



TERMS AND CONDITIONS

2025 • 2026



Nursery, Pre-School, Primary and Secondary School¹

GENERAL INFORMATION

1.1 INTRODUCTION

a) Nursery, Pre-School, Primary and Secondary School attendance at Colegio Rainha D. Leonor includes both compulsory and optional services.

b) Compulsory Services

- Attendance of educational/learning activities;
- Purchase and use of proper school uniform (see Uniform Information);
- The school canteen;
- School supplies for collective use (Nursery and Pre-school Education);
- Supplies related to the iCRDL digital project.

c) Optional Services

- Attendance of other non-compulsory activities/support classes, in accordance with the school curriculum;
- Attendance of curricular enrichment activities (listed in the school curriculum);
- Attendance of school breaks;
- Extended timetable;
- Extracurricular activities;
- School shop;
- School Snack Shop.

d) In addition to the general terms and conditions of attendance, Colegio Rainha D. Leonor issues a **Pricing List** (DOC.CRDL.007), which contains all the costs associated with the compulsory and optional services.

1.2 ACADEMIC CALENDAR

a) The academic calendar for 2025/2026 will be specified by Colegio Rainha D. Leonor by the 1st of September, 2025, following the publication of the academic calendar by the Ministry of Education (ME) and the possible amendments that Colegio Rainha D. Leonor may subsequently implement, including the scheduling of the academic year, in accordance with the terms laid out in the Private and Cooperative Non-Higher Education Statute (Decree-Law no. 152/2013, 4th of November), Decree-Law no. 55/2018 and Order no. 181/2019.

¹ Science and Humanities courses.



- b) The academic calendar specifies the times/dates for **educational** activities (Nursery and Pre-school Education) and for **curricular** activities (all other stages), as well as the times/dates for holidays/breaks from academic activity.
- c) The school calendar may be revised during the year as a result of extraordinary circumstances (including pandemic related issues).

1.3 GENERAL BUSINESS HOURS

- a) Colegio Rainha D. Leonor is open from Monday to Friday, from 8 a.m. to 7:30 p.m.
- b) During school holidays/academic breaks, business hours run from 8:00 a.m. to 7:00 p.m.
- c) The specific schedule for each of our various Services is released at the beginning of each academic year.

1.4 TIMETABLE FOR EDUCATIONAL AND/OR CURRICULAR ACTIVITIES

Nursery

| Start | Finish | Description |
|-------|--------|--|
| 08:00 | 09:30 | Reception |
| 09:30 | 11:30 | Educational activities carried out with the Class Teacher or with other teachers (specific subjects), as well as a morning snack break |
| 11:30 | 12:30 | Lunch |
| 12:30 | 15:00 | Naptime |
| 15:00 | 16:30 | Recreational activities carried out with the Class Teacher or with other teachers (specific subjects), as well as an afternoon snack break |
| 16:30 | 19:00 | Extended Timetable and Extracurricular Activities* |

* The availability of the Extended Timetable (after 16:30), is designed to reduce the difficulties posed by parents' work schedules. However, the availability of this service is subject to conditions regarding age bracket and daily routine.

Pre-school Education

| Start | Finish | Description |
|-------|--------|---|
| 08:00 | 09:30 | Reception |
| 9:30 | 12:00 | Educational activities carried out with the Class Teacher or with other teachers (English, Music, P.E.), as well as a morning snack break. |
| 12:00 | 15:00 | Lunch, naptime, preparatory activities geared toward Primary Education. |
| 15:00 | 16:30 | Educational activities carried out with the Class Teacher or with other teachers (English, Music, P.E.), as well as an afternoon snack break. |
| 16:30 | 19:00 | Extended Timetable and Extracurricular Activities |

**Grades 1 to 4 (Primary Education - 1st cycle)**

| Start | Finish | Description |
|-------|--------|--|
| 8:00 | 9:00 | Reception |
| 9:00 | 10:30 | Curricular Activities (morning) |
| 10:30 | 11:00 | Morning Snack Break |
| 11:00 | 12:30 | Curricular Activities (morning) |
| 12:30 | 13:50 | Lunch |
| 13:50 | 15:50 | Curricular Activities (afternoon) |
| 15:50 | 16:05 | Afternoon Snack Break |
| 16:05 | 17:05 | Curricular Enrichment Activities |
| 17:05 | 19:30 | Extended Timetable or Extracurricular Activities |

From **Grade 5 and up**, timetables are non-binding and may include free periods during the school day depending on the specific timetable for each class. The extended timetable for these Grades runs until 7 p.m. and requires registration. If a student needs to stay until 7:30 p.m., he/she will be transferred to the Primary School area.

