

ADMINISTRATIVE REGULATION

SCHEDULE AND OPERATION

1. The Schools are open between 8:00 am and 7:00 pm.
2. Colégios Fomento Boards set the hours of functioning of the School offices at the beginning of the school year.
3. Members of the Boards and tutors are available to attend Parents by prior appointment of an interview.

UNIFORM

1. The use of the uniform is an important formative element in the Educational Project of Colégios Fomento and is mandatory in all school activities, whether they take place inside or outside the schools' premises.
2. In Physical Education classes it is mandatory to use the School's own sports equipment.

ACCIDENTS AND SCHOOL INSURANCE

1. A contract with «Tranquilidade Seguros» has been signed for the school insurance (included in the monthly fee), whose scope of coverage, capital and conditions are available for consultation at the Schools offices.
2. In the event of an accident, the Schools will take the necessary measures that the situation requires and will give immediate knowledge of the occurrence to the Parent/Guardian.
3. The Schools are not responsible for objects whose custody has not been expressly entrusted to them.
4. The damages caused by the student to the College or the third parties inside the premises and during field trips will be the responsibility of the respective Parents/Guardians.

REGISTRATIONS

ENROLLMENT

1. Enrollment of students implies acceptance of this Regulation and Educational Project of the College, forcing its compliance.
2. Enrollments for the following academic year are carried out obligatorily and for all students, in the month of February.

3. Enrollment and renewal of enrollment in Colégios Fomento takes place within the period defined by the Boards, by means of the completion of the respective documentation and the payment of the corresponding amount.

4. In case of student withdrawal or transfer, the registration and registration fee will not be refunded.

FREQUENCY AND CONDITIONS

1. The right to attend Colégios Planalto corresponds to the duty to pay for the services they are responsible to provide for, with reference to ten months per academic year, except for Kindergarten and Nurseries, which corresponds to eleven months.

2. Payments are monthly and must be made until the 8th of each month.

3. Failure to exercise the rights granted to any student for his admission to the Colégios Fomento, namely to attend classes or benefit from any other mandatory or agreed service, does not correspond to any reduction of his duties towards them, namely in the payment of coming or expired monthly fees.

4. Failure to comply with payment deadlines is subject to aggravation and constitutes an impediment to class attendance.

EXTRACURRICULAR ACTIVITIES

1. The modalities, conditions, schedules and prices of extracurricular activities are defined annually in its own document.

2. The invoicing of these activities will be done together with monthly fees from October to June.

FIELD TRIPS

1. Field trips are part of the curriculum and are therefore mandatory.

2. This service is not included in the monthly fee and is billed without any discounts.

3. Non-participation does not exempt from the respective payment.

PRICE TABLE AND DISCOUNTS 2022-2023

Monthly Fees

Euros

Nursery	485
Kindergarten	454
1st Cycle (Primary 1st-4th grades)	490
2nd Cycle (Preparatory 5th and 6th grades)	590
3rd Cycle (Middle School 7th-9th grades)	600
Secondary / International Baccalaureate - IB	755

February Enrolment

All levels	225
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REGISTRATION JUNE/JULY

Nursery	276
Kindergarten	242
1st Cycle (Primary 1st-4th grades)	260
2nd Cycle (Preparatory 5th and 6th grades)	299
3rd Cycle (Middle School 7th-9th grades)	308
Secondary / International Baccalaureate - IB	450

Meals

Nursery	79
Kindergarten	93
1st Cycle (Primary 1st-4th grades)	100
Others	107
Use of the refectory	36

Meal service can only be changed every quarter, provided that it is requested until December 15th and March 15th.

EXTENSION

	Month	Eventual
Until 18h00	Free	Free
From 18h00 to 19h00	35	3

Transports

	Month
Direct (Restelo > Telheiras > Restelo)	32

DISCOUNTS

1. Families with two or more children enrolled in Colégios Fomento benefit from the following discounts:

2 children 5%

3 children 10%

4 children 15%

5 children 20%

6 or more children 35%

The discount percentage applies to the value of the enrollment, schooling and transportation of all children.

2. Former students will benefit a 15% discount on monthly fees and enrollment for their children

The members of the Alumni Associations of Colégio Mira Rio and Planalto are granted a 5% discount surcharge.

3. Only discounts for the number of children and one of the other discounts are cumulative.

BILLING

Billing is done as follows:

Registration: February

Enrollments and enrollment renewal: June / July

Tuition for Kindergarten and Nursery: September to July (11 months)

Tuition fees, Meals, use of refectory, Extension and Transport: September to June (10 months)

Special conditions

Members of APFN (Portuguese Association of Large Families)

Members of AESE – Business School