

BENJAMIN FRANKLIN INTERNATIONAL SCHOOL

BILLING FOR THE AFTER-SCHOOL ACTIVITIES PROGRAM

Updated February 2024

The after-school activities program is divided into two semesters, each lasting approximately 17 weeks. Activities for the first semester run from September to the end of January, while those for the second semester take place from the end of January to June.

The first week of each semester is always a trial week, giving students the opportunity to try new activities.

Registrations must be completed through the SchoolsBuddy platform (accessible via the BFIS website).

Billing

After the trial week, BFIS assumes that all registered students will continue participating in their selected activities for the remainder of the semester. The corresponding activity fees will be charged to family accounts via direct debit in October (for the First Semester) and in February (for the Second Semester) through the Business Office.

If a student decides not to continue with an activity, this decision must be communicated via email to the After-School Activities Coordinator so that the student can be officially removed from the activity list. The deadline for sending this email is **7 days after the activity begins**. If the email is not received by the deadline, families will automatically be charged for the **entire semester**.

Refunds

Due to contractual agreements with external staff (e.g., coaches) and activity providers, **no refunds** will be issued after the trial week. The **only exception** to this policy is if the withdrawal is due to **medical reasons**, in which case **official medical documentation** must be provided.

Mid-Semester Activity Changes

If a family has already been billed for a full semester and the student does not wish to continue the current activity, every effort will be made to help the student switch to another available activity within the program. In most cases — depending on the type of activities and fees involved — the semester fee from the original activity may be transferred to the new one. However, BFIS **cannot guarantee** that another suitable activity will always be available.

Late Starts and Related Costs

Families wishing to join an activity **after** registration and the trial week must send an email to request availability. In these cases, the fee will be **prorated** based on the remaining sessions.

Payment Methods

The Business Office charges families according to previously established instructions. Payment can also be made at any time through the school's website.

Exception: Team Sports Program

The fee for team sports activities is **charged per semester**. Students are allowed to try **one training session** with the coach and the team during the designated trial week. After this trial session, BFIS assumes that all registered students will continue in the activity.

Families may cancel enrollment **in writing** within **7 days** of the start of the activity. If no cancellation is received by that deadline, families will be charged the full semester fee. This fee is **non-refundable**, regardless of whether the student attends practices for the entire year or not, and there is **no prorating** of fees. All costs related to **travel and accommodation for tournaments** must be covered by the families.