NOTE: From the closing time of each facility (7:00 PM and 7:30 PM), if there are still children/students in the respective buildings, an additional fee will be charged for every 5 minutes (€3 per 5 minutes). The staff member will provide a log sheet for signing.

1.5 EXTENDED TIMETABLE

- The Extended Timetable includes all times before the start of the educational/curricular activities (morning) and after the conclusion of the educational/curricular activities (afternoon).
- The Extended Timetable (morning and afternoon) is available free of charge for all educational stages.
- The Extended Timetable service consists of keeping the students inside the school premises, under the constant supervision of our staff.
- From Grade 5 and up, the extended afternoon timetable also includes free attendance of Supplementary Curricular Activities. The schedule for these activities is announced at the beginning of each academic year. Access to these services requires registration.

1.6 ACCESS/ENTRY**a) Access to the School**

Access to the school for the educational community of the Nursery, Pre-School Education, and the 1st Cycle of Basic Education is through a dedicated gate or door, separate from the other educational cycles within the school.

**a.a. Access to the Nursery/Pre-School Building**

Access to the nursery/pre-school building is granted in two ways: **Biometric Access (Fingerprint Registration)** – Biometric access is granted to two adults designated by the student's legal guardian, upon completion of a consent form for the collection of biometric data at the time of enrollment. **Card Access** – Card access is provided to parents/legal guardians/adult caregivers who do not authorize the collection of biometric data, as well as to a third person responsible for the child's daily routine (e.g., father and mother with biometric access and grandmother with card access; or, if biometric data collection is not authorized, father, mother, and grandmother all with card access).

- b) The legal guardians of students in the Nursery, Pre-School Education, 1st Cycle, and 2nd Cycle must complete a specific form at the beginning of the school year to identify the individuals authorized to drop off/pick up the student.
- c) At the beginning of the school year, the legal guardians of students in the Nursery, Pre-School Education, 1st Cycle, and 2nd Cycle must complete a specific form identifying the individuals authorized to drop off/pick up the student.
- d) The Legal Guardian may also specify other individuals who might occasionally drop off/collect their child/children.
- e) Legal guardians/parents should not remain on the school premises after dropping off or picking up their children.
- f) Access to school premises is restricted. There is a room for the reception/dropping-off of students. The crossing from this room to the inside of the school building must be authorised by a staff member. Passage through the corridors of the school buildings must be supervised at all times by a teacher, educational coordinator or a member of the school's management.
- g) For Nursery and Pre-school Education,, children may be dropped off at the door of their respective classroom between 8:30 AM and 9:30 AM. To avoid disrupting daily routines and the start of educational activities, parents/legal guardians are not allowed to drop off kindergarten children in the classrooms after 9:30 AM.
- h) From 5:00 PM onwards, kindergarten children will be handed over to parents/legal guardians by the staff in the parents' room.

1.7 EXTRACURRICULAR ACTIVITIES

- a) Colegio Rainha D. Leonor offers a wide range of extracurricular activities.
- b) The list of extracurricular activities is released annually by the School, before the academic year begins, and can be found in the **Pricing List** - Extracurricular Activities (DOC.CRDL.020).
- c) Parents/guardians are required to register students for extracurricular activities, either at the school office or online.
- d) Enrolment for an extracurricular activity implies the student's commitment to participate in said activity for a **minimum of one term**.
- e) Attendance requires the payment of a monthly fee, with the exception of extracurricular activities that are free of charge.



- f) The fees will be billed from October to June in 9 monthly instalments, of equal value, regardless of whether the month is incomplete due to school holidays and/or the beginning or end of the academic year.
- g) No refunds will be provided to students who stop attending extracurricular activities in the middle of a term, and they will continue to be billed every month until the end of the term.
- h) Enrolment will be automatically renewed at the end of each term (until the end of the academic year).
- i) Requests for cancellation of attendance must be made **by the last business day** of the respective term. Requests made after the beginning of the new term will not be accepted.
- j) Whenever a session does not take place, an attempt will be made to ensure its replacement, although this is subject to the availability of human resources. This system may not apply to extracurricular activities carried out in partnership with other institutions.
- k) Extra-curricular activities will not be carried out during school holidays.

