PAYMENTS POLICY

SAGE COLLEGE
JEREZ

1. TUITION FEES

The tuition fee includes school lunches, school insurance, exercise books, educational resources for the classroom, psychological and special educational needs counselling service, career guidance orientation, workshops, and internal clubs of the schools. Not included are textbooks, extracurricular activities, school transport, external exam fees, fees for validations and homologations, Language support classes (ELD and SLD), Psychopedagogical sessions, extracurricular educational support, trips, outings, and camps.

2. PAYMENT OF FEES

- A **5% discount will be applied to annual single payments** (made before July 15, after that date the discount percentage will become a 3%). A **3% discount will be applied for semestral payments** (September 1 and February 1). This discount will be applied exclusively to the general tuition fee (education, school lunches and school supplies).
- **School fees must be paid no later than the 5th day of the current month, which shall be the final payment deadline.** A 5% late payment charge will be applied to payments made after the established deadline. This charge will be included in the following month's invoice.
- The form of payment will be by direct debit, transfer, or credit / debit card. Changes in any direct debit payments will be notified at least 30 days in advance. Those receipts returned by the payer's bank entity will have an increase of € 25 for management expenses.
- A **10% discount will be applied for the second child, 25% for the third child, and 50% for the fourth child.**
- Those students enrolled once the school year has begun must pay the entire month in which they join.
- No amount will be reimbursed or reduced due to the absence of the student, whether due to illness or any other cause.

3. REGISTRATION FEE AND RESERVATION OF A PLACE

1. Once the student's application is accepted at the school, a single registration fee will be paid, thus confirming the place in the school.
2. In February, the place will be reserved for the following school year automatically. This amount will be deducted from the first payment, be it annual, semestral, or monthly. Those families who do not wish to book a place for the following year must notify the school Office in writing, having a maximum period of one week to confirm it.
3. The school reserves the right to cancel a registration or not to grant a place in the school for the following year in the following cases:

- Non-confirmation of the request to reserve a place within the stipulated period by the families (1 week after the communication by the school).
- In order to make the reservation of a place effective, the student's file must be up to date with payments at the school. Otherwise, the place will NOT be renewed.
- Inappropriate conduct of both the student and the family in violation of the School Handbook. The deadline is set on the last day of the current school year. In this case, the school will fully reimburse the amount of 250 €.
- If an enrolled student does not book a place or request it once the stipulated reservation payment period has expired, he/she will lose the right to a place for the following year.
- If the student decides to continue at the school, in the event of late payment of the re-enrolment fee, this amount will not be refunded. Students who have not paid the re-enrolment fee will be required to **pay 50% of the registration fee** for the current year.

- A student who has left the school and wants, in the future, to re-enrol must pay **50% of the registration fee, if there were available places.**
- The re-enrolment or registration fee paid by a student to Sage College **will not be refunded if the student ultimately chooses not to enrol.**

4. BOARDING SCHOOL PAYMENTS AND WITHDRAWAL

Boarding Students notification period:

Parents or guardians of Boarding School Students are required to provide the school with advance notice of a student's withdrawal, with a minimum of **six months notification**. This proactive communication allows the school to make essential arrangements and plan for any necessary adjustments in enrollment.

Refundable and Non-Refundable Deposits or Fees:

Sage College imposes both refundable and non-refundable deposits and fees associated with the enrollment process. In the event of a student's withdrawal, having adhered to the stipulated notification period, the policy clearly distinguishes between refundable and non-refundable fees. This transparency ensures that parents and guardians have a comprehensive understanding of the financial implications involved in the withdrawal process. **Refundable fees will be based on the tuition Fee calculation. However, boarding school fees encompassing accommodation and meals will not be refunded.**

Special Circumstances:

This policy acknowledges that special circumstances, such as withdrawal due to **documented medical reasons,** may arise. In such instances, the school is open to considering exceptions to the standard withdrawal policy. Parents or guardians may be required to provide appropriate documentation to support these exceptional circumstances. The school administration will review such cases with sensitivity and fairness.

Boarding School Students´ Parents or guardians are encouraged to thoroughly review the Sage College Payment Policy to ensure a clear understanding of the specific terms and conditions governing payments, withdrawals, and reimbursement considerations. Any queries or requests for clarification can be directed to the school administration for prompt and comprehensive assistance.

5. DAY STUDENT WITHDRAWAL

Any day-school student withdrawing from the school must notify the school office at least **two months** in advance. If this notice is not given, the interested party must pay the **two subsequent months**, from the day the school receives the withdrawal notice.

6. REPEATED LATE PAYMENT OF FEES

In the event of repeated delays in the monthly payment of school fees for a pupil, and after the family has been duly warned by the Finance Department on several occasions about these delays, the school reserves the right to modify the payment terms for the pupil's next academic year. Specifically, the school may require that fees be paid on a termly or annual basis, removing the option for monthly payments.

7. NON-PAYMENT

Parents or legal guardians who have contractually assumed responsibility for payment shall be obliged to settle all fees and amounts legally due to Sage College.

The student's withdrawal, whether voluntary or for any other reason, departure from the school, or termination of the contractual relationship shall not extinguish any outstanding payment obligations.

In the event of non-payment, the school shall issue a formal payment demand to the parties financially responsible for the student, granting a reasonable period to settle the outstanding amounts.

If payment is not made within the specified period, Sage College reserves the right to initiate any legally available extrajudicial or judicial proceedings to recover the outstanding amounts, including any legally recoverable interest and costs.

Where non-payment continues for two months without regularisation, the school shall terminate the contractual relationship or decline to renew the student's place, subject to applicable educational legislation, contractual obligations and the rights of the child.

Termination of the contractual relationship shall not affect the school's right to recover any outstanding debts through the appropriate legal channels.

8. SCHOLARSHIPS AND BURSARIES

Each scholarship, aid, or award is considered a discretionary privilege, subject to high standards of attendance, academic results, and student's behaviour on the part of the student. A copy of the Sage College Scholarship Policy is available at the school upon written request.