

REDBRIDGE SCHOOL

ACADEMIC YEAR 2022/2023

TERMS & CONDITIONS

In this document you will find information about our terms and conditions for the 2022-23 school year. We are looking forward to continuing to build our international community around you and your children!

For any questions, please contact our Admission Office (admissions@redbridgeschool.com) or on +351 210 522 501.

1. Admission of students

- 1.1. The enrolment of brothers and sisters of current students takes priority over other candidates.
- 1.2. A provisional reservation of a place will be communicated in writing, together with details of the next steps in the registration process. After having received notification of a provisional reservation of a place, parents are requested to complete the admission process by sending a copy of the most recent school report and a copy of the child's identification, sending relevant medical information and settling the Enrolment and Administration & Resources fees.
- 1.3. The Enrolment Fee is a one-time payment when a student enrolls at Redbridge. The Enrolment fee for new students should be paid by bank transfer or cheque within 10 days of the school sending the student's acceptance email. Enrolment fees are not refundable.

2. Administration & Resources Fee

- 2.1. The Administration & Resources Fee is a single annual charge, which will be invoiced at renewal for returning students and at registration for new students, with the Enrolment Fee. This fee covers the annual cost of your child/ren's school books, materials and resources.
- 2.2. All notebooks, books and manuals will be provided by the school. At the end of the school year, students should return the manuals and books in good condition. In the case of books being defaced or damaged beyond normal wear and tear, their value will be charged to the student account, at the end of the school year.
- 2.3. The payment of the Administration & Resources Fee is required to guarantee a place for the following school year and is not refundable.
- 2.4. The registration of current students is only considered effective once the Administration & Resources Fee has been paid. This should be done via bank transfer by February 11th, 2022 and is not refundable.

3. Tuition fees

- 3.1. The tuition fees applicable are based on the year of enrollment to the school and the year grade the child is attending. Please refer to the tables presented within this document.
- 3.2. No discount or waiving of fees shall be applied in case of students' absences, whether justified or not.

4. Payment schedule

- 4.1. The payment for the Enrolment and the Administration & Resources fees are as follows:

Fee type	Returning student	New student
Enrolment Fee	Not applicable	At registration
Administration & Resources Fee	February 11 th	At registration

- 4.2. The registration and the re-enrolment of students implies the payment of the school's annual tuition. The annual tuitions can be paid:
- **Monthly** by direct debit or through e-tickets only (Edenred/Cheque Infancia)
 - o Incurring 10 monthly instalments
 - o 1st invoice issued in June 2022, followed by 9 monthly invoices from September 2022 to May 2023;
 - **Termly**, payable within 30 days by bank transfer, debit direct or e-tickets (Edenred/Cheque Infancia).
 - o Term I Fees: payment due by July 1st, 2021;
 - o Term II Fees: payment due by December 1st, 2021;
 - o Term III Fees: payment due by April 1st, 2022;
 - **Annually** in full by bank transfer and/or tickets, with payment due by September 1st, 2022.
- 4.3. All amounts must be received net of all bank charges.
- For payment by bank transfer, please use the following account references
 Banco BPI
 IBAN: PT50 0010 0000 5474336000179
 SWIFT: BBPIPTPL
- 4.4. Payments not received within 30 days of the invoice date are subject to an interest charge of 7%, as per the Portuguese Law.
- 4.5. In case payments are more than 2 months overdue, the school reserves the right to use external professional collection services.

5. Withdrawal of a student

- 5.1. Redbridge School pedagogical and educational program is set up for a full school year commitment. At the time of registration, families commit to paying the tuition fees for the full year. Once the registration process has been completed, the student is deemed to be enrolled in the school. If for any reason the student will not attend Redbridge School, the payment of the Enrolment fee, Administration and Resources Fee and Term I fees are still due and are not refundable.
- 5.2. In the event of interruption of a student's schooling during the school year, either for a reason initiated by the school, or by the parents, there will be no refund of the amounts paid during the current school year. The school needs a one-term's warning for student's withdrawal, or the respective fees will still be due.

