



**ST. JULIAN'S**  
**SCHOOL** FOUNDED IN **1932**

# School Fees Payment Policy

Updated June 2024. Revised for the academic year 2025/26.

Prompt payment of School Fees is essential to ensure the smooth running of the School. The purpose of this Policy is to ensure a robust, non-discriminatory and fair approach to fee collection and how non-payment of fees is dealt with.

## 1. Payment of school fees

Fees are published annually on the school website.

School Fees for each term are due and are payable as cleared funds before the commencement of the term to which they relate. Invoices are normally issued for payment 90 days (not including school holidays) prior to the start of the term.

At the Admission Stage, three fees apply:

- Application Fee, payable at the submission of the application.
- Registration Fee, payable upon confirmation of a place.
- Capital Levy, also payable upon confirmation of a place.

All fees invoices issued by the school have a payment term of 30 days.

Accepted methods of payment for fees include:

- Bank transfer
- Direct debit
- Cheque

Any banking charges incurred by the School (such as the return of cheques) will be added to the amount due by the parent / guardian.

## 2. Fee increases

Fees are reviewed annually and are subject to increase from time to time to reflect inflationary changes and the needs of the School. The School operates as a not-for-profit organisation and the fee increases are made to ensure that a healthy reserve is maintained to enable the School to operate and to safeguard its future.

## 3. Notification of leaving the school

To cancel a child's enrolment, parents / guardians must give their notice of leaving by completing the online form available on the Parent Portal. This must be done with at

least one term's notice, otherwise parents/guardians will be charged for a term's fees. Please see the table below for reference.

**Deadlines to submit the notification of leaving**

- End of the Autumn Term – Before the end of September.
- End of the Spring Term – Before the end of December.
- End of the Summer Term – Before the end of March.

**4. Application for financial support**

The School provides financial support for existing families who are in need. Please read the Bursaries Policy for further details.

There must be evidence of financial assistance provided by the parents / guardians. The child must have been enrolled in St. Julian's School for at least one year, in addition to being able to demonstrate good academic results and conduct, and timely payment of school fees hitherto.

A parent / guardian who wishes to apply for a bursary based on financial need should apply in writing to the Bursar, no later than April 15th of the school year prior to that for which a discount is sought. In exceptional cases, applications will be reviewed after this date.

**5. Discounts for large families**

This clause is related to the discounts on fees payable that may be awarded to large families. The availability of discounts is limited to the School's financial position in any given year.

Parents / guardians are granted a discount of 15% for the third child attending the school and 25% for all additional children attending (simultaneously). The eldest of the attending children is always considered the first enrolled and all children must be attending school at the same time.

If any student receives more than one discount, the second discount is applied over the initial fee value less the value of the first discount. This logic applies to any number of discounts being applied to a particular student.

**6. Discounts for full-time members of staff**

This clause is related to the discounts on fees payable that may be awarded to fulltime members of staff with a tenure of over 2 years. The availability of discounts is limited to the School's financial position in any given year.

Full-time members of staff who have a tenure of at least 2 years will be granted a discount of 25% for each child attending the school (except where an existing bursary or other staff discount is already in place). If any student receives more than one discount, or a contribution from another source, the second discount is applied over

the initial fee value less the value of the first discount. This logic applies to any number of discounts being applied to a particular student.

## **7. Annual invoice or monthly payment**

On request, parents / guardians may request an annual invoice. Parents / guardians may also choose to pay monthly, incurring ten monthly instalments. Please note that this option is only available if payment is made by direct debit. Please contact the Accounts Office at [accounts@stjulians.com](mailto:accounts@stjulians.com) to obtain a direct debit payment authorisation form.

## **8. Payment plan agreement**

An agreement by the school to accept payment of fees by instalments is concessionary and will be subject to a separate agreement between the parents / guardians and the School. Any agreement will be confirmed in writing and signed by both parties. Parents / guardians who have a prior agreement to pay in instalments via bank transfer or direct debit will be allowed to continue to do so as long as they pay the agreed amount on time.

## **9. Late and outstanding school fees**

Payments not received within the terms of the invoice will be subject to an administrative charge of 7% of the outstanding payments. Interest on late payments is applicable according to Portuguese Law.

Parents / guardians with outstanding school fees must give reasons for the nonpayment to the Bursar and sign a recognition of the debt document ("reconhecimento de dívida") produced by the School. Both the explanation and the signed recognition of debt by parents / guardians are fundamental components in determining the subsequent steps, such as a payment plan. Banking charges incurred by the school (such as fees for the return of cheques) will be added to the amount owed by the parent / guardian.

Payments received will first be used to pay the oldest outstanding debts.

In cases where payments are more than 5 weeks overdue, the School may take measures deemed appropriate to collect outstanding sums, including the use of professional collection services, which will be at the cost of the parents.

Payments in arrears for later than 90 days after the term due date may result in the suspension of services. Services suspended include school lunches, school travel not required for the academic programme, and participation in any event or activity not specifically required for the completion of St Julian's School's academic programme. Students may be prevented from sitting external exams until overdue amounts are paid.

The School may, at its discretion, take all measures deemed appropriate to collect outstanding payments, including, but not limited to, using the services of collection firms and pursuing court actions.

Failure to comply with financial obligations may result in the school not accepting the students to start the school year.

Children will not be allowed to return to school next year if there is any debt outstanding from the previous year relating to any member of the family concerned.

## 10. School activities

In case the on-site school activities are suspended by the decision of the Portuguese State or by the School's decision, as a result of sanitary, safety or security reasons, the payment of the School tuition fees is still due, insofar as school activities are maintained through remote learning methods. Payments regarding food, transport, extension of schedule or any other services provided directly by the School may be reduced, in whole or in part, in case of the impossibility of provision through remote methods.

## 11. Compliance and transparency

Appropriate due diligence checks on payments made to the school will be made at periodic intervals.

In line with the current best international financial and compliance practices, the school does not accept payments in cash in excess of €100.00 (one hundred Euros). Compliance with anti-money laundering laws and regulations is paramount for St Julian's School.

POLICY APPROVAL	
Reviewed	December 2024
Next review	December 2025