



KING'S COLLEGE SCHOOL

CASCAIS

Terms & Conditions:

Introduction:

1. To confirm place reservations, parents must pay an enrolment fee which is indicated on the fees document. This fee will be non refundable, except if the fee is paid before the announcement of the tuition fees for the next academic year 2024-25. In this case, the enrolment may be cancelled within 15 calendar days after its announcement, and the enrolment fee paid will be refunded in full.
 2. By agreeing to these terms and conditions, Parents/ Guardians acknowledge that King's College School, Cascais is committed to providing educational services, promoting education, and ensuring the well-being of students.
 3. King's College School, Cascais is a school that offers day programs for boys and girls aged 1 to 15 years old, and boarding for boys and girls aged 14 to 15 years old.
 4. The school has the authority to organize the curriculum and its delivery. For the academic year 2024-25, the school provides education for the following age groups:
 - a. Early Years (1 - 4 years old)
 - b. Primary School (Years 1 - 6)
 - c. Secondary School (Years 7 - 10)
 5. The school provides education to daily students as well as boarding students from Year 9.
 6. School Calendar: The specific dates of the academic calendar for King's College School, Cascais are provided to Parents/ Guardians at the beginning of each academic year.
 7. Parental Responsibility: Individuals who have parental responsibility for a child (i.e., legal responsibility for the child) have the right to receive relevant information about the child, regardless of whether they are parties to this contract or not. This right can only be denied in the case of a court decision or if there are other justifiable reasons to refuse information in order to safeguard the child's best interest and well-being.
- ### **Fees:**
8. By paying the enrollment/ re-enrolment fee, the Parents/ Guardians agree to pay the tuition for the entire school year.
 9. Payment of Fees: The Parents/ Guardians are responsible for paying the Fees for each term directly to the School.
 10. If there is a query about an item on the fees invoice, the balance of the invoice must still be paid.
 11. The Enrolment fee is non-refundable unless there are exceptional circumstances, such as medical reasons.
 12. By default, students are promoted to the next school year, unless there are reasonable grounds for not doing so.
 13. The student's re-enrolment fee is charged and debited in April and is non-refundable. Failure to pay the re-enrolment fee will be considered as an intention to leave the school and the school place may be forfeited and subsequently re-allocated.
 14. In the event of cancellation or withdrawal, the Parents/ Guardians must pay for the entire school year. However, this may be assessed on a case-by-case basis by the board.
 15. The Boarding School fee does not cover tuition fees.



KING'S COLLEGE SCHOOL

CASCAIS

16. The Boarding School fee covers the costs of room accommodation, cleaning service, laundry service, breakfast, lunch and dinner during the week, weekend meals, use of the school's sports centre and learning resource centre, access to common areas, Wi-Fi connection, local weekend activities including transport.
17. During the admissions process, the Parents/ Guardians complete and sign a Direct Debit Authorisation form. It is King's College School, Cascais's responsibility to activate and properly maintain it. Any change implies the delivery of a new Direct Debit authorisation form to the school.
18. The payment of the King's College School, Cascais tuitions can be made in one the following ways:
 - a. In full, by the end of September (wire transfer and/or tickets/ vouchers);
 - b. Per Term, in August, December, and April (direct debit and/or tickets/ vouchers);
 - c. Every month, in 12 instalments (direct debit and/or tickets/ vouchers). This option is only available for students who attended PaRK IS Cascais in 2021-22.
19. Students who start attending school from February onwards have a 50% discount on the enrolment fee. The renovation fee will be debited 2 months after the admission date.
20. Invoicing and payment procedures:
 - a. By the 5th working day of each month, monthly invoices for school trips, educational/ learning support and other extras will be emailed to Parents/ Guardians.
 - b. After-School Activities are paid per term (November, January, and April).
 - c. Instalment payments are made until the 15th day of each month through the direct debit system and/or tickets.
21. The Parents/ Guardians must review the invoices and, if they disagree with an item billed, they must send an email with the invoice (finance@kingscollegeschool.pt) within 48 hours (working days) to request rectification.
 - a. If an adjustment needs to be made, a credit note will be issued.
 - b. If there is a credit in the account, the adjustment will be made immediately, and a debit for the rectified value will be sent.
 - c. If paying partially with tickets/ vouchers, the tickets/ vouchers must be delivered by the 3rd of each month to be considered before sending the direct debits. Otherwise, they will only be considered in the following month, and the amount of the direct debit cannot be returned.
22. If a direct debit payment is not successful, the payment will be requested by bank transfer.
23. For any outstanding debt at the end of each month, a 5% late charge will be applied and sent by direct debit.
24. After three months of delayed payment, King's College School, Cascais may hire professional collection services.
25. Outstanding debt may result in the non-issuance of certificates and the non-disclosure of student assessments.