Term child is leaving	Deadline for written notice to school
1st Term September - December 2022	1st of July 2022
2nd Term January - March 2023	1st of November 2022
3rd Term April - June 2023	1st of February 2023

6. Right to cancel student's registration

- 6.1. The school reserves the right to cancel the student's current registration or not to renew the registration of a child when one of the following situations occurs:
- Parents / children repeatedly behave inappropriately or do not comply with the rules set out in the Internal Regulations or Portuguese law;
 - Parents / children are repeatedly disrespectful to teachers, educators and school staff;
 - Parents or children obstruct the school in achieving the pedagogical goals set for the children, or undermine these goals through poor attendance or consistently challenging behaviour without parents' collaboration to improve the situation;
 - Parents repeatedly do not respect the payment deadlines.
- 6.2. In case of remaining unsettled invoices related to the 2021/2022 year as of June 15th, the school reserves the right to cancel the renewal of the registration of a student. The Administration and registration fee will not be refunded and the school will reserve the right to use external professional collection services.

7. Refunds

- 7.1. Refunds for tuition fees will not be given if the school is forced to close through government directive or other circumstances beyond our control. Refunds will be given for any lunch or after school clubs which the school has not been able to provide.

8. Siblings discounts

- 8.1.** Discounts on the tuition fees are granted for the second and subsequent children from the same family attending school at the same time (the discount does not apply to registration fees or any other fees):
- 5% discount on tuition fees for the second child;
 - 15% discount on tuition fees for the third child and other subsequent children.
- 8.2.** Sibling discounts are applied to the youngest children.

9. Financial support

- 9.1.** Individual Payment plans may be arranged with the Principal of the school, on behalf of the School Board of Directors
- 9.2.** Redbridge School has developed its own solidarity programme to offer financial support to families which might face temporary difficulties.
- 9.3.** Redbridge School, as a member of the AEFÉ, is included in a programme which offers financial support for the education of children with French nationality and can be obtained by families according to their social criteria (income and assets) as a part of the AEFÉ scholarship program which can cover partially or entirely cover the fees. Families may apply to the AEFÉ Scholarship Program by Jan 28th, 2022 by contacting directly the French Embassy (<https://pt.ambafrance.org/Bourses-scolaires-2022-2023>).
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FEES FOR THE ACADEMIC YEAR 2022/2023

2022/2023 TUITION FEES

Please refer to the table below for discounts granted to siblings, founder families and for yearly payment.

TUITION FEES		MONTHLY PAYMENTS x 10	TERMLY PAYMENTS x 3	YEARLY PAYMENT * x 1	YEARLY PAYMENT * by 15th of July
EARLY YEARS		716.5 €	2 388 €	7 165 €	7 022 €
PRIMARY YEARS	FR/EN (CP to CM2) PT/EN (1 ^o to 6 ^o ano)	927 €	3 090 €	9 270 €	9 085 €
SECONDARY	FRENCH / ENGLISH (6 ^{ème} to 4 ^{ème})	1 060 €	3 534 €	10 600 €	10 388 €
INTERNATIONAL SECTION (**)	Grade 7 to 12	(**) Section to be opened in 2023 as a continuum for our bilingual Portuguese/English section and open as an alternative option for the Primary Years students enrolled in the French/English section.			

(*) Should you choose this option, the invoice will be issued mid June 2022 for the full amount. Should the payment be received before the 15th of July, school will refund 2% of the yearly Tuition fees.

ADDITIONAL FEES

OTHER FEES	ANNUAL
ENROLMENT FEE (*)	3 000 €
REGISTRATION FEE (**)	550 €
ANNUAL INSURANCE FEE	25 €
SCHOOL MEALS (***)	Early Years 120 € x 10 Primary Years 130 € x 10 Middle School 140 € x 10

(*) The enrolment fee is a one-time payment when a student enrolls at Redbridge, mandatory and non-refundable (Cf. 1.3)

(**) Mandatory, non refundable annual fee (Cf. 2)

(***) Not refundable in case of absence

DISCOUNTS GRANTED TO SIBLINGS, FOUNDER FAMILIES AND FOR YEARLY PAYMENT

Discount type (cumulative)	Discount
Tuition fees for the second child (*)	- 5%
Tuition fees for the third child and other subsequent children (*)	- 15%
Annual tuition fees paid in advance before July 15th (*)	- 2%
Discounts granted to 2017/2018/2019 Families (*)	
• Discount on EY and PY tuition fees for 2017 Families	-24%
• Discount on EY and PY tuition fees for 2018 Families	- 18%
• Discount on EY and PY tuition fees for 2019 Families	- 6%
• Enrolment Fee : 1 750 €	

(*) Discounts are applicable to the Tuition Fees only (do not apply to any of the additional fees)