1.8 SCHOOL HOLIDAYS AND OTHER BREAKS

- a) The school is open on all weekdays throughout the year, except on national holidays, the municipal holiday (May 15), Carnival Tuesday, December 24, 26, and 31, and the last five working days of August (to be determined annually) for general cleaning and space organization for the upcoming school year.
- b) The School may close in emergency situations, namely prolonged disruption of water or power supply, epidemic/pandemic outbreaks or other situations duly addressed by our Management or the Portuguese Government.
- c) The closure of the School, in the aforementioned situations, does not imply any type of compensation for parents/guardians.
- d) During school breaks and holidays, the following specific conditions apply to **Nursery and Pre-school Education**:
 - During school break weeks, there will be no educational activities led by the teacher, but students may attend the school for leisure activities. Attendance requires prior registration and the payment of an additional daily fee, as specified in the Price Table (DOC.CRDL.007): **€2 per day for Nursery (24-36 months, summer break)** and **€6.50 per day for Pre-School Education**. A surcharge of **€2 per day** will apply to children attending without prior registration (subject to availability).
 - In addition to leisure activities, the school may offer specific optional activities, which may not be included in the tuition fees. These activities will be announced in due time so that legal guardians are informed of the conditions. Any withdrawal from these activities must be communicated at least **48 hours in advance**. No refunds will be issued for pre-registered days not attended, except in the case of duly proven illness.



- **The Rainha D. Leonor School recommends that children take at least 30 days of vacation with their parents/legal guardians, with a mandatory minimum of 15 days.** The school may deny attendance during school breaks to children whose families do not provide proof of taking these 15 days.
- No fees will be charged for school breaks lasting up to **three working days (inclusive)**.

e) During school breaks and holidays the following specific conditions shall apply to **Grades 1-9:**

- Parents and guardians of children in **Grades 1 to 4 (1st cycle)** who wish their children to attend school during the school break/holidays should request this a minimum of five (5) business days beforehand, stating specifically which days they wish to be at school. Students may choose to take part in free time activities upon payment of a daily fee for meals, as listed in the **Pricing List** (DOC.CRDL.007). There will be no refund if a student does not attend on a day that was previously requested, with the exception of a duly documented medical issue/illness.
- Parents and guardians of children in **Grades 5 to 9 (2nd/3rd cycles)** who wish their children to attend school during the school break/school holidays should request this a minimum of five (5) business days beforehand, stating specifically which days they wish to be at school. Students may choose to take part in free time activities upon payment of a daily fee, as listed in the **Pricing List** (DOC.CRDL.007) plus, if necessary, any extra payments associated with the activities. There will be no refund if a student does not attend on a day that was previously requested, with the exception of a duly documented medical issue/illness.
- In addition to free time activities, the School may provide specific activities, where (optional) attendance may not be included in the tuition fees. These activities will be announced in timely fashion, in order to ensure that parents and guardians are aware of the respective conditions.
- No payments will be considered due during school breaks of up to and including 3 business days.

1.9 INFECTIOUS DISEASES

Whenever a child presents symptoms of an infectious disease, the child in question should stay at home until he or she has completely recovered. Accordingly, the child may return when his/her recovery is complete and there is no danger of compromising the other students' health or well-being (a minimum of 48 hours without symptoms), or if a statement from the child's doctor is submitted stating that the child may resume normal educational activities. If parents/guardians detect signs of a contagious disease, they should contact the staff member in charge of the classroom, the Class Teacher or Director immediately.



1.10 OTHER REGULATORY DOCUMENTS

In accordance with the legislation in place, Colegio Rainha D. Leonor has: An Academic Project, an Annual Activity Plan as well as Internal Regulations. This documentation is available for consultation through the school office, alongside the teachers/educators and/or on the school's website.

Further clarification, when necessary, will be provided by teachers, educators, coordinators, administrative services, class directors, director(s) of studies and school management.



PRE-ENROLMENT, ENROLMENT AND RENEWAL

2.1 PRE-ENROLMENT

- a) Pre-enrolment can take place at any time. However, for the academic year of 2025/2026 only regular enrolments will be processed after the 14th of April.
- b) Pre-enrolment signals an intention to fill a vacancy, which is subject to confirmation by the School.
- c) Pre-enrolment is conditional on the payment of the amount indicated in the **Pricing List** (DOC.CRDL.019). This fee is non-refundable. The payment must be made at the time of pre-enrolment. If no payment is made, the process will be considered null and void.
- d) The fee paid for pre-enrolment will be deducted from the enrolment fee.
- e) The pre-enrolment process can be carried out at the school offices or online.
- f) In the case of pre-enrolment for an academic year after 2025/2026, the fee stipulated in these Terms and Conditions and respective Pricing List will be charged, notwithstanding the fact that this same fee may be updated as a result of the publication of the official documents for the academic year in question, with the possible need for the payment of the corresponding balance.
- g) All payments made for pre-enrolment are non-refundable.
- h) Vacancies will be filled by order of pre-enrolment, regardless of whether this was carried out at the school offices or online.
- i) For the purposes mentioned in the previous clause, the process of pre-enrolment will be considered to be concluded once payment has been made, as opposed to the moment when the process is initiated.
- j) Finally, a waiting list will be drawn up by the School and vacancies will be filled by order of enrolment.
- k) No enrollment will proceed to the registration stage (on the portal) without a meeting/visit with the Enrollment Committee, Coordination, or Management. The purpose of this meeting is to get to know the child/student and ensure that the family becomes familiar with the educational project as well as the Enrollment Conditions.