KING'S COLLEGE SCHOOL

CASCAIS

26. The full Term's fees and extras must always be paid, even during holiday periods, bank holidays, or absences, to guarantee placement. Students with outstanding balances may only access additional services if paid in advance.
27. The School may exclude the Pupil by providing written notice if Fees are overdue for payment, or if the School refuses to accept a payment.
28. If the Pupil is excluded for 28 days or more due to non-payment, they will be considered withdrawn without notice, and a Term's Fees in lieu of Notice will be required.
29. The Parents are also responsible for paying any costs, fees, legal fees, and charges incurred by the School in the recovery of unpaid Fees, regardless of the School's claim value.
30. Payments will usually be allocated by the School to the earliest balance on the Fees account.
31. The school can use a payment made for one child to pay the unpaid fees of siblings. Fee refunds can also be used to pay an unpaid bill.
32. Instalment arrangements: If the School agrees to accept payment of current and/or past and/or future Fees by instalments, a separate agreement will be made between the Parents/ Guardians and the School. In case of inconsistencies between these terms and conditions and any instalment agreement or invoice issued by the School, the terms and conditions of the instalment agreement or invoice will prevail.
33. Fees in Advance schemes will be subject to a separate agreement.
34. Scholarships and bursaries may be awarded at the discretion and approval of the School.
35. The school may also provide financial assistance to students in exceptional circumstances, subject to the availability of funds and the school's criteria for selection.
36. The school may revise the fees and payment procedures at its discretion, with reasonable notice given to Parents/ Guardians.
37. The Parents/ Guardians acknowledge that the School may inquire with previous schools to confirm that all sums due have been paid. They also acknowledge that the School may inform any other school to which the student will be transferred if any fees from that school remain unpaid.
38. Parents/ Guardians are liable for the payment of all fees and charges associated with their child's education at the school. Failure to make timely payment may result in the child's exclusion from school activities, including field trips and extracurricular activities.
39. The school may suspend or terminate the admission of a student if, in the school's opinion, it is in the best interest of the student or the school community. This includes instances of serious misbehaviour or breach of school policies.
40. The school may terminate the agreement for just cause, including false declarations or non-disclosure of information.
41. Any disputes or disagreements regarding fees or other financial matters should be addressed through the school's formal complaints procedure.



KING'S COLLEGE SCHOOL

CASCAIS

42. The school will ensure confidentiality and privacy regarding financial matters and will only disclose information to authorised personnel or authorities as required by law.

Supervision

43. The school will provide supervision and care for students from 8:00 am to 5:00 pm, including before and after-school activities. There are clubs and activities running after school from 4:00 pm until 5:00 pm each day.

44. If the Parent/Guardian needs the child to remain beyond the normal schedule they may opt for the Late Supervision Service (5 pm - 6 pm) which has an additional cost as mentioned in the fee schedule.

45. If parents do not collect their child from school until 5:00 pm then they will be charged an additional cost for the month as mentioned in the fee schedule.

46. Parents / Guardians must respect the school's closing time. In very exceptional cases, if a child remains in school after 6pm, the Parents/ Guardians will be charged a late supervision charge. The charges applied after this hour are:

- a. From 6pm to 6:30pm: € 2 per minute
- b. After 6:30pm: € 3 per minute
- c. The third instalment delay after 7pm, the Parent/Guardian will be charged €125.

47. King's College School, Cascais reserves the right to contact local authorities or social services in cases where the child's welfare is a concern.

48. During winter, spring and summer school breaks, the school may offer a creche/childcare service for pupils between EY1 to Y2. This service comes at an additional cost. This service is optional and requires enrollment.

Educational/ Learning support:

49. Educational / Learning Support Fees are charged in addition to the core tuition fees. After an internal assessment by our staff and depending on the students' needs, The School will present a plan to address the educational / learning support requirements. This support will be provided by specialists and taught in small groups or one on one.

50. The additional cost for the Educational/ Learning Support Fees is € 30 per session.

General terms and conditions

51. The school operates a Bring Your Own Device program for students and teachers from Year 3 onwards, and the rules for the use of technology must be followed.

52. The school provides notebooks, textbooks, and reading books, and certain rules must be followed to maintain their condition, such as not writing in them and laminating them with transparent paper.

53. At the end of the academic year, students must return the books in good condition, and if they are damaged or lost, the student will be charged.



