



**TUITION AND FEES POLICY  
2023-2024**

TABLE ONE: TUITION	Option #1	Option #2	Option #3		Option #4
Grade Levels	Annual (15 July)	Early Bird Discount (15 April)	70/30 Semester Plan (15 July & 15 Nov)		9 Monthly Installments (15 July-15 March)
Toddler (Age 3 by Sept 15) Pre-K (Age 4 by Sept 15)	7,405	6,665	5,184	2,221	823
KG (Age 5 by Sept 15)	8,110	7,299	5,677	2,433	902
Primary Gr. 1-5	9,622	8,660	6,735	2,887	1,069
Secondary Gr. 6-12	10,849	9,764	7,594	3,255	1,205

**TABLE ONE TERMS AND CONDITIONS:**

1. **All payment plans** exclude the \$1000 mandatory, non-refundable, non-transferable Tuition Fee Deposit (See Table Two). The Tuition Fees Deposit is paid separately and prior to acceptance each year.
2. **The Annual Tuition payment** made on or before July 15<sup>th</sup> has a \$100 discount from the Tuition Fee.
3. **The Semester Tuition payment plan** has a discount of \$75 for the first payment due on or before July 15<sup>th</sup>.
4. **Early Bird Discount (EB)**
  - a. EB is available to returning students with two full years successfully concluded at CRIA; students who have successfully completed the full year 2022-23 may use the EB option for the 2023-24 school year
  - b. EB is available to new students who have a sibling with two full years successfully concluded at CRIA, or a sibling who has successfully completed a full year for 2022-23
  - c. EB provides a 10% discount on Tuition, net of the \$1000 Tuition Fees Deposit, and must be paid by April 15<sup>th</sup>
  - d. EB discount is not available to those who have scholarship/financial aid/discount provisions in place
  - e. EB Tuition payment and Tuition deposit are non-refundable and non-transferable
5. **A sibling discount** of 10% for the third child and 20% for the fourth child and above; pertains to the youngest child(ren) enrolled full-time for tuition fees only.
6. **All Tuition and Fees payments** are non-transferable, non-refundable and are required to secure a seat.
7. **Early Years students** must be potty-trained *before* acceptance to the early years' program. Early years students are assigned to grade levels by age. Students must be: 3 yrs. old by Sept 15<sup>th</sup> for entry into Toddler; 4 yrs. old by Sept 15<sup>th</sup> for entry into Pre-K; 5 yrs. old by Sept 15<sup>th</sup> for entry into Kindergarten; 6 yrs. old by Sept 15<sup>th</sup> for Grade 1.



TABLE TWO: OTHER MANDATORY FEES

	<b>Tuition Fee Deposit (All Students)</b>	<b>New Student Matriculation Fee</b>
	100% (annual fee)	100% (one-time fee)
Local Students	\$1,000	\$800
International Students	\$1,000	\$1,800

**TABLE TWO TERMS AND CONDITIONS:**

**1. Tuition Fee Deposit:**

- **Returning Students:** \$1,000 if paid by April 15<sup>th</sup>; if paid after April 15<sup>th</sup> the Tuition Fee Deposit is \$1,500 to guarantee a seat
- **New Students:** In addition to the New Student Matriculation Fee, the Tuition Fee Deposit is required within fifteen (15) business days from notice of acceptance. After 15 business days, Tuition Fees Deposit increases to \$1,500. Seat is not guaranteed until the New Student Matriculation Fee and the Tuition Fee Deposit are paid in full
- New and returning students may not attend classes at start of school until all payments are made

2. **Late payments** shall incur a 1.5% monthly penalty and will lead to de-enrollment if any portion is unpaid by the last day of each quarter term as per *Ministerio de Educacion Publica de Costa Rica Decree # 24017*. Term end dates for 2023-24 are found on the School Calendar.

3. **All tuition payments and mandatory fees** are non-refundable and non-transferable.

