

**Liceo Aguadillano, Inc.**

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CONTRACT AND REGISTRATION CONDITIONS 2025-2026

The registration process for readmission students begins between October and January of each year. The registration process for new students begins in December of each year. For both cases, you can reserve your space, a deposit (non-refundable) of \$100.00 is required. The deposit to reserve space will be honored until July 31 of the following school year. All tuition costs must be paid by July 31 of each year. After that date, any registration that has not been paid will lose the deposit and the space becoming available for another student.

I. ANNUAL FEES

- a. Annual fees are non-refundable. Any enrolled student or family who withdraws will not be able to claim a full or partial refund of tuition or deposits, since fees are non-refundable.
- b. In cases where you have requested withdrawal, and then wish to apply for admission, and have paid the registration fee, the deposit and fee payments will be honored, if the space continues to be available for the grade you are applying for.
- c. Failure to comply with annual quotas leads to the blocking of the grades system in ISINET.

II. MONTHLY FEES

- a. Monthly payments will be paid on or before the fifteenth (15th) day of each month.
- b. Three months of missing payments may lead to the suspension of the student services.
- c. The late fee will apply from the 16th of each month onwards. The late fee is \$30.00 per student per month late.
- d. If a student withdraws or enters on any day of the month, he or she will be responsible for the full payment of the monthly payment for that month.
- e. Monthly payment books are not provided. The institution may implement them, if necessary, at any time.
- f. Monthly fee payments must be made in person at the office using cash or a check payable to: Liceo Aguadillano, Inc.
- g. Payments made with credit or debit cards carry a 3% processing fee applied at the time of payment.
- h. A 10% discount will be granted if you pay in advance for 10 monthly payments on or before August 15 or a 5% discount if you pay in advance for a semester corresponding to five (5) monthly payments on or before August 15 or January 15, as applicable.
- i. All monthly payments for the quarter must be paid to receive the Student's Academic Progress Report (Preliminary Notes) and at the end of each school semester in both December and May.
- j. Failure to pay for monthly installments leads to the blocking of the Grade System in ISINET.

III. EXTENDED DAY CARE SERVICES, EXTRA CURRICULAR ACTIVITIES AND OTHER CONSIDERATIONS

- a. Special fees are not subject to a refund.
- b. School hours are from 7:50 am to 3:00 pm.
- c. Extended day care service is from 3:15pm to 5:30pm and carries an additional cost.
- d. This service applies to students from Pre-Pre level to 6th grade.
- e. Extended day care service is subject to demand and requires a minimum of 10 students.
- f. Extended day care service provides the following payment plans:
 - i. Monthly Plan – Cost \$100.00 monthly
 - ii. Weekly Plan (only 1 week) – Cost \$40.00 per week
 - iii. Three (3) Days per Week Plan – Cost \$80.00 Monthly
 - iv. Two (2) Days per Week Plan – Cost \$60.00 Monthly
 - v. Daily Plan - Cost \$10.00 per day
- g. Extended day care costs will be paid on or before the fifteenth (15th) day of each month.
- h. The costs of extended care are not reimbursable unless, for reasons beyond the control of the institution, it cannot be carried out. In such cases, the unused term as paid will be credited by means of proration.
- i. Extracurricular programs are periodically developed with extended hours, both in sports activities and in the Fine Arts (subject to demand). These activities may carry an additional cost subject to prior notice.

I certify that I have read the payment conditions for installments and monthly payments described here and I undertake to comply with said conditions.

Signature of Father, Mother or Legal Guardian

Enrolled Student(s) and Grades