

Fee Regulations

Payment of Fees

1. All tuition fees and boarding fees are annual fees (according to the fee Schedule for the appropriate Year), and are divided into three instalments (two instalments in the case of the Diploma years). Each instalment must be paid two weeks prior to the start of each term (for Diploma, the payments are due in August and December).
2. In exceptional circumstances monthly payments can be arranged. They carry a premium of 2% over the standard fees. Such arrangements must be put in place before the start of the school year and, once entered into, cannot be altered.
3. Before a student starts school, the endowment fee has to be paid, and is non-returnable.
4. Annual fees, if paid in full before May 31st, attract a discount of 3%.
5. Parents/Guardians must complete a direct debit form for payment of fees. Any changes in parent/guardian bank account details must be sent to the school immediately.
6. Invoices will be sent to parents one month before the start of each term.
7. The school's bank account is Bankinter, Sotogrande (Cádiz). Account number: 0128/0737/08/0100500157, the IBAN number is ESO2 and the Swift code is BKBKESMM. All bank charges must be paid by the sender.
8. Fees and conditions may be subject to change each year. The fee schedule is updated each year according to the fees agreed by the Board of Directors of Sotogrande International School. Parents/Guardians are informed well in advance of any changes to fees or conditions for the following academic year.
9. Invoices for other fees issued during term time must be settled within two weeks.

Overdue Fees

10. Before the start of a term, if payment is not received by the due date, the student will not be admitted to the school.
11. During the term, if any outstanding fees are not paid, the student will not be allowed to sit examinations; will have results, reports and certificates withheld; will be excluded from participating in school trips and events: or may be excluded from school entirely until payment is received.
12. If a direct debit is not honoured the account holder will be charged €20.
13. Interest will be charged on overdue fees at the rate of 5%.

Refund of Fees

14. When a student is leaving the school or the boarding house, **one term's written notice is required**. Without the required notice, all payments for tuition and boarding fees for the following term are payable.
15. The deposit is only refundable at the end of the student's last term and upon **one term's written notice** of the student leaving the school or the boarding house. The deposit may not be deducted from any invoice.
16. When a secondary student leaves the school, a Leaving Form must be completed by the student and signed by the tutor and Head of Secondary. In the case of the form not being signed, the cost of any school materials not returned will be deducted from the deposit.
17. No refund of deposit will be made in the following cases:
 - a) There is an outstanding debt that exceeds the deposit.
 - b) Failure to submit a completed Leaving Form, signed by the tutor and Head of Secondary. This may be done up to three months after the student has left the school.
 - c) Failure to give a term's notice of withdrawal of the student from the school.
 - d) If a place is confirmed in the school and then there is a failure to give a term's notice of withdrawal from the school.
 - e) If the student is expelled from school for disciplinary reasons.In order for the deposit to be returned, a formal request must be made in writing. The request must give details of the bank account into which monies should be paid.
18. No refund of tuition and boarding fees will be made in the following cases:
 - a) for temporary absence from school for any reason
 - b) where the student has to leave the school temporarily or permanently for disciplinary reasons
 - c) if the date of leaving the school permanently is later than the start of a term
19. All refunds are subject to deductions for outstanding payments.

Other fee regulations

20. Boarding fees include all meals. Tuition fees include lunches.
21. As indicated in the IB MYP and diploma handbooks, parents/guardians are invoiced separately for external MYP assessment costs and IB diploma examination fees. Invoices for these fees are sent out well in advance of the examinations or external assessment. Failure to pay the examination or assessment fees will be taken as an indication that the student is not intending to participate in external assessment or sit the examinations.
22. Fees for using the school bus service are available from the school office. Places on the school bus are only guaranteed to those who pay the termly bus fee. The regulations for those wishing to use the school bus are available from the school office.
23. A price list for school uniform is available at the admissions office.
24. Parents will be notified of any charges for additional lessons, other external examinations, special activities or excursions.
25. There are special fee regulations regarding learning or language support which are explained to parents when language or learning support is required.
26. Parents will be invoiced separately for any extraordinary expenses incurred by their children.
27. All families are automatically members of the Parent-Teacher Association (PTA). There is an annual PTA membership fee of €10 per family. This fee will be added to the first term invoice of one child per family. In the case of a family joining during the year this will be included in the first invoice.