

REDBRIDGE SCHOOL

ACADEMIC YEAR 2021/2022

TERMS & CONDITIONS

In this document you will find information about our terms and conditions for the 2021-22 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 with the Summer Term invoice or with the enrolment fee for new pupils. This fee covers the annual cost of your child/ren's school books, materials and resources, community projects and single day field trips.
- 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 Registration 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 annual Administration & Resources fee has been paid. This should be done via bank transfer by February 4th, 2021 and is not refundable.

3. Tuition fees

- 3.1. The tuition fees are based on the class in which the child is placed according 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

	Returning student	New student
Enrolment Fee	Not applicable	At registration
Administration & resources fee	February 4 th	July 1st

- 4.2. Registration/renewal implies the payment of the annual tuition. The annual fee can be paid:

- Monthly
 - o Incurring 10 monthly instalments from July 2021 to April 2022.
 - o This option is only available if payments are made by direct debit or through e-tickets (Edenred/Cheque Infancia)
- Termly in July, December and April of each year, with a 30 day payment period once the invoice is issued.
 - o 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, 2021.

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 does not attend, the Enrolment fee, the Administration and Resources Fee and Term I fees are still payable and 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 single 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 2021	1st of July 2021
2nd Term January - March 2022	1st of November 2021
3rd Term April - June 2022	1st of February 2022

6. Right to remove a student

- 6.1. The school reserves the right to cancel the current registration or not to renew the registration of a child when one of the following situations occurs:
 - Parents / children behave inappropriately or do not comply with the rules set out in the Internal Regulations or Portuguese law;
 - Parents / children are 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 do not respect the payment deadlines (with a margin of 10 days after issuing the invoice by the School Directorate).

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 Trustees.

- 9.2. 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 by contacting directly the French Embassy (<https://pt.ambafrance.org/Bourses-scolaires-2021-2022>).

TUITION FEES FOR THE ACADEMIC YEAR 2021/2022

NB: Families' rates are applicable to all brothers and sisters.

ENROLMENT FEE (*)	2017 FAMILIES	2018 FAMILIES	2019 FAMILIES	2020 & 2021 FAMILIES
ENROLMENT FEE	1 066 €	1 066 €	1 750 €	1750 €

(*) The enrolment fee is a one-time payment when a student enrolls at Redbridge.

ANNUAL TUITION FEES EARLY YEARS	2017 FAMILIES	2018 FAMILIES	2019 FAMILIES	2020 & 2021 FAMILIES
ANNUAL TUITION FEES	5 410 €	5 410 €	6 245 €	6 905 €
ANNUAL ADMINISTRATION & RESOURCES FEE	500 €	500 €	500 €	500 €
ANNUAL INSURANCE FEE	11 €	11 €	11 €	11 €
LUNCH & SNACKS	120 € x 10	120 € x 10	120 € x 10	120 € x 10

ANNUAL TUITION FEES PRIMARY YEARS	2017 FAMILIES	2018 FAMILIES	2019 FAMILIES	2020 & 2021 FAMILIES
FRENCH / ENGLISH CP	6 450 €	7 490 €	8 325 €	8 935 €
BILINGUAL SECTION CE1	6 450 €	7 490 €	8 325 €	8 935 €
Ecole Primaire CE2	6 450 €	7 490 €	8 325 €	8 935 €
French curriculum CM1	6 450 €	7 490 €	8 325 €	8 935 €
CM2	6 450 €	7 490 €	8 325 €	8 935 €
PORTUGUESE / ENGLISH 1º Ano	6 450 €	7 490 €	8 325 €	8 935 €
BILINGUAL SECTION 2º Ano	6 450 €	7 490 €	8 325 €	8 935 €
3º Ano	6 450 €	7 490 €	8 325 €	8 935 €
1º ciclo & 2º ciclo 4º Ano	6 450 €	7 490 €	8 325 €	8 935 €
Portuguese curriculum 5º Ano	6 450 €	7 490 €	8 325 €	8 935 €
6º Ano	6 450 €	7 490 €	8 325 €	8 935 €
ANNUAL ADMINISTRATION & RESOURCES FEE	500 €	500 €	500 €	500 €
ANNUAL INSURANCE FEE	11 €	11 €	11 €	11 €
LUNCH & SNACKS	120 € x 10	120 € x 10	120 € x 10	120 € x 10

ANNUAL TUITION FEES SECONDARY SCHOOL	2017 FAMILIES	2018 FAMILIES	2019 FAMILIES	2020 & 2021 FAMILIES
FRENCH / ENGLISH 6 ^{eme}	10 600 €	10 600 €	10 600 €	10 600 €
BILINGUAL SECTION 5 ^{eme}	10 600 €	10 600 €	10 600 €	10 600 €
French curriculum 4 ^{eme} **	10 600 €	10 600 €	10 600 €	10 600 €
3 ^{eme} **	10 600 €	10 600 €	10 600 €	10 600 €

INTERNATIONAL SECTION (***) - Grade 7 to 12

ANNUAL ADMINISTRATION & RESOURCES FEE	500 €	500 €	500 €	500 €
ANNUAL INSURANCE FEE	11 €	11 €	11 €	11 €
LUNCH & SNACKS	120 € x 10	120 € x 10	120 € x 10	120 x 10

(**) To be opened in 2022 and 2023.

(***) Section to be opened in 2022 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.