

BENJAMIN FRANKLIN INTERNATIONAL SCHOOL

FEE PAYMENT POLICY

July 2025

Tuition, lunch and bus fees may be paid yearly or monthly (10 installments for N through 11th grade, and 9 installments for 12 grade). Monthly payments are due on the 5th of each month.

The failure to pay all school fees by due dates will be addressed in the following manner:

Thirty calendar days after the due date, BFIS will communicate in writing the outstanding debt to the parent responsible for the student's account.

Sixty calendar days after the due date, and every thirty days thereafter, tuition and/or other school fees in arrears will be assessed a service charge (as determined by "Banco de España") on a yearly basis of the unpaid balance.

The school reserves the right to suspend the student from classes until payment obligations have been fulfilled.

The failure to meet all financial obligations to the school may result in the referral of any uncollected debt to the school's legal counsel.

Final confirmation of a space for the following academic year is subject to all existing financial obligations to the school being met satisfactorily. BFIS also reserves the right to reject any matriculation payment. In case of recurrent defaulters, BFIS reserves the right to reject any re-matriculation requests.

Early Departure Penalty

Any changes regarding enrollment or length of stay must be communicated in writing to BFIS before June 1st, before the start of the following school year in September. Said communication will be deemed valid only if it contains the departure date. Any changes communicated after May 31st, have a three month's tuition Early Departure Penalty fee.

Please note that Matriculation Fee and Entrance Fee are always non-refundable regardless of any communication made.

Partial-Day Attendance

There is no discount for students attending school for only a part of the school day.

Discounts 4th and 5th child:

Families will have a 50% discount on Entrance Fees for their 4th and 5th child/ren.

New Students entering Nursery:

Payment of Entrance Fees can be paid over two years (50% and 50%)

BFIS Graduates Discount

50% of Entrance fee and 100% of Application fee will be waived for children of BFIS graduates.

Additional Copies of Transcripts

There is no charge associated with requests for additional copies of transcripts by BFIS Alumni.

IB Fees

Registration for IB examinations and administrative related fees will be billed to families of all IB Diploma candidates in 12th Grade early in the school year. Any changes after registration may incur an additional fee. The non payment of fees before exam season may result in the exam registration being canceled.

Other Fees

Some fees, such as After School Activities, Team Sports, Competitions, Tournaments, Overnight Field trips and such, are optional and are not included in our Tuition fees. Costs will be communicated to families and will be billed upon registration.