2.2 ENROLMENT

- a) Enrollments (for new students) correspond to the validation of applications, depending on available vacancies.
- b) New students will be prioritised in accordance with current legislation and the **Internal Regulations** (DOC.CRDL.004) of the School.
- c) Enrolment is conditional on the payment of the amount indicated in the **Pricing List** (DOC.CRDL.007). This fee is non-refundable. The payment must be made at the time of enrolment. If no payment is made, the process will be considered null and void.



- d) The amount paid for enrolment includes insurance, a copy of the School Notebook, a Student ID card, a Parent/Guardian ID card and an ID card for one other authorised person.
- e) Enrolment and renewal can be carried out at the school offices or online.
- f) If any document is missing at the time of enrolment, the Legal Guardian is required to hand it in within the following 8 (eight) days.
- g) Enrolment implies acceptance of, and compliance with the terms and conditions of attendance.
- h) Enrolment of a new student may be carried out at any time, provided that a vacancy exists.
- i) The School reserves the right to refuse admission.
- j) The School reserves the right to suspend the commencement of academic activities if the number of students per class is not equal to or greater than 20 (twenty). In such a case, students will be refunded.

2.3 RENEWAL

- a) Students attending the School who wish to renew their attendance for the 2022/2023 school year must complete this process by the 4th of april, through the e-community (<https://ecomunity.crdl.pt/>). Payment must be made at the time of renewal.
- b) Colegio Rainha D. Leonor **cannot guarantee a place for students who do not renew their attendance within the stipulated deadline.**
- c) In the transition between cycles, priority is not guaranteed to students who are already attending the school and do not express an intention to renew their enrollment.
- d) If any document is missing at the time of renewal, the Legal Guardian is required to hand it in within the following 8 (eight) days.
- e) Renewal implies acceptance of, and compliance with the terms and conditions of attendance.
- f) Vacancies will be filled by order of pre-enrolment through the e-community portal (<https://ecomunity.crdl.pt/>).
- g) The School reserves the right to suspend the commencement of academic activities if the number of students per class is not equal to or greater than 20 (twenty). In such a case, students will be refunded.
- h) The School reserves the right to **refuse renewal**. The following behaviours on behalf of Parents/ Guardians/Students will be considered as criteria for refusal of renewal:
 - Failure to accept the School's procedures, terms and conditions of attendance and/or the School's Academic Project;
 - Failure to comply with the School's rules of conduct;
 - Failure to comply with the rules outlined in the Internal Regulations and/or other School policies;
 - Students who repeatedly, during one or more years, exceed the legally determined limit for absences and/or behave in an incorrect manner.
 - Repeated failure to abide by school uniform rules.



- Repeated disciplinary occurrences or proceedings.
- Any unpaid tuition fees or other outstanding payments.

2.4 INTENSIVE AND/OR PERSONALISED SUPPORT

- a) The renewal/enrolment of students whose attendance requires the deployment of human/technical resources that the school does not possess, will have to be discussed directly with the Parents/Guardians in order to assess the situation and identify their specific needs.
- b) Any need to provide intensive/personalised support that may be considered to exceed the School's resources, will be evaluated at the time of renewal or enrolment of new students, and may be a deciding factor as to the approval of the enrolment/renewal process, or may imply the payment of an additional fee for said support.
- c) Signing up for the types of extra support referred to in the previous paragraph is the responsibility of Parents/Guardians.
- d) In cases where the aforementioned support is essential to successfully participating in the School's academic activities and daily routines, enrolment requires students to attend classes for the entire academic year.
- e) The school provides classroom support for students newly integrated into the Portuguese education system, with the schedule and fee to be announced at the beginning of the school year.

2.5 CANCELLATION OF ENROLMENT OR WITHDRAWAL

- a) Any cancellations of enrolment or withdrawals must be requested in writing by Parents/Guardians 30 days in advance.
- b) Cancellation of enrolment/withdrawal does not entitle students to a refund, with withdrawal being subjected to the deadline defined in the preceding paragraph.
- c) In the event the student has selected annual payment, he/she will receive a refund, but will forfeit previously awarded discounts.
- d) Exceptionally, if the student's exit is the result of a disciplinary process validated by the Ministry of Education, no refund will be awarded.
- e) In the case of students who have siblings attending the School, the discount for the sibling(s) remaining at the School will be adjusted accordingly.
- f) Students who withdraw will not be given priority in the group/class selection for the following academic year.
- g) If a student wishes to return to the School after an interruption (withdrawal), a new enrolment will be processed, at the rates indicated in the **Pricing List** (DOC.CRDL.019).