KING'S COLLEGE SCHOOL

CASCAIS

54. Students can arrive at school from 8:00 am and will be supervised in the playground until classes start at 8:20am.
55. Parents and children are not allowed to enter classrooms before the beginning of lessons unless accompanied by a teacher.
56. If a student arrives late, they must report to the Reception to be registered as late. This is important to ensure that evacuation registers are updated and the safety of all students is maintained.
57. To ensure the smooth operation of the after-school extension program, parents or guardians must adhere to the schedule in which they registered their child.
58. Any changes to the schedule must be notified to the school's assistant by email at least fifteen days before the beginning of the month.
59. If King's College School, Cascais is forced to close, the Parent/Guardian must collect the child as soon as possible. The refunding of fees is subject to the conditions of the contract.
60. The parents are required to disclose any known medical conditions, health problems, allergies, learning difficulties, disabilities, special educational needs, behavioural or emotional difficulties, family circumstances, court proceedings or court orders that may affect the child's welfare or happiness, concerns about the child's safety, or any significant changes that may alter the child's school performance.
61. All medication should be delivered by the Parent/Guardian to school with the necessary information and documentation and they must inform the school in writing regarding the child's dosage.
62. The school does not accept responsibility for the student if he/she leaves the school premises in breach of school rules or regulations. Please note however that students will only be allowed to leave the school premises when authorization is granted by the Parent/ Guardian.
63. The Parents/ Guardians agree that the pupil will be subject to school discipline during educational visits.
64. The school reserves the right to exclude the pupil from an educational visit if fees are unpaid or if there are concerns about health and safety due to behaviour issues.
65. If the parents reside outside of Portugal, they must appoint an education guardian for the child in Portugal who has legal authority to act on behalf of the parents and to whom the school can apply for authorities when necessary. The parents are responsible for making suitable arrangements to appoint an education guardian.
66. The parents are required to provide the school with up-to-date contact details for the appointed education guardian and notify the school of any changes to those details.
67. They must also provide any further information requested by the school to satisfy itself that the appointment and arrangements are suitable. Failure to provide such information may be considered unreasonable behaviour.
68. Any unauthorised person found on school premises will be asked to leave immediately and may face legal consequences.



KING'S COLLEGE SCHOOL

CASCAIS

69. Parents and visitors must follow all instructions given by school staff regarding safety and security measures.
70. The school takes the safety and security of all individuals on the premises seriously and will take appropriate action in case of any breaches or suspicious activities.
71. Parents warrant that the pupil will attend school regularly, be punctual, well-behaved, and comply with school rules.
72. The school has the authority to take disciplinary action necessary to safeguard the pupil and the school community.
73. School rules, behaviour policies, and discipline policies apply at all times, even during online learning or school trips.
74. The school does not disclose confidential information without legal requirements.
75. The school has security cameras in operation for security and safeguarding purposes.
76. The school also reserves the right not to renew the admission of students whose parents/guardians:
 - a. Behave in a way that is contrary to the school's values;
 - b. Do not comply with the established rules, codes of conduct, and other policies;
 - c. Disrespect school staff;
 - d. Fail to pay instalments on time;
 - e. Do not fulfil the attendance and punctuality requirements demanded by the school;
 - f. Do not allow the school to achieve the objectives set for the child.
- g. Engage in bullying or harassment of other students;
- h. Exhibit academic or behavioural issues that cannot be successfully addressed by the school;
- i. Engage in illegal or unethical activities;
- j. Fail to provide necessary information or documentation required by the school;
- k. Fail to cooperate with school staff in resolving any issues or concerns;
- l. Engage in any action that is deemed detrimental to the well-being or reputation of the school.
77. The school follows data protection regulations and has privacy notices explaining the use of personal data.
78. The use of images and personal data within the school premises is allowed with consent.
79. Taking photographs, capturing videos, or making audio recordings within the school premises is prohibited without the school's prior authorisation.
80. The school seeks consent for using biometric information for boarding students and allows withdrawal of consent.
81. In the cases omitted from these general conditions, the legislation in force and the customs guided by prudence, good faith and common sense shall apply.



KING'S COLLEGE SCHOOL

CASCAIS

Declaration

I have read and accepted the school's Terms and Conditions for the 2024-25 academic year. Likewise, I declare to have been unequivocally informed of the processing of my personal data, in a clear and transparent manner, and I have understood the conditions of processing in the terms set forth above.

I understand that the school may cancel this application for enrolment at any time if these regulations are not kept or if my child(ren) does not follow the established rules of the school.

I confirm that I am interested in securing a place for my child(ren) at King's College School, Cascais and that the information provided is accurate:

Student's Full Name:

Year Group (2024-25): _____

Parent/Guardian's Name:

Parent/Guardian's Signature:

Date of Acceptance: ____ - ____ - ____

King's College School, Cascais

Rua Cesário Verde, 395 Pampilheira 2750-657 Cascais, Portugal

T: +351 215 966 634 | E: cascais@kingscollegeschool.pt | W: www.kingscollegeschool.pt

An **inspired** school