Fee – Is payable at the time of the online application and is charged to process the application of new students.		
Grades	Conditions	Amount
Early Childhood (Pre-k3) —to Grade 12	The Application Fee Is a one-time, mandatory, and non-refundable fee for all students entering United Lisbon for the 1 st time. This fee is not refundable independent of the admissions decision or withdrawal of the application.	EUR 240
Enrolment Fee — Must be paid within 10 working days of the enrolment offer to secure the student's place at United Lisbon.		
Grades	Conditions	Amount
Early Childhood – Pre-K3 to Kindergarten	A mandatory, non-refundable fee, deductible on the payment of the Tuition Fees. For enrolled students, the Enrolment Fee is deferrable one academic year. In such a case, tuition fees will be due according to the tuition fees overview applicable to the academic year. This fee is not refundable regardless of the reason for withdrawal. For students entering during the academic year, the Enrolment Fee is paid in full.	EUR 2.000
Elementary to High School Grades 1 – 12	A mandatory, non-refundable fee, non-deductible on the payment of the Tuition Fees. For enrolled students, the Enrolment Fee is deferrable one academic year. In such a case, tuition fees will be due according to the tuition fees overview applicable to the academic year. This fee is not refundable regardless of the reason for withdrawal. For students entering during the academic year, the Enrolment Fee is paid in full.	
Re-enrolment		
Enrolment Fee – Annual payment required to confirm the student's re-enrolment for each subsequent year of study.		
Grades	Conditions	Amount
Early Childhood – Pre-K3 to Kindergarten	A mandatory, non-refundable Annual fee, deductible on the payment of the Tuition Fees. For enrolled students, the Enrolment Fee is deferrable one academic year. In such a case, tuition fees will be due according to the tuition fees overview applicable to the academic year.	EUR 2.000

	This fee is not refundable regardless of the reason for withdrawal. For students entering during the academic year, the Enrolment Fee is paid in full.	
Elementary to High School Grades 1 – 12	A mandatory, non-refundable Annual fee, non-deductible on the payment of the Tuition Fees . For enrolled students, the Enrolment Fee is deferrable one academic year. In such a case, tuition fees will be due according to the tuition fees overview applicable to the academic year. This fee is not refundable regardless of the reason for withdrawal. For students entering during the academic year, the Enrolment Fee is paid in full.	

5.2. 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 (Canceled Enrolments and Withdrawals)

During the school year, tuition fees are due in four (4) equal installments. Advance payment of full-year tuition is incentivized.

Tuition Fees – Payment Terms

Option 1 – For students re-enrolling, for new students entering in Quarter 1, or upon receipt of invoice, the tuition fees may be paid in Full and are due on June 1st of each year.

A 2% discount can be applied on “Annual Tuition Fees” if paid for the full year by the due date. Please refer to the Enrolment Tuition Fees Overview established for each academic Year published on our website.

Option 2 – During the school year, tuition fees are due in four (4) equal installments. Installment payments are applicable for tuition fees only; The amount of each installment and the date when each of the installments is due are stated in the Enrolment Tuition Fees Overview established for each academic Year published on our website and on the chart below.

Tuition fee payment (due dates)
June 1st
November 1st
January 1st
March 1st

5.3. Late admissions

For students entering during the course of the academic year, tuition fees will be payable according to the following schedule:

Late Admissions — Adjustment of Tuition Fees for Mid-Year Enrollment				
Annual tuition fees for mid-year enrollment are payable according to the following schedule:				
Date of Entry	From September 1st to November 15th	From November 16th to January 31st	From February 1 st to April 15th	From April 16th to June 30th
Annual Tuition Fee	100%	75%	50%	25%

The Application and Enrolment Fees are not adjusted, regardless of enrolment or withdrawal date. All offers of enrolment are based on an agreed enrolment start date, stated in the student’s enrolment contract. The request for a change of entry date will be reviewed on an individual basis. Please note that the request for deferrals during the course of the academic year are subject to availability. Depending on the delay time of the student’s arrival, the school reserves the right to request the payment of the tuition fees.

If an enrolment is confirmed during the course of the school year, please expect the students to join United Lisbon school’s community within 3 working days after confirming the enrolment.

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

5.4. Payment Details

Please ensure to include the student’s 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 Mútu
IBAN	PT50 0045 9541 4031 6597 9526 5
Swift Code	CCCMPTPL

5.5. 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 enrolment.

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. If the sponsoring organization, for any reason, fails to pay the 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.

5.6. 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.

5.7. 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 Enrolment 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 Enrolment fee. ▪ 25% Discount Fourth and additional siblings’ Tuition fees and the Enrolment fee.

5.8. 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.

6. Further Conditions

6.1. Re-enrolment conditions

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

- The parents must have complied with all 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 Enrolment fee by the date established annually on the fee schedule. Please refer to the due date stated in the Enrolment Tuition Fees Overview established for each academic Year published on our website.

