

EXTERNATO O LAR DA CRIANÇA

Since 1950 · Lisbon

Excerpt from

Internal Regulations

1. USERS OF EXTERNATO “O LAR DA CRIANÇA”

This School is intended for children in Pre-School Education and the 1st Cycle of Basic Education. All children are accepted, without discrimination of any kind, provided there is a place available and they have completed the enrolment process. The School also integrates children with special educational needs.

1.1. SCHOOL YEAR

The school year runs from the beginning of September until the end of July of the following calendar year, or another period as may be determined by the supervisory authority.

The academic year takes place, within the school year, in the periods established annually by the supervisory authority.

1.2. ENROLMENT AND ENROLMENT RENEWAL

1.2.1. ENROLMENT DEADLINE

Enrolment of new students takes place during the months of December and January. If places are still available at the end of this period, the enrolment deadline may be extended.

1.2.2. ENROLMENT PROCESS

The enrolment process consists of completing a standard form, accompanied by each child's relevant documents, as referred to in point 1.2.3.

The enrolment process is only considered complete upon payment of the enrolment fee, as referred to in point 1.3.1.



Enrolment, in accordance with the Law, confers student status. From that point on, the student and their parents or guardian are subject to these Internal Regulations.

1.2.3. DOCUMENTS TO BE SUBMITTED

The documents to be submitted by the parents or guardian at the time of enrolment are as follows: Citizen Card, up-to-date Vaccination Record, medical certificate, and 2 passport-style photographs.

1.2.4. ENROLMENT RENEWAL

Enrolment renewal takes place every year, between the 5th and the 30th of March. Failure to complete this renewal and/or make the corresponding payment shall be considered a withdrawal.

1.3. PAYMENT OF THE ENROLMENT FEE, THE ANNUAL TUITION FEE AND THE MONTHLY FEES FOR OTHER SERVICES PROVIDED

1.3.1. PAYMENT OF THE ENROLMENT FEE

1. When enrolling or renewing enrolment, the enrolment fee and the mandatory school insurance fee are paid at the time of registration; these amounts are non-refundable.
2. On the same date the enrolment fee is invoiced, the instalment for the tuition service for July — the last month of the academic year to which the enrolment relates — is also invoiced as a deposit and must be paid within 30 days of the invoice date.

§ This instalment will only be refundable if the student withdraws from the School and this is communicated by post or email at least 30 days before the start of the academic year to which the enrolment relates.

1.3.2. PAYMENT OF THE ANNUAL TUITION FEE

1. For attendance at “O Lar da Criança” during the school year, payment of an annual tuition fee is due, in the amount set out in the price list for each level of education.
2. The annual fee may be paid in up to 11 instalments, corresponding to the months of September to July, under the conditions set out in 1.3.3.
3. Student absences, whether justified or not, do not give rise to any discount or reduction in the annual fee.
4. Withdrawal from school attendance during the academic year does not confer any right to a refund of amounts already paid, nor does it exempt the payment of instalments due or falling due.

§ Withdrawal from school attendance during the academic year must be communicated to the School’s management at least twenty days in advance, and will only take effect at the end of the month in which this notice period ends; until that time, all obligations arising from enrolment remain in force.

Full payment of the instalment corresponding to the month in which the student’s departure takes effect is mandatory;

1.3.2.1. DISCOUNTS

1. Children and/or grandchildren of former students who attended “O Lar da Criança” for at least one full education cycle are entitled to a 10% discount on the tuition service.

§ This discount is not cumulative if the student is simultaneously the child and grandchild of former students.

2. Where students are 2 siblings, the eldest is entitled to a 5% discount for as long as this situation continues.

Where there are 3 siblings, each student is entitled to a 5% discount for as long as this situation continues.

§ This discount is not cumulative with the discount referred to in point 1.

3. A financial discount of 2% on the annual tuition fee is granted when payment of that amount is made before the start of the school year (beginning of September).

§ This discount is cumulative with the 10% former-student discount and with the 5% discount referred to in point 2.

