

Terms & Conditions

Detailing of Payment Procedures & General Conditions

At Bright, we follow a transparent fee structure to ensure all necessary resources are included in the educational experience. Our fee structure is reviewed annually to reflect inflation and any necessary adjustments. Bright reserves the right to review and adjust fees annually, ensuring the sustainability of its services. The current fee structure presented below is applicable for the 2025/26 academic year.

Cambridge Early Years

School Year	Term	Yearly
Pre-Reception & Reception	€2,570	€7,470

Cambridge Primary

School Year	Term	Yearly
Year 1	€3,250	€9,420
Year 2	€3,250	€9,420
Year 3	€3,670	€10,665
Year 4	€3,670	€10,665
Year 5	€4,170	€12,150
Year 6	€4,170	€12,150

Cambridge Lower Secondary

School Year	Term	Yearly
Year 7	€5,050	€14,900
Year 8	€5,050	€14,900
Year 9	€5,050	€14,900

Cambridge Upper Secondary (IGCSE)

School Year	Term	Yearly
Year 10	€5,200	€15,200

The tuition fees include all required materials for lessons, such as textbooks, notebooks, and subject specific supplies. Homework Clubs and Enhancing Academic Clubs are also included in the Fees.

Laptops are not included in the school fees. Students from Year 7 onwards must bring their own laptops. **Calculators are not included in the school fees.** Students from Year 7 onwards must purchase the required specific model of calculator mentioned in the Parents' Handbook.

School Fees

Additional Mandatory Fees

Admission Fees (applicable to new students)	
Uniform Welcome Pack	€270
iPad (Year 1 to 6)	€645
Soprano Flute (Year 1 to 6)	€10

Other Fees	
Annual Registration Fee	€1,000
School Meals	€550 per term

Uniforms

All students are required to wear the correct uniform at all times. In order to ensure compliance with the Uniform Policy at all times, if a student arrives at school without the proper uniform, a replacement will be provided and the cost will be billed to the parents at the listed price without prior notice. For clarification on the student uniform, please consult the Parents' Handbook.

Optional Services

After-School Activities

The School provides a wide range of After School Activities that students may attend. The use of this optional service is subject to a one full term commitment, meaning once a student is enrolled in any activity the respective full term's fee will be due, and withdrawals before the end of the term do not entitle any sort of refund.

Inclusion Team Support

The Inclusion Team at Bright is dedicated to providing comprehensive support for students with special educational needs, ensuring they have access to the personalised care, guidance, and resources necessary to thrive academically and personally. If a student requires one-to-one support, and only when the Bright Inclusion Team confirms that it is able to cater to their needs, a fee per one-to-one session will be applied. This fee will be determined based on the student's educational psychologist requirements.

Payment Procedures

All school fees are invoiced Termly or Annually, according to parents' preference.

Payment Schedule for New Student

- **Annual Registration Fee:** Paid once the student is accepted. This fee is charged every year after that according to the schedule below.

The remaining fees are scheduled as for ongoing students.

Payment Schedule for Ongoing Student

- **Term 1 Fees:** Invoiced on June 2nd, 2025, payment due by July 1st, 2025.
- **Term 2 Fees:** Invoiced on November 3rd, 2025, payment due by December 2nd, 2025.
- **Term 3 Fees:** Invoiced on March 2nd, 2026, payment due by April 1st, 2026.
- **Annual Registration Fee:** Invoiced on February 2nd, 2026, payment due by February 27th, 2026.

School Meals are issued alongside Term Fees.

Payment Methods

- **Bank Transfer:** We kindly ask that the student's name and number is indicated on the transfer to ensure the credit is applied to the correct student account.

In accordance with Portuguese legislation, cash payments are not accepted.

Bank Details

- **Bank Name:** Millennium BCP
- **Beneficiary:** EUPHEUS – International Educational Project, Lda

- **IBAN:** PT50 0033 0000 4554 5771 7840 5
- **BIC/SWIFT:** BCOMPTPL
- **Bank Address:** Praça D. João I 28, 4000-295 Porto, Portugal

All fees must be received net of bank charges.