TUITION FEES AND OTHER SERVICES

3.1 TUITION FEES

- a) Tuition fees include attendance of curricular/educational activities, as defined in the School's own timetable and curricular framework.
- b) The subjects included in the curricular/educational activities are outlined in the School's **Academic Project** (DOC.CRDL.001).
- c) An annual fee is due for attendance, the cost of which is indicated in the **Pricing List** for each educational stage.
- d) Tuition fees can be paid in one single payment, until the 26th of August 2025, with Parents/Guardians receiving a 2% discount;
- e) Tuition fees may be paid over 11 or 12 consecutive monthly instalments (depending on the applicable term), the first of which is always due in September.
- f) A student's absences, **whether they are authorised or not**, do not entitle him/her to any discount or reduction in the annual fee.
- g) Withdrawal during the school year does not entitle the student to a refund of fees previously paid, nor does it exempt him/her from any outstanding or future payments, unless there are valid reasons, which shall ultimately be assessed by the School's Management.
- h) Curricular enrichment activities (AEC) and access to the Study Room (Grades 5 and 6 - 2nd cycle) are included in the tuition fees and are, in keeping with current legislation, optional in nature. Although they are optional, the School advises all students to make use of them. Any Parent/Guardian who does not wish their child(ren) to do so, should make this clear at the beginning of the academic year.
- i) The availability of Portuguese as a Second Language (PLNM) is subject to the number of enrolments processed, and involves an additional monthly fee. The number of hours required for this subject varies, depending on the student's proficiency assessment and their respective educational stage. These courses require a supplementary payment, stipulated for each academic year, according to enrolment numbers and the frequency with which classes are to be held.
- j) The cost of tuition is set according to the educational stages and is specified in the **Pricing List** (DOC.CRDL.019). These prices are subject to possible corrections as a result of necessary adjustments to salaries, or other economic changes that affect the sustainability of the School.

3.2 SCHOOL CANTEEN

- a) The school canteen service is **compulsory** for all Nursery, Pre-school and Primary School students (Grades 1 to 4) during the academic year. This service is always to be provided on school premises. There is a monthly payment for the service, as specified in the **Pricing List** (DOC.CRDL.019), billed over a period of 10 months, from September to June.



- b) Exceptions to this requirement may be granted by the School, for one of the following reasons:
- Specific dietary requirements; **suitably documented**;
 - Religious reasons.
- c) In the situations outlined in the previous paragraph, meals provided by the Parents/Guardians will still be served in the school canteen, with the relevant costs indicated in the **Pricing List** (DOC.CRDL.007).
- d) Meals are not subject to any reimbursement or credit if the student does not use this service, except in cases of illness duly proven and only for absences exceeding **5 consecutive working days**, in which case the number of days above the specified limit will be credited. The daily value for meal credits is **€4.50 for Pre-School Education, €5.50 for the 1st Cycle of Basic Education, and €4.60 for the 2nd and 3rd Cycles of Basic Education and Secondary Education**. The request and submission of the justification must be made by the legal guardian before billing (on the 25th of each month).
- e) During school breaks lasting more than 5 (five) business days; as well for the months at the beginning and end of the school year, a lower price will be set for Grades 1 to 4 (1st cycle), as indicated in the **Pricing List** (DOC.CRDL.007).
- f) In the event of unforeseen interruptions to classes, imposed by any regulatory entity, the School reserves the right to continue to charge the stipulated fees.
- g) The school canteen service for Nursery, Pre-school and Primary School (Grades 1 to 4) students includes, besides lunch, a mid-morning snack as well as an afternoon snack.
- h) In the Nursery class for children aged 12-24 months, Parents/Guardians may choose to provide their child(ren) with their own milk (formula).
- i) From 12 months onwards, children in the nursery will have their meals in the 12-24 months classroom.
- j) For students in Grades 5 to 12 (2nd, 3rd cycle and Secondary Education), the canteen service requires a monthly order, in which the student must indicate their choice of meat, fish or other, for each day. A monthly payment option is available, as detailed in the **Pricing List** (DOC.CRDL.007). This option is valid for the entire academic year.
- k) Vegetarian options are available. Requests for vegetarian meals must be made for the entire academic year.
- l) The request for a meal the same day may be carried out until 10:00 am. A fine of 1.5€ (one euro and fifty cents) will be added to the regular price of the meal.

3.3 SCHOOL UNIFORM

- a) The use of full school uniform is compulsory for all students in Nursery, Pre-school and Primary School (Grades 1 to 4).
- b) In Grades 5-9 (2nd and 3rd cycle), students are required to wear at least one of the following CRDL items: shirt/t-shirt/polo shirt/jumper **or** fleece.



