



TERMS AND CONDITIONS

2021 / 2022



Academic Year 2021/2022 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).

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);
- 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.019), which contains all the costs associated with the compulsory and optional services.

1.2 ACADEMIC CALENDAR

- a) The academic calendar for 2021/2022 will be specified by Colegio Rainha D. Leonor by the 1st of September, 2021, 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.
- 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.

1.3 GENERAL BUSINESS HOURS

- a) Colegio Rainha D. Leonor is open from Monday to Friday, from 7:45 a.m. to 7:45 p.m.
- b) During school holidays/academic breaks, business hours run from 8:00 a.m. to 7:30 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
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¹ Science and Humanities courses.



8:00	9:30	Reception
9:30	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	19:30	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
8:00	9:30	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	19:30	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	19:45	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. If a student needs to stay until 7:45 p.m., he/she will be transferred to the Primary School area.

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.

1.6 ACCESS/ENTRY

- Entry to the School, for Nursery, Pre-School and Primary School (Grades 1 to 4) students is only possible through a specific gate or door, which grants access to an area separate from those that house the other educational stages.



- b) At the beginning of the academic year, Legal Guardians of Nursery, Pre-school and Primary School children will receive two (2) access cards which are used for identification purposes upon entry. These cards are personalized and non-transferable; one must be used by the child's Legal Guardian, and the other by a person, designated by the aforementioned Guardian. This person will then be authorised to collect/drop off the child/children. If there happens to be a third person who is authorised by the Legal Guardian, an additional card must be requested from the school office, at the cost specified in the **Pricing List** (DOC.CRDL.019).
- c) The Legal Guardian may also specify other individuals who might occasionally drop off/collect their child/children.
- d) 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. Student movement in 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.
- e) For Nursery and Pre-school Education, children can be dropped off between 9:00 a.m. and 9:30 a.m. at their respective classroom door. So as not to affect daily routines and the beginning of educational activities, parents/guardians should not enter the classrooms or stay in the building any longer than is strictly necessary.

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 2021 to June 2022 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 academic year. Requests made after the beginning of the new academic year 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.

1.8 SCHOOL HOLIDAYS AND OTHER BREAKS

- a) We are open every business day of the year, with the exception of the 24th of December, and the last 3 business days of August (to be determined each year), for general maintenance.
- b) On Carnival Tuesday and the 26th of December (Boxing Day) the opening of the School is subject to the enrolment and attendance of a minimum of 5 students per activity.
- c) 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.
- d) The closure of the School, in the aforementioned situations, does not imply any type of compensation for parents/guardians.
- e) During school breaks and holidays, the following specific conditions apply to **Nursery and Pre-school Education**:
 - During school breaks, there will be no educational activities with the Class Teacher, but students may participate in free time activities. In the months of July and August, **Pre-school Education students** will be required to pay an additional daily fee of € 2.50 for food.



- 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.
 - On Carnival Tuesday and the 26th of December (Boxing Day) the opening of the School is subject to the enrolment and attendance of a minimum of 5 students per activity.
 - We recommend that children spend at least 30 days holiday with their parents/guardians, with a minimum of 15 days being compulsory.
- f) During school breaks and holidays the following specific conditions shall apply to **Grades 1-9**:
- Breaks/holidays during the academic year will always be carried out in compliance with the relevant Portuguese legislation.
 - In June, July and August the School shall remain open for free time activities.
 - 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 of € 5.00 (five euros) for meals, as listed in the **Pricing List** (DOC.CRDL.019). 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.019) 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.
 - On Carnival Tuesday and the 26th of December (Boxing Day) the opening of the School is subject to the enrolment and attendance of a minimum of 5 students per activity.
 - 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 wellbeing, 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, Colégio 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 will take place from the 6th of January 2021 until the 14th of April 2021. Only regular enrolments will be processed after this date.
- 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 not 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) Vacancies will be filled by order of pre-enrolment, regardless of whether this was carried out at the school offices or online.

