



## King's College, The British School of Latvia

### Fee Schedule August 2022 – June 2023

Education € per term (3 terms per academic year):					
Year group	Ages	Term 1* (Aug-Dec)	Term 2* (Jan-Mar)	Term 3* (Apr-Jun)	Total
Pre-Nursery	2-3	4 158	3 119	3 118	10 395
Nursery	3-4	4 158	3 119	3 118	10 395
Reception	4-5	5 460	4 095	4 095	13 650
Year 1	5-6	6 733	5 050	5 050	16 833
Year 2	6-7	6 733	5 050	5 050	16 833
Year 3	7-8	6 733	5 050	5 050	16 833
Year 4	8-9	6 733	5 050	5 050	16 833
Year 5	9-10	6 733	5 050	5 050	16 833
Year 6	10-11	6 733	5 050	5 050	16 833
Year 7	11-12	7 703	5 777	5 777	19 257
Year 8	12-13	7 703	5 777	5 777	19 257
Year 9	13-14	7 703	5 777	5 777	19 257
Year 10	14-15	7 703	5 777	5 777	19 257
Year 11	15-16	7 703	5 777	5 777	19 257

\*Term fees include tuition, lunch and other food supplied in school, material costs and local field trips

An **inspired** school



## Terms and Conditions

### School Fees

1. School fees are invoiced annually
2. A statement is sent termly
3. School fees can be paid annually or termly
4. Each termly payment is due approximately one month before start of each term.
5. Payments are due accordingly: 31st July; 30th November; 28th February.
6. Fees are subject to revision prior to each academic year.
7. Invoices will be issued to the e-mail address of the parent indicated as the bill payer on file.
8. It is the responsibility of the parent to ensure that should their contact details change, they update the school accordingly.
9. All fees including buses, optional classes, school visits, purchase of uniforms or Chromebooks and exam fees must be paid according to the invoice by bank transfer.

### Joining Fee

10. Pupils joining the school are charged a non-returnable enrolment fee of €1.500 per pupil payable on acceptance of a place at the school. No reimbursement will be made in case of cancellation of a place at any time.

### Reenrolment each year

11. In the third term of each year parents will be requested to pay a pre-payment of 1.500€ in order to guarantee a place for the following school year.
12. This amount will then be credited to the invoice for the following school year.
13. Parents of pupils intending to leave the school in June must send written confirmation, to the school Director, detailing their departure before 31st March. No refund of pre-payment will be made if notice of departure is given after 31st of March.
14. The final decision about re-enrolment is at the discretion of the school. In the case that a child is not accepted to re-enrol the school will communicate its final decision by 31<sup>st</sup> May.

### School Contract and additional charges

15. From April 2022 all families must sign a contract with the school in order to show they have understood the terms and conditions and a commitment to follow the fee payment schedule.
16. An additional charge is made for external examinations, including IGCSE, GCE, Cambridge language exams, IB Diploma etc. The corresponding amounts are included on the termly bill where applicable.



17. School lunches are compulsory for all pupils. Packed lunches are not permitted, unless under emergency situations. By enrolling in the school parents and pupils undertake to follow the schools' policies and procedures.
18. School lunches are included in the school fees

#### **Non Payment of fees**

19. If the payment or record of transfer is not received one month after the payment is due, the student can be excluded from school, until the payment is received.
20. After two months of non-payment the matter will be referred to the Inspired financial team and School Board for appropriate action. The student will be re-enrolled when payment is made.
21. A late payment charge of 0.1% daily of the debt amount, but not exceeding 10% of the total debt will be applied.

#### **Early Leavers**

22. When enrolling or re-enrolling in King's College Latvia each family enter into an agreement which spans a school year.
23. Notice about early leaving must be sent in writing to the Director of the School at least 30 days in advance of the leaving date to ensure paperwork can be completed.
24. Refunds will be given in line with the table below

<b>Leaving date</b>	<b>Notice to be given by.</b>	<b>Refund on annual fee</b>
August 1 <sup>st</sup> to October 31st	30 days	60%
November 1 <sup>st</sup> to January 31st	30 days	30%
February 1 <sup>st</sup> to April 8 <sup>th</sup>	30 days	10%
April 9 <sup>th</sup> to final day of school	30 days	No refund

25. If for any reason, when a member leaves KCL, they have paid less than the amount owed according to the refund schedule, the member will be asked to pay the remaining amount.
26. No student records will be released until all outstanding payments are settled
27. In cases where students are suspended or dismissed for unsatisfactory conduct or academic progress, the school reserves the right to withhold any refund of tuition or fees.
28. In the event of force majeure, which causes a student or students to withdraw from the school or otherwise miss regularly scheduled school days, tuition fees already paid for the school year will not be refunded.



29. Force majeure is defined as an event such as an act of God, accident, fire, flood, war, riot, civil unrest, act of terrorism, chemical or biological contamination, strikes, industrial disputes, outbreak of epidemic or pandemic of disease, extreme weather, construction/facility defects, cyber-attack, compliance with any law or governmental order, rule, regulation or direction (including that of a local authority), failure of utility service or transportation, that cannot be reasonably anticipated or controlled by the School.
30. Parents accept that all fees are non-refundable.
31. No refund of fees can be made for absence due to illness or any other causes.
32. The school will use its reasonable efforts to provide alternative teaching if the school is required to close for any reason, including by means of remote learning.

#### **Special attention**

33. Where students have moderate to high level learning or social and emotional needs the school may make admission dependent on parents paying for additional learning support.
34. Where students have a lower level of English than that required to access the curriculum admission may be dependent on parents paying for additional language support
35. Where students have a allergies to food, which require a special menu, the school requires a medical certificate from a specialist dietary or allergy doctor.

#### **School Uniform**

36. All students are expected to wear the required school uniform as detailed in the school uniform policy
37. School uniform should be purchased from the school uniform shop
38. Parents must sign for all school uniform purchases and the cost will be added to their invoice