- c) A uniform violation is considered when a student wears an open uniform jacket with a non-uniform item underneath.
- d) The use of sports uniform is compulsory for Physical Education.
- e) All educational cycles that require a uniform must wear it during study trips.
A fine of €4 will be applied whenever a child/student does not attend with the uniform and/or items that are part of the uniform and were requested (e.g., bag for Pre-School Education).
- f) All students must wear a CRDL shirt/t-shirt/polo shirt/jumper on field trips.
- g) Uniforms are available for purchase at the School store.
- h) The School reserves the right to deny access to students who do not comply with the dress code, or to issue a fine, in recurring situations, and which are exclusively the responsibility of the Parent/Guardian.
- i) Uniform orders must be picked up from the School store within 5 business days of confirmation of availability.
- j) Exchanges of clothing items will only be permitted up to 30 days after the date of purchase. The School reserves the right not to exchange garments with clear signs of use.

3.4 BOOKS AND SCHOOL SUPPLIES

- a) All compulsory books can be purchased from the School's bookshop.
- b) Textbooks must be purchased during the enrolment/renewal process. An appropriate form must also be filled out in order to make the purchase.
- c) Parents/Guardians are responsible for providing students (Grades 1 to 12) with supplies for their own use. A list of the required supplies will be handed out by each teacher. All items can be purchased from the school bookshop.
- d) Supplies for the collective use of Nursery and Pre-school students are provided by the School and require the payment of a single (annual) fee specified in the **Pricing List** (DOC.CRDL.019). This fee will be billed in two (2) instalments, the first in September and the second in February.

3.5 PERSONAL HYGIENE PRODUCTS FOR NURSERY STUDENTS

- a) Compulsory personal hygiene products for Nursery students are **not** included in the tuition fees; therefore, Parents/Guardians should provide the following items at the beginning of the academic year (and whenever requested):
 - Diapers/Nappies;
 - Barrier cream;
 - Wet wipes.



- b) Whenever supplies are running low, Parents/Guardians will be informed by the teacher in a timely fashion.
- c) If Parents/Guardians fail to provide the necessary items, the School's inventory will be used. However, the use of these items will be subject to fees as defined in the **Pricing List** (DOC.CRDL.019). In these situations, Parents/Guardians, or the authorised person supervising the child's release at the end of the day, will be asked to sign for the use of the aforementioned items.



iCRDL DIGITAL PROGRAMME

4.1 OBJECTIVE

- a) As part of the implemented Digital Transition project, the school intends to integrate the widespread use of digital tools, consisting of hardware and software, in its teaching. This is to ensure that the student community has access to these tools during their learning process. These tools are mandatory for acquisition by the legal guardian for students attending the school from 3rd to 9th grade.
- b) Considering that the hardware and software used by the student require specific configuration to be used at the school, this configuration will be provided by the school.

4.2 AVAILABLE MODALITIES, CONTENT, PRICES, AND DURATION

Two modalities are available:

- **Global Digital Package** - This modality includes a set of goods and services.
- **Digital Services Package** - This modality includes only a set of services, assuming that the goods are purchased by the legal guardian outside of the school.

GLOBAL DIGITAL PACKAGE

This package includes the following goods and licenses:

- **Tablet**, with the respective configuration for the school context
Manufacturer: Apple
Model: iPad 10.2" Wi-Fi 64GB (or superior/equivalent)
Version: 9th Generation - A13 Processor (or superior/equivalent)
- **Pen for Tablet**
Manufacturer: Apple
Model: Pencil
Color: White
Version: 1st Generation (or superior/equivalent)
- **Tablet Case and Personalization with Student's Name and School Logo**
Manufacturer: JETech
Model: iPad 10.2" (or superior/equivalent)
- **Screen Protection Film, with application included**
Manufacturer: JETech
Model: iPad 10.2" tempered glass (or superior/equivalent)



- **MDM (Mobile Device Management) Software License**, with installation and configuration on the Tablet included
Developer: JAMF
Product: JAMF School + JAMF Safe Internet
- **Virtual School Software License**, with installation on the Tablet included
Developer: Porto Editora
- **Dictionary Software License**, with installation on the Tablet included
Developer: Porto Editora

In this modality, the school sells the **Global Digital Package** to the legal guardian, with no reservation of ownership, for the price of **€1,210.00** (one thousand two hundred and ten euros) excluding VAT, under Article 9, Paragraph 10 of the VAT Code. The legal guardian is obligated to pay this amount as agreed.

The price mentioned above can be paid in one of two ways:

1. **Monthly Installments:** 55 (fifty-five) equal and consecutive monthly installments (except in August), each in the amount of **€22** (twenty-two euros) excluding VAT. The first installment is due at the time of delivery of the Global Digital Package, with subsequent installments due on the 8th business day of each following month.
2. **Single Payment: €1,210.00** (one thousand two hundred and ten euros) excluding VAT, due at the time of delivery of the Global Digital Package.