1.3.3. PAYMENT OF TUITION SERVICE INSTALMENTS AND OTHER SERVICES PROVIDED

The payment terms for tuition service instalments and other monthly services provided are as follows:

- Payment by the 5th of the month following the invoice date, that is: by the 5th of the month to which the services to be provided relate, with the exception of:
 - a) Enrolment, or Enrolment Renewal, which is payable immediately;
 - b) The June tuition instalment, which is divided and invoiced in 6 consecutive monthly instalments from December to May, added to the invoices for those months;
 - c) The July tuition instalment, which is invoiced on the same date as the enrolment or enrolment renewal invoice, and must be paid within 30 days of the invoice date;
 - d) The September tuition instalment is invoiced in July, with a payment deadline of September 5th;
 - e) September service instalments, given that the school is closed in August, are invoiced at the start of September and paid within 10 days of the invoice date;
 - f) Activities held in July that students enrol in, as well as the fees for other services provided to them that month — namely meal services, school transport (home-school-home), extended care, etc. — will be invoiced during June, to be paid by the 5th of July.

1.3.4. PAYMENT FOR OTHER SERVICES AND/OR EXTRACURRICULAR ACTIVITIES

1. The annual fees for other contracted services provided (lunch, snack, meal service, school transport, extended care, ballet, judo, etc.) are divided and invoiced in 10 monthly instalments from September to June.

2. Payment for the services referred to in the previous point, including extracurricular activities, is made under the same terms and deadlines as payment of tuition instalments;
3. During the academic year, students may withdraw from the contracted services referred to in point 1, including extracurricular activities, provided this is communicated in writing to the School's management at least 20 days before the end of each term.

§ Full payment of the monthly fees for the contracted services and/or extracurricular activities is mandatory until the end of the term to which the withdrawal notice relates.

1.4. DETERMINATION OF ANNUAL FEE AMOUNTS

The amounts of the annual tuition fee and the annual fees for other services provided, including extracurricular activities, take into account the pay scale established in the applicable Collective Labour Agreements, expectations of its reasonable adjustment, and other fixed and variable costs.

§ However, if the conditions that determined these amounts change during the academic year, the monthly instalment amounts will be updated, provided they are officially authorised;

1.5. NON-COMPLIANCE / PENALTIES

1. Failure to meet the payment obligation for instalments on time results in a penalty (5% of the amount owed).
2. "O Lar da Criança" will notify the parents or guardian to make the outstanding payment; following this notification, the amount in question must be paid within 5 business days.
3. If the guardian fails to pay the outstanding amount within the period referred to in the previous paragraph, any invoices not yet due shall also be deemed due, and shall begin to accrue interest from that date; the non-compliance shall be deemed definitive, and O Externato O Lar da Criança, Lda. may consider the educational services agreement terminated for just cause.
4. In the case provided for in the previous paragraph, the student ceases to be a student of "Lar da Criança", and the guardian is obliged to immediately request the student's transfer to another school, where the student is subject to compulsory schooling.

1.6. EXTERNAL CONTINGENCIES

1. After enrolment/enrolment renewal and/or during the academic year, in the event of force majeure beyond the School's control, or if public authorities impose periods of suspension or reduction of in-person activities, curriculum reductions, or other measures that alter the time or manner in which "O Lar da Criança" provides its tuition service, these facts do not entitle parents or guardians to request a reduction in the annual tuition fee.

2. Without prejudice to the foregoing, O Externato O Lar da Criança, Lda. may, depending on the impact of the measures referred to above and its own means, decide to grant some reduction or other benefit to students.
3. In the case of the remaining contracted services provided to parents or guardians, when, due to any of the situations referred to in paragraph 1, “O Externato O Lar da Criança” is prevented from providing them, the period during which they were not provided will not be charged, but only where that period exceeds two consecutive weeks — except where the short duration of the interruption, or the billing rules and conditions for the provision and operation of that service, expressly indicate otherwise, in which case paragraph 1 shall apply.
4. Where optional services have been paid for in advance, any amount overpaid under the previous paragraph will be applied against annual fee instalments that are due and unpaid, or falling due. If the annual fee has been paid in full, the amounts owed will be refunded to guardians at the end of the school year.

I, parent/guardian of the student

Confirm having read the Excerpt of the General Regulations of Externato “O Lar da Criança”

Lisbon, / /