2.2 ENROLMENT

- a) Enrolment for new students will take place from the 15th April 2020 (subject to 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.019). This fee is not 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. 3 free cards are included in the price of enrolment.
- 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 of the year, 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 2021/2022 school year must complete this process by the 11th of June. 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) The renewal process can be carried out at the school offices or online.
- 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, regardless of whether this was carried out at the school offices or online.
- 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.
- **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.

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; the date of cancellation/withdrawal will be deemed to be the same as the date indicated in the previous paragraph (the date on which notification of cancellation/withdrawal is received in writing).
- 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) Students who withdraw will not be given priority in the group/class selection for the following academic year.
- f) 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 Table** (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 27th of August 2021, with Parents/Guardians receiving a 3% 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.
- 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.019).
- d) No refunds will be issued for meals if the student does not use the service, **except in cases of proven illness and only for absences exceeding five (5) business days**.
- e) During school breaks lasting more than 3 (three) business days; as well as 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.019).
- f) 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.
- g) In the Nursery class for children aged 12-24 months, Parents/Guardians may choose to provide their child(ren) with their own milk (formula).
- h) 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.019). This option is valid for the entire academic year.
- i) Vegetarian options are available. Requests for vegetarian meals must be made for the entire academic year.
- j) 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) The use of sports uniform is compulsory for Physical Education.
- d) All students must wear a CRDL shirt/t-shirt/polo shirt/jumper on field trips.
- e) Uniforms are available for purchase at the School store.
- f) 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.
- g) Uniform orders must be picked up from the School store within 5 business days of confirmation of availability.
- h) Exchanges of clothing items will only be permitted up to 30 days after the date of purchase. The College 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 2021 and the second in February 2022.

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.

PAYMENT REGULATIONS

4.1 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.019) 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 academic year.
- e) The **Pricing List** (DOC.CRDL.019), 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 2021. However, if during the academic year these conditions change, prices may be revised, provided any changes are duly substantiated.

4.2 PAYMENT STRUCTURE

a) Parents/Guardians have 2 (two) payment structures available to them:

- Monthly (default);
- Annual – 3% 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 2021.



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.

4.3 PAYMENT OPTIONS

- a) The School accepts the following as payment options:
- Bank Transfer
 - Cash
 - Credit card/Debit card
 - **Direct Debit**
 - Voucher
- b) If payment is made by bank transfer the Parent/Guardian is responsible for:
- Including the name and surname of the student in the description section (recipient) when carrying out the transfer via e-banking, as well as the student's School ID number and the associated invoice number.
 - Sending a copy of the respective receipt via email to: faturacao@crdl.pt, along with the student's School ID number, when the transfer is processed through an ATM.
 - Making sure the payment is available in the School's account within the payment deadline stipulated on the invoice.
- c) Payment by bank transfer will only be credited if the procedures in the previous paragraph are complied with.
- d) Payment by direct debit entitles the student to a 3% discount on tuition fees.**
- e) If direct debit is chosen as the payment option, all invoices issued by the School will be billed in this way.
- f) When paying with a voucher, Parents/Guardians must submit/hand in the respective voucher within the time period specified by the invoice, as otherwise the School may refuse to accept it.

4.4 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 27th of August 2021.
- d) A receipt will be issued at the time of payment.

4.5 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.

4.6 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

5.1 ANNUAL PAYMENT

- a) A discount of 3% 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 (27th of August 2021);
 - 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.

5.2 SIBLINGS

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

5.3 PARTNERSHIPS

- a) In order to be eligible for this type of discount, the Parent/Guardian is required to:
 - Provide the documents requested by the School, confirming eligibility for the partnership discount, as defined for each individual institution.
 - Carry out the procedure referred to in the previous item whenever the School deems it necessary.
 - Maintain eligibility for the discount throughout the entire academic year.
- b) In the event of non-compliance with the previous item or if any doubtful information is detected, the School reserves the right to suspend the partnership discount, as well as to bill for all discounts previously granted.
- c) Partnership discounts cannot be used in conjunction with employee or sibling discounts.
- d) Partnership discounts are not available for educational stages with an average number of students equal to or under 16, or for "mixed" secondary school classes (with more than one subject area) regardless of the number of students.



Caldas da Rainha ▪ T. 262 889 410 ▪ geral@crdl.pt

 www.crdl.pt 