



**TUITION AND FEES POLICY  
2024-25**

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: Half Day	5,405	4,865	3,784	1,621	600
Toddler: Full Day	7,405	6,665	5,184	2,221	823
Pre-K: Half Day	5,405	4,865	3,784	1,621	600
Pre-K: Full Day	7,405	6,665	5,184	2,221	823
KG	8,110	7,299	5,677	2,433	901
Primary Gr. 1-5	10,295	9,265	7,207	3,089	1,144
Secondary Gr. 6-12	11,610	10,449	8,127	3,483	1,290

**TABLE ONE TERMS AND CONDITIONS:**

1. **All tuition payment plans** exclude the \$1000 mandatory, non-refundable, non-transferable Matriculation Fee (See Table Two). The Matriculation Fee is paid separately and prior to acceptance each year
2. **Early Bird Discount (EB)**
  - a. EB is available to returning students with two full years successfully concluded at CRIA
  - b. EB is available to new students who have a sibling with two full years successfully concluded at CRIA
  - c. EB provides a 10% discount on Tuition, excluding the Matriculation Fee, and must be paid together by April 15<sup>th</sup>
  - d. EB discount is not available to those who have scholarship/financial aid/ other discount provisions (sibling discount, etc.) in place
  - e. EB Tuition payment and Matriculation Fee are non-refundable and non-transferable
3. **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
4. **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 2024-25 are found on the School Calendar
5. **All Tuition and Fees payments** are non-transferable, non-refundable and are required
6. **Early Years' program students** must be potty-trained *before* acceptance to the Early Years' program. Students are assigned to grade levels by age:
  - a. Toddler (Age 2 or 3 by Sept 15)
  - b. Pre-K (Age 4 by Sept 15)
  - c. KG (Age 5 by Sept 15)



- d. Half day program option runs from 8:00am to Noon for Toddler to Pre-K, without full breadth of specialist classes
- e. Half day program students may upgrade to full day program at prorated Tuition
- f. Half day program students who stay beyond 12 noon for whatever reason are charged a \$25 per day tuition surcharge, billed monthly

**Table Two: Other Mandatory Fees**

	<b>Matriculation Fee (All Students)</b>	<b>New Student Fee</b>
	100% (annual fee)	100% (one-time fee)
Local Students*	\$1,000	no fee
International Students	\$1,000	\$2,000

\*Currently attending a Costa Rica based school, private or public, at time of application.

**TABLE TWO TERMS AND CONDITIONS:**

- **Returning Students:** Matriculation Fee due date for returning students is 15<sup>th</sup> April prior to the August start date. The Matriculation Fee is \$1,000 if paid by April 15<sup>th</sup>; if paid after April 15<sup>th</sup> the Matriculation Fee is \$1,500 to guarantee a seat
- **New Students:** In addition to the New Student Fee, the Matriculation Fee is required within fifteen (15) business days from notice of acceptance. After 15 business days, the Matriculation Fee increases to \$1,500. Student acceptance and seat is not guaranteed until the New Student Fee and the Matriculation Fee are paid in full
- **New and returning students** may not attend classes at start of school until all payments are made
- **All tuition payments and mandatory fees** are non-refundable and non-transferable

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

- Local school students (transfer students, or just starting school) do not pay the New Student Fee
- For new students transferring from overseas or home-based schooling, or those who are starting school for the first time coming from overseas, there is a one-time New Student Fee
- This fee is for new students who are enrolling for one quarter term, one semester or full year
- New Student Fees are billed upon acceptance along with the Matriculation Fee 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
- One semester term pays 55% of the annual tuition rate



- 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 Fee and the Matriculation Fee 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 by the school or paid for directly by parents:

- a. regular school-to-home transportation
- b. bus service
- c. food services
- d. instrument rentals, consumable materials or special tools, technology, calculators, etc.
- e. official P.E., House Team, and CRIA school uniforms
- f. some after school activities
- g. field trips and club/team trips
- h. a copy of the school yearbook and school photos
- i. personal reference texts, when required by the school
- j. 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.

Students with past records of behavioral challenges, IEPs, or special needs, however minor, must disclose such information during the application process. If it is determined that a student is accepted to CRIA without parents disclosing important information for acceptance, or during enrollment it is found that CRIA does not have the support services to attend to the special needs, behavioral, academic, or emotional, the family shall be counseled to withdraw enrollment in the best interest of their child and/or the school community. **Enrollment to CRIA is contractually for one year and is not guaranteed in subsequent years.**