The goods and licenses included in the Global Digital Package will be delivered to the legal guardian within 30 days from the start of the school year in new condition. Delivery will be formalized by the legal guardian signing a declaration prepared for this purpose.

The school may update the prices each school year, while the student remains on the agreed monthly payment plan at the time the iCRDL Digital Project contract was signed.

DIGITAL SERVICES PACKAGE

This package includes the following goods and licenses:

- **MDM (Mobile Device Management) Software License**, with installation and configuration on the Tablet included
Developer: JAMF
Product: JAMF School + JAMF Safe Internet
- **Virtual School Software License**, with installation on the Tablet included
Developer: Porto Editora
- **Dictionary Software License**, with installation on the Tablet included
Developer: Porto Editora



In this modality, the school provides the aforementioned services and authorizes the use of the software by the student for an annual price of **€104.50** (one hundred and four euros and fifty cents) excluding VAT. The legal guardian is required to pay this amount as agreed.

The price mentioned above can be paid in one of two ways:

1. **Monthly Installments:** 11 (eleven) equal and consecutive monthly installments (except in August), each in the amount of **€9.50** (nine euros and fifty cents) excluding VAT. The first installment is due at the time of delivery of the Digital Services Package, with subsequent installments due on the 8th business day of each following month.
2. **Single Payment: €104.50** (one hundred and four euros and fifty cents) excluding VAT, due at the time of delivery of the Digital Services Package.

The school may update the prices each school year.

4.3 PAYMENT

The installments mentioned above will be included in the invoices for tuition fees due for the student's attendance at the school and will be paid by the legal guardian through the payment methods available by the school under the Enrollment Conditions.

Failure to pay any of the monthly installments on their due date, as defined in these Sales Conditions, will result in the procedures outlined in the school's Enrollment Conditions, specifically in Section 4.11 - Non-Compliance with Payment Deadlines.

In the event the student stops attending the school during the contract period, the legal guardian is obligated to immediately pay all remaining installments.

4.4 AUTHORIZATION

For the execution of the educational content delivered to the student, the legal guardian declares that they are aware of and authorize the installation, configuration, and access to the tablet, as well as the student's data, information, applications, and files on the tablet by the teaching staff, particularly through the installation of Mobile Device Management, which allows them to manage the tablet's usage by the student in the school context.

Whenever necessary, and after informed and express consent, the equipment may undergo interventions by personnel contracted by the school.



4.5 WARRANTY

The software licenses covered by this contract will have warranties provided by the licensing entities, which the legal guardian expressly accepts and acknowledges upon authorizing the installation of the licenses on the student's tablet (iPad).

4.6 PRIVACY AND SECURITY POLICY

The goods and software licenses in the iCRDL Digital Project, manufactured by Apple, are covered by Apple's privacy and security policy (<https://www.apple.com/pt/legal/privacy/pt/>), including parental guides (https://www.apple.com/pt/education/docs/Privacy_Overview_for_Parents.pdf) and for educational institutions.

Apple does not sell or share student information with third parties for marketing or advertising purposes and does not create profiles based on emails or web browsing.

Student information is used exclusively for educational purposes.

Privacy is embedded in the ecosystem, from software and hardware to services.



TERMS OF PAYMENTS

5.1 INTRODUCTION

- a) Attendance at Colegio Rainha D. Leonor requires the payment of all compulsory services as well as all optional services chosen (with the exception of curricular enrichment activities, which are free of charge).
- b) All services provided by the School can be found in the appropriate documents, namely the **Pricing List** (DOC.CRDL.007) and the **Pricing List - Extracurricular Activities** (DOC.CRDL.020).
- c) The School may grant scholarships and/or special discounts upon assessment. These scholarships/discounts have a maximum duration of one academic year.
- d) If a student is entitled to a partnership discount, the necessary documentation/proof must be submitted before the first day of the respective term.
- e) The **Pricing List**, which has been set in accordance with the collective labour agreements in place for the educational sector, taxation and cost of living, will be applicable as of the 1st of September. However, if during the academic year these conditions change, prices may be revised, provided any changes are duly substantiated.

5.2 PAYMENT STRUCTURE

- a) Parents/Guardians have 2 (two) payment structures available to them:
 - Monthly (default);
 - Annual – 2% discount on tuition.
- b) The monthly payment option will be set for all students by default.
- c) Choosing the annual payment option requires informing the School at the time of enrolment/renewal. Any change in payment options must be submitted by the 13th of August 2022.
- d) All other services, besides tuition, are billed monthly and may in some cases be paid in advance for the whole academic year. However, no additional discount will be granted in these circumstances.
- e) If an employee should cease to work for the School during the school year, and if he/she has opted for the annual payment option (advance payment), the discount granted in connection with their employee status will be adjusted in the appropriate measure.



