



## **Fees Payment Policy**

**December 2016**

**Updated February 2023**

Tuition, lunch and bus fees may be paid yearly or monthly (10 installments for N through 11<sup>th</sup> grade, and 9 installments for 12 grade). Monthly payments are due on the 5<sup>th</sup> of each month.

The failure to pay all school fees by due dates will be addressed in the following manner:

Thirty calendar days after the due date, BFIS will communicate in writing the outstanding debt to the parent responsible for the student's account.

Sixty calendar days after the due date, and every thirty days thereafter, tuition and/or other school fees in arrears will be assessed a service charge (as determined by "Banco de España") on a yearly basis of the unpaid balance.

The school reserves the right to suspend the student from classes until payment obligations have been fulfilled.

The failure to meet all financial obligations to the school may result in the referral of any uncollected debt to the school's legal counsel.

Final confirmation of a space for the following academic year is subject to all existing financial obligations to the school being met satisfactorily. BFIS also reserves the right to reject any matriculation payment. In case of recurrent defaulters, BFIS reserves the right to reject any re-matriculation requests.

### **Early Departure Penalty**

Any changes regarding enrollment or length of stay must be communicated in writing to BFIS before June 1st, before the start of the following school year in September. Said communication will be deemed valid only if it contains the departure date. Any changes communicated after May 31st, have a three month's tuition Early Departure Penalty fee.

Please note that Matriculation Fee and Entrance Fee are always non-refundable regardless of any communication made.

### **Partial-Day Attendance**

There is no discount for students attending school for only a part of the school day.

**Discounts 4th and 5th child:**

Families will have a 50% discount on Entrance Fees for their 4th and 5th child/ren.

**BFIS Graduates Discount**

50% of Entrance fee and 100% of Application fee will be waived for children of BFIS graduates.

**EAL Testing**

There is no additional charge over and above the Application fee for first-time EAL test-takers. In the event the EAL test is to be repeated the cost is 100 EUR.

**Additional Copies of Transcripts**

There is no charge associated with requests for additional copies of transcripts by BFIS Alumni.