

SECTION 8 – PAYMENT*

METHODS OF PAYMENT FOR THE TUITION FEES

Parents may choose to pay on a termly basis or take advantage of the discounted annual academic fee.

Please note that fees for students starting during the academic year will be charged on a pro rata basis.

Parents who wish to pay **termly** should pay in **3 instalments (by 1st June, 1st December and 1st March)**.

Detailed list of school fees for each year group is attached.

Period of payment (please tick

yearly

See the discounted annual fee in the price list.

Only if paid for the whole year in advance **by 1st June**

termly

See the price list for termly instalments.

Payable in 3 instalments **on 1st June, 1st December, 1st March**

Sibling discounts are offered for families paying yearly with more than one child simultaneously attending PBS / CBZS

Invoices are issued in electronic form only and sent by email (in accordance with law 235/2004 Sb. on VAT, § 26 par. 4)

INVOICING DETAILS

Name and address requested on the invoice:

Name and e-mail address where the invoice should be sent :

If the invoice will be paid by your employer please ask the representative of the company to complete the following:

IČO (Company Registration No.): _____

Person responsible for payment: _____

DIČ (V.A.T. Registration no.): _____

Her / his tel. number: _____

E-mail: _____

The above company will pay (please tick

application fee

examination fee (only applies to students in Years 6-13)

tuition fee

language courses (optional)

school transport fee (optional)

book deposit (Only applies to students in Years 7-13. This deposit is fully refundable)

As representative of the above company I confirm that the company shall duly pay the price for the relevant Key Stage / year group in accordance with the payment terms and conditions set out in this application form. Notification of any changes will be made in writing in accordance with these terms and conditions.

Name: _____ Date: _____ Stamp and signature

PAYMENT TERMS AND CONDITIONS

- **Payment of tuition fees is due and payable by the date stated on the invoice.**
- Invoices are sent to the e-mail address indicated in this form.
- Payment may be made at our bank – Sberbank CZ, a.s., Na Pankráci 1724/129, Praha 4 or other bank branches, account no: 4200116786/6800, IBAN: CZ82 6800 0000 0042 0011 6786, SWIFT CODE: VBOECZ2X.
- Invoices are payable net of any bank charges.
- We strongly prefer payment by bank transfer, however we will accept cash payment in exceptional cases. This has to be agreed in writing in advance with our Finance office. A surcharge of 500CZK will apply in such cases.
- The Admissions office must be informed in writing of any changes that will affect the invoice, **at least 3 weeks** before the date of issue.
- **Reminders are sent if payment is not received within the required deadlines. In case of late payment, the school is entitled to charge a penalty in accordance with Czech law. No documents, certificates or reports will be issued unless all outstanding invoices are paid.**
- Failure to make payment within the required deadline may result in suspension of the pupil. In the event of any payment being delayed for more than four weeks the school may not be in a position to offer a place.
- The application fee is **non-refundable** unless the school is unable to provide a place for the pupil.
- Pupils will be allowed to enter the school only on receipt of the application and tuition fees.
- Tuition fees for mid-year enrolment are pro-rata, based on the total weeks remaining in the academic year.
- **The school requires one full term's notice of withdrawal in writing or full term's fees will be charged.**
- There is no refund for absence, withdrawal or dismissal.

A school where people want to be

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