



Liceo Aguadillano, Inc.
P.O. Box 3886 * Aguadilla, PR * 00605 Tel. 787-891-4392
Email: info@liceoaguadillano.net

REGISTRATION AGREEMENT AND CONDITIONS

Readmitted Students

The registration process for readmitted students starts between November and January of each year. To reserve a space, a non-refundable deposit of \$100.00 is required. The deposit to reserve space will be honored until July 31st of the following school year. All tuition fees must be paid in full by July 31st of each year. After that date, any tuition that has not been paid in full will forfeit the deposit and the space, becoming available to another student.

New Students

The registration process for new students begins in December of each year. To reserve a space, a non-refundable deposit of \$100.00 is required. The deposit to reserve space will be honored until July 31st of the following school year. All tuition fees must be paid in full by July 31st of each year. After that date, any tuition that has not been paid in full will forfeit the deposit and the space, becoming available to another student.

I. ANNUAL FEES

- a. Annual fees are non-refundable. Any enrolled student or family who withdraws cannot claim a full or partial refund of tuition or deposits since fees are non-refundable.
- b. In cases where a student has requested to withdraw and later wishes to apply for readmission, and has paid the tuition, deposit, and fees, they will be honored provided that space is still available for the grade they are applying for.
- c. Non-payment of annual fees results in the blocking of the Grade Report System on ISINET.

II. MONTHLY FEES

- a. Monthly payments are due on or before the fifteenth (15th) of each month.
- b. A late fee will apply from the 16th of each month onwards. The late fee is \$30.00 per student per month.
- c. If a student withdraws or enrolls on any day of the month, they will be responsible for the full payment of that month's tuition.
- d. Monthly payment receipts will not be issued.
- e. Monthly fees must be paid in person at the office using a check payable to Liceo Aguadillano. Cash payments are also accepted.
- f. Credit or debit card payments carry a 3% processing fee, which is applied at the time of payment.



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g. A 10% discount will be granted if payment is made in advance for 10 monthly payments on or before August 15th, or a 5% discount if payment is made in advance for a semester corresponding to five (5) monthly payments on or before August 15th or January 15th, as applicable.

h. All monthly payments must be settled to receive the Student Academic Progress Report (Preliminary Grades) and at the end of each school semester in December and May.

i. Non-payment of monthly fees results in the blocking of the Grade Report System on ISINET.

III. EXTENDED SCHEDULE SERVICE, EXTRACURRICULAR ACTIVITIES, AND OTHER CONSIDERATIONS

a. Special fees are non-refundable.

b. The school hours are from 7:50 a.m. to 3:00 p.m.

c. The extended schedule service is from 3:15 p.m. to 5:30 p.m. and incurs an additional cost. This service applies to students from PK level to 6th grade. The extended schedule service is subject to demand and requires a minimum of 10 students.

d. The extended schedule service provides the following payment plans:

i. Monthly Plan - Cost \$100.00 per month

ii. Weekly Plan (only 1 week) - Cost \$40.00 per week

iii. Daily Plan - Cost \$10.00

i. Extended care costs are non-refundable unless, due to reasons beyond the institution's operation, it cannot be provided. In such a case, the unused term will be credited through prorating according to the paid amount.

e. Extracurricular programs are periodically offered during extended hours, both in sports activities and the Fine Arts (subject to demand). These activities may involve an additional cost, subject to prior notice.

IV. CERTIFICATION

I certify that I have read the payment conditions for fees and monthly payments described here. I commit to fulfilling these conditions.

Signature of Father, Mother, or Legal Guardian

Enrolled Student(s) and Grade