6.2. Canceled Enrolments, Withdrawals and Refunds

If a student confirms the intention to leave United Lisbon a written notification must be received by the admissions 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 admissions office in writing of their intention to withdraw a student, citing the final day, the 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 admissions 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 corresponding refund. The Application and Enrolment/Re-enrolment Fees are not refunded regardless of enrolment or withdrawal date.

Withdrawal notice deadline chart below according to the Tuition fee due date payment.

Tuition fee payment (due dates)	Withdrawal Notice deadline
June 1st	May 1st
November 1st	October 1st
January 1st	December 1st
March 1st	April 1st

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 the guardians fail to deliver documents proving the preceding qualifications.
- 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.

6.3. 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 the need arises. Any alterations become effective upon the date of publication.

6.4. Disputes

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

7. 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 Enrolment Tuition Fees Overview established for each academic Year published on our website.

7.1. IEL program - Intensive English Learning Program and Additional resources

For students admitted under the Intensive English Learning Program, the IEL fees are mandatory and are in addition to the Tuition fees. The student's English language progress and IEL placement will be reviewed each academic semester, with the goal that the student can drop the intensive program as soon as the language level allows. This fee will be invoiced on a semester basis. Please refer to the Enrolment and Tuition Fees Overview established for each academic Year published on our website.

SEN (Special Education Needs) - 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.

7.2. Meal Plan

Early Childhood

Early Childhood meals are delivered directly to the Early Childhood Creative Hub so that children can eat in a familiar environment with appropriate supervision. The healthy morning & afternoon snacks are included in the fee. **Meal plan is mandatory for all students.** If for medical reasons the child needs a special diet brought from home, a medical justification is required.

Grades 1 - 5

Meals are prepared in our kitchen and served in the School canteen, the teachers accompany the students during lunch to encouraging them to try new flavors and acquire healthy food habits. United Lisbon is providing a healthy morning & afternoon snack included in the fee. **The meal plan is mandatory for all students.** If for medical reasons the child needs a special diet brought from home, a medical justification is required.

Grades 6 - 11

Meals are prepared in our kitchen and served in the School canteen, Lunch is an important social moment for students and an opportunity to encourage healthy food habits. United Lisbon is providing a healthy morning & afternoon snack included in the fee.

Students from Grade 6 up can bring food from home. However, there will be no microwave nor refrigerators available for home lunches, students must bring cold meals or pre-heated food.

The Meal Plan requires a minimum commitment of one full semester. Payment options: Annual, semester, or monthly. **The annual cost of the meal plan is divided in 10 installments. The total cost of the meal plan covers the payment for the Academic period, considering school breaks and holidays. If the child is absent the unused meals will not be refunded.**

7.3. 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.

Enrollment in the transportation service requires a minimum commitment of one full semester. Payment options: Annual, semester, or monthly. **The annual cost of the transportation is divided in 10 installments. The total cost of the transportation covers the payment for the Academic period, considering School breaks and holidays. Please note: If your child is absent the unused trips will not be refunded.**

School Bus transportation is an exclusive door-to-door pick-up & drop-off service.

Service Quality:

Our transportation service is offered through a private transport company, O Voltinhas, a well-established company founded in 2004, offering high-quality standards for the children transportation services. 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.

The following zones were configured according to the addresses of families who had already shown interest in School transport. Service to/from areas not on current zones will have to be confirmed and are subject to availability.

Bus service schedule:

Routes were designed to minimize the time spent on 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

We are unable to allow students to amend their times of departure. If there is a strong motive to request a change to the scheduled time, the notification must be made 48 hours in advance to the email school.office@unitedlisbon.school

COVID-19 – United Lisbon International School is working diligently and along with our partner, O Voltinhas, to ensure a safe transportation of students according to the Portuguese 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; 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, parents must notify the School at least one month in advance.
- 2- If choosing the monthly payment option, the transportation 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 school.office@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.
- 7- After the deadline given to confirm the registration (Please refer to the Enrolment and Tuition Fees Overview established for each academic Year published on our website), requests for transportation service cannot be guaranteed. Requests received after the deadline date must be compatible with the routes already in place.

7.4. Physical Education School Uniform

Physical Education uniform is mandatory, to be worn during the PE classes except for sports that require specific clothing. Please refer to the Enrolment and Tuition Fees Overview established for each academic Year published on our website.

7.5. 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 school.office@unitedlisbon.school the notification must be received at least one month in advance.

Please refer to the Enrolment and Tuition Fees Overview established for each academic Year published on our website.

7.6. Extra-curricular Activities

Enrollment in any of The Academy activities requires a minimum commitment of one full semester. Payment options: Annual, semester, or monthly. The annual cost of the extracurricular activities is divided in 10 installments. The total cost of these activities covers the payment for the Academic period, considering School breaks and holidays. The private classes of Language courses are an exception to this rule. Student's participation might be subject to a limited number of vacancies. To withdraw from any extra-curricular activities, parents must notify the School by e-mail at school.office@unitedlisbon.school the notification must be received at least one month in advance.