

## I. School Fees

### Application Fee

An application fee of 10.000 CZK is payable with each application submitted. The fee covers expenses relating to entrance assessment and other administrative activities and overheads. It is not refundable nor transferable regardless of the outcome or withdrawal of an application.

### Payment Schedule

#### > Deposit

In order to guarantee your child a place at our school, a deposit of 50.000 CZK needs to be settled in 2-weeks time from the enrollment date (or by the 31st March in case of current students), regardless of your payment schedule preference. The deposit will be deducted from the following tuition fees invoice (i.e. from the annual payment invoice or from the first trimester invoice). If the deposit is not paid by the date stated above, we cannot guarantee your child a place at school.

#### > Annual payment

The tuition fee payment is due by the 31st May.

#### > Termly payments

The tuition fee is paid in 3 instalments throughout the school year. The first payment is due by 31st May, the second payment by 30th November and the third payment by 28th February.

#### > Sibling Discount

Families with more than one child will receive a sibling reduction based on the following pattern:

	Discount
The first (eldest) child	0%
The second (next eldest) child	5%
The third child and subsequent children	10%

All relevant fees are payable before a student commences at (or returns to) the school. Parents are responsible for ensuring the payment of fees. This responsibility cannot be delegated to a company. The payment option can be changed with each re-registration for the following school year.

### Mid-year enrolment

If a student is enrolled into the school after the 1st September, the tuition fee will be calculated on a pro-rata basis for the number of school months and/or days remaining in the academic year. The balance of the current instalment will be payable immediately, and the remaining instalment(s) will be payable in accordance with the due dates noted above.

### Other potential costs

In the course of the academic year, there may be various expenses that are not outlined on this page, but will be charged to the parents: clubs, field trips, after school activities, transportation, lunch, external examinations, EAL and SEN support lessons, etc.

A termly charge will be applied to all students who the school deems to require additional English support (EAL). This will continue each term until the school feels the student no longer needs the EAL support (up to 3 years at maximum).

If Czech and foreign students are registered with a Czech school via Park Lane for their annual assessments, which are a compulsory part of the Czech programme, an additional annual payment of 6 400 CZK per child will be invoiced.

IGCSE examinations (Year 10 and Year 11) are being charged separately depending on the number of registered subjects and the exchange rate (£) in February / March of each school year.

The parents of any student participating in the IB programme will be billed separately for all corresponding costs (examinations, enquires upon results, nostrification, etc).

## II. Payment Methods

Tuition fees can be paid only by bank transfer. The invoices are by default issued in CZK.

Tuition fees can also be paid in EUR, GBP or USD currency via a bank transfer onto our EUR, GBP or USD bank account. The exchange rate is based on the rate published by the Czech National Bank on their website on the date of the invoice issuance. Should you prefer one of these currencies for payment of tuition fees, please let us know in advance.

Please note that any bank charges incurred from foreign currency transfers (other than listed above) will be invoiced to the payer.

Cash or credit card payments can be made at the School Office for an amount under CZK 10.000 only.

## III. Late Payments

A 2% penalty per month is applied to all outstanding amounts owed 21 days from the due date.

The school reserves the right to withhold the school report and any academic transcripts of any student whose fees remain unpaid. Students may be suspended or asked to leave the school for non-payment of fees.

## IV. Refunds

In the event that a parent or guardian wishes to withdraw a student, written notice must be provided to School at least three months prior to the withdrawal date (i.e. the last date on which the student actually attends school). Failure to provide the required notice will result in the forfeiture of an amount corresponding to the three-month notice period.

#### > Deposit

Please note that if parents decide to withdraw their child after the deposit has been paid, the deposit will be forfeited in full.

#### > School tuition fees

The School will refund part of any prepaid tuition fees based on the notice period given. The refundable amount will be calculated as 1/10 of the total school fees (excluding the deposit), multiplied by the number of months remaining until the end of the school year following the required three-month notice. Any difference from the fees already paid will be refunded accordingly. Tuition fee refunds will be proceeded to the person or company from whom the payment was originally received.

If no prepaid tuition exists, or if it does not cover the notice period, the parent or guardian must pay the remaining fees calculated the same manner. This amount will become due immediately upon receipt of the invoice.

#### > Other costs

Kindly be advised that additional fees, such as those for registration, examination fees or extracurricular activities, are non-refundable.

Any other costs owed to the school at the withdrawal date (e.g. meal and/or transportation fees, lost/damaged textbooks, etc.) will also be deducted from any refund. If no refund is owed, these costs will be payable by the parent or guardian immediately upon receipt the invoice. The school reserves the right to withhold the school report and any academic transcripts for students with outstanding balances at the time of withdrawal.

The school reserves the right to evaluate each refund request on a case-by-case basis. Any exceptions to the standard refund policy must be approved by the School Management Board.