5.3 PAYMENT OPTIONS

- a) The preferred method of payment for tuition fees and other services should be **Direct Debit**.
- b) The School accepts the following as payment options:
 - Bank Transfer
 - Cash
 - Credit card
 - **Direct Debit**
 - Voucher

For bank transfer payments, the guardian is required to:

- If using e-banking, include the student's **name, surname, and internal student number** in the description field (for recipient/credit movement).
- If using ATM, the guardian must send a copy of the respective receipt to **faturacao@crdl.pt**, with the student's identification.
- Make the bank transfer in such a way that the amount is available in the school's account within the payment deadline defined in the invoice.

Note: Any bank transfer payment will only be considered valid if the procedures mentioned above are followed.

For **Direct Debit payments**, a **2% discount** on the tuition fee is granted, but this is only applicable for the **monthly payment option**.

Choosing the direct debit payment method means all invoices issued by the school will be charged using this method, excluding ticket payments.

If the direct debit payment method is canceled during the academic year, the guardian will need to pay the difference for the registration/renewal fee without using direct debit.

For **ticket payments**, the guardian is obliged to submit the respective payment ticket within the deadline specified on the invoice, or the school may reject the payment.

5.4 BILLING AND PAYMENT DEADLINES

- a) Monthly invoices will be sent electronically to Parents/Guardians by the 27th day of any given month. The invoice shall include all services provided.
- b) Monthly invoices must be paid by the 8th day of each month.
- c) If annual payment is chosen, the one-time payment must be processed by the 26th of August 2025.
- d) A receipt will be issued, by default, at the time of payment.



5.5 NON-COMPLIANCE WITH PAYMENT DEADLINES

- a) Failure to pay the annual payment within the stipulated deadline will result in a transition to the monthly payment option and forfeiture of all discounts previously granted.
- b) Failure to pay any invoice within its respective deadline shall result in the payment of a surcharge of 10% (ten per cent) **relative to the amount billed**. The surcharge will be invoiced separately.
- c) Failure to pay two consecutive monthly instalments will result in the suspension of all services requested by Parents/Guardians (with the exception of attendance of academic activities) until the outstanding debts have been paid in full. In the case of educational stages not encompassed by compulsory schooling (Nursery and Pre-school), the School reserves the right to suspend attendance of educational/academic activities.
- d) Any possible partnership discount(s) will be cancelled on invoices that are not paid by the respective deadline.
- e) All overdue amounts exceeding 60 days are subject to a 15% annual interest rate.
- f) Students will not be granted permission to attend a new term unless they have fulfilled all their financial obligations to the School.
- g) Students will not be granted permission to renew their attendance until all their financial obligations to the School have been fully met.

5.6 CHANGES TO THE DURATION OF CLASSES OR TEACHING METHOD

- a) If, during the academic year, government authorities impose the suspension of classroom activities, a reduction of the curriculum or other measures that alter the duration of classes, or methods by which educational institutions provide their services, this will not automatically result in an immediate reduction of tuition fees. Tuition fees are due under the terms set out herein.
- b) Notwithstanding the provisions contained in the previous paragraph, the School may, depending on the impact of the impositions referred to in the previous paragraph, decide to offer a reduction in fees, or other benefits.
- c) If optional services, by virtue of situations referred to in item a), are impossible to provide, the period during which they are not provided shall not be billed, except in cases where the short period of interruption, or the rules for the billing of said service, as well as the listed conditions for the specific service state otherwise, in which case the provisions referred to in item a) shall apply.
- d) In cases where optional services have been paid for before they are provided, the surplus amount, under the terms specified above, will be credited to the following month's invoice. If there are no pending invoices, Parents/Guardians will be refunded the aforementioned surplus the following month.



DISCOUNTS

6.1 ANNUAL PAYMENT

- a) A discount of 2% is granted to those who choose annual payment.
- b) This discount will be automatically revoked if the Parents/Guardians:
 - Fail to pay by the deadline stated on the annual tuition fee invoice (26th of August 2022);
 - Withdraw the student(s) in question during the course of the academic year;
 - Repeatedly fail to comply with payment deadlines for other invoices, relating to other services rendered.

6.2 SIBLINGS

- a) Students who have at least one biological parent in common are considered to be siblings.

6.3 DISCOUNT APPLICATION METHOD

- a) Discounts are applied progressively and successively.
- b) The following order is respected when applying discounts:
 - i. Payment option;
 - ii. Payment method;
 - iii. Sibling;
 - iv. Employee.
- c) Any other discounts that may exist will always be applied after all those listed in the previous section.



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