Discounts

Sibling Discounts

20% discount on the Tuition Fees of the third and subsequent children.

Annual Payment Discount

3% discount on annual tuition fees for full-year payments made by 31st March 2025.

If the annual invoice is not fully settled until this date, it will be cancelled and a new annual invoice without discount will be issued and subject to Late Payment Penalties.

Discounts are void if fees are not paid according to the payment schedule.

Fines and legal fees for credit recoveries

Bright International School will charge a 5% monthly compounded fine on payments made past due date.

Should any legal procedures be required for the recovery of any amount due, the School will charge these to the debtor.

Students with past-due debts may be subject to limited access to some or all optional services and school platforms, reports, exam results and statements. Their renewal for the following academic year will not be processed.

No debt may be carried across the following academic year.

Payment Procedures

Refunds

The **Annual Registration Fee** and **any payments made to the school** are non-refundable under any circumstance.

Renewals

Renewals for the following academic year take place in February, with the Annual Registration Fee being invoiced on the 2nd of February 2026 and due by the 27th of February 2026. If the payment is not completed before the deadline, a vacancy will no longer be guaranteed for the student.

In case any outstanding fees remain unpaid, families will be unable to renew their enrolment in February, and a spot will not be reserved for the student – even if the renewal fee is settled.

Notice of Withdrawal

Parents/guardians must notify the school in writing via email at admissions@bright-is.com one full term before the student's intended departure.

If for any reason the student does not attend at the beginning of the school year, the Annual Registration Fee and Term 1 Fees are not refundable.

Failure to meet these deadlines will result in charges for the subsequent term.

To leave	Deadline of Notice
At the end of Term 1 2025/2026	Before 30th September 2025
At the end of Term 2 2025/2026	Before 5th January 2026
At the end of the academic year 25/26	Before 13th April 2026

School Schedule

School Hours

Classes run from 09:00h to 16:00h, Monday to Friday. Early Years students may be picked up from 15:00h.

Students wishing to remain in School after official class hours (16.00h) must be enrolled in an after-school activity or club.

The school is open from 08:30h until 17:00h. School hours are subject to change/review throughout the academic year.

Academic Calendar

The academic calendar is available at: <https://bright-is.com/school-documents/>

Disciplinary Action

The School reserves the right to temporarily suspend or permanently expel any student who fails to adhere to the policies available at: <https://bright-is.com/school-documents/>. Such measures are taken to ensure the safety, well-being, and integrity of the school community.

Final decision will rest with the Principal following a thorough review by the senior leadership team. Temporary suspensions or permanent expulsions do not entitle any sort of refund.

Personal Information

Updated Information

Parents/guardians must provide the school with a local address, phone numbers and TAX IDs (Portuguese NIFs) for the students and parents/guardians as soon as possible. While the school understands that these may not always be available at the time of enrolment, it is the duty of parents/guardians to provide these.

Furthermore, all relevant medical or psychoeducational information must be provided as well. Should there be any changes or updates to these details, they must be communicated to the school Office team immediately via email at office@bright-is.com. This information must be updated annually.

All invoices and other formal notices will be sent to the last communicated postal and/or email addresses and will be deemed as received the date of sending.

Image Consent

Parents/guardians are requested to select one of the following options regarding the use of their child's image by Bright International School:

1. **Full Consent:** Approved for all purposes.
2. **Internal Use Only:** Approved for internal purposes only (e.g., Newsletters, etc.).

Please note that participation in school competitions, performances, and all other events automatically implies full consent for the use of images captured during such activities.

By signing these Terms & Conditions, or by paying a portion or the total amounts due indicated therein, the parent(s)/legal guardian(s) enter a tuition contract with Bright International School and acknowledge to have read and accepted, without reservation, these Terms and Conditions.

Parents/Guardians also agree that they have read and understood the Parent Handbook and all documentation available at <https://bright-is.com/school-documents/>

WEBSITE

www.bright-is.com

ADDRESS

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