**Tuition Fee Deposit: Toddler-Grade 12**

- Mandatory Tuition Fee Deposit for all students Toddler to Grade 12 of \$1000
- **Due date for returning students: 15<sup>th</sup> April prior to the August start date**
- Due date for new students: upon acceptance to secure seat, whether a partial year or full year
- Tuition Fee Deposit is non-refundable and non-transferable, and not prorated for partial year

**New Student Matriculation Fee: Toddler-Grade 12**

- For new students transferring from overseas or home-based schooling, or those who are starting school for the first time, there is a one-time New Student Matriculation Fee as per Table Two rates
- This fee is for new students who are enrolling for one term, one semester or full year
- New Student Matriculation Fees are billed upon acceptance along with the Tuition Fee Deposit and are non-refundable, non-transferable and must be paid to guarantee a seat

**Partial Year Students: Toddler-Grade 11**

We have families who enroll students for either one quarter term or a semester term and then transfer back to a home country school. CRIA accommodates such students with the following terms and conditions:

- One quarter term is 30% of the annual tuition rate for the grade level; one quarter term is the minimum time for enrollment at CRIA
- Between one quarter term and one semester term pays 55% of the annual tuition rate (equivalent to one semester tuition fee)



- Students who are enrolled between one full semester and one full year are subject to paying the annual tuition payment in full, no prorated payments
- New Student Matriculation Fee and Tuition Fee Deposit must be paid in full for Partial Year Students
- All fees for Partial Year Students must be paid in full before entering school, no payment plans
- Grade 12 students who are graduating from CRIA must pay full year tuition and be in attendance for the full academic year, no partial payments are accepted; no early graduation provisions are permitted

**Billing and Payment**

- School fees are quoted in USD
- Payment can be made in colones at the official Banco Central sell-rate or in USD
- International checks are not accepted for payment of any school fees
- All bank transfer fees are paid by the sender
- Cryptocurrency Payments Bitcoin and Ethereum payments are accepted. Terms and conditions apply. For instructions, please contact the Business Manager, Margarita Elizondo
- Payment in cash can be made by depositing the amount due in any branch of:

**Local Wire Transfers or Deposits**

**Banco BCR**

Name: Guanacaste School Parents Team, SA  
 Bank: Banco de Costa Rica  
 Denomination: DOLLARS  
 Cedula #: 3-101-668823  
 IBAN: CR90015201001030749436

**Banco Nacional**

Name: Guanacaste School Parents Team, SA  
 Bank: Banco Nacional  
 Denomination: DOLLARS  
 Cedula #: 3-101-668823  
 IBAN: CR50015119320020021224

**International Wire Transfers**

For international wire transfers, please add \$70 to the total of the invoice for bank fees.

SWIFT:	BCRICRSJ	<u>Bank Address:</u>
UNIVERSAL CODE:	019339	Banco de Costa Rica
Account #:	001-0307494-3	Av Central y Av Segunda
IBAN:	CR90015201001030749436	Calle 4y6, San Jose, CR
Account Name:	Guanacaste School Parents Team, SA	
ID:	3-101-668823	



**Payment made by deposit must be identified with the student's name, with a copy sent (by email) to the School Business Office, or email Margarita Elizondo at [m.elizondo@criacademy.com](mailto:m.elizondo@criacademy.com) . Otherwise, the deposit cannot be credited to your school account.**

### **Additional Fees and Expenses**

Additional fees are charged for regular school-to-home transportation, bus service, food service, instrument rentals, uniforms, some after school activities, field trips, a copy of the school yearbook and school photos. Students are required to purchase the official P.E., House Team and CRIA school uniform. Additional charges may be levied for consumable materials or special tools in courses like advanced art or math (calculators, etc.), and for personal reference texts, when required by the school. A **school supplies list** is provided for each grade level for each student to purchase. See the school website for supplies lists.

**Tuition fees surcharges** for special education services/programs are required for enrollment at CRIA. Special Education services or programs could include, but are not limited to, special classes/tutoring in areas such as ELL, remedial learning, specialized arts and ASAs, learning disabilities, gifted and talented programs, online courses, and support services for students who are learning impaired or who have identified limited special needs.

CRIA pays for MAP (KG-Grade 8) and PSAT testing (Grade 9-11) at School Director-approved timings each year. Any additional external testing per year beyond the testing covered by the school must be paid for by the student taking the test.