



Extracurricular Programs Billing Policy

Updated July 2020

Mission

Our purpose is to engage our diverse school community in the pursuit of educational excellence and success for all students. (BFIS Mission Statement)

The Extracurricular Programs include the After-School Activities Program, the Team Sports Program, the Concertante Music Program, and the Tutoring Program. Programs are divided into two semesters that run about 17 weeks each. First semester activities run from mid-September to end of January and second semester activities run from end of January until early June.

The first week of each semester is always a trial week to allow students to try new activities. **Trial week has been temporarily cancelled this year due to Covid19.**

Billing:

After the trial week, BFIS assumes that all students registered will continue in their activities for the rest of the semester. The charge to family accounts will be made in late September (First Semester) or in early February (Second Semester) through the Business Office.

If you decide not to continue with the activity, then you must communicate this decision by email to the Extracurricular Programs Coordinator by email and must be sent **no later than the Friday of the first week of activities.** If this email is not sent by the deadline, families will automatically be billed for the entire semester.

Refunds:

Due to BFIS's contracts with external staff, such as coaches, and agreements with providers, no refunds will be given after the trial week has ended except in extenuating medical circumstances which require backup documentation and are handled on a case by case basis.

Switching activities mid-semester:

If a family has been billed the full semester fee for an activity but their child does not wish to continue, every attempt will be made to find another activity within the program and the child can switch activities. In most cases, but depending on the types of activities and fees, the semester fee of the first activity can be transferred toward the second activity. BFIS cannot guarantee that there will always be another activity available to switch to.

Late start and related fees:

Families who wish to join an activity after the registration and trial week has passed need to send an email to see if there are spaces available. For late start, semester fees will be prorated.

Payment Methods:

The Billing Office bills families per the instructions they have previously specified. Payment can also be made online at any time through the BFIS website.

Exception: Concertante Music Program

The Concertante Music Program is billed directly through the academy following their own payment and billing policies. There is a minimum registration period of 3 months. After that, students can drop out by giving one month's notice in writing. Music and Movement starts in mid-September however instrument lessons start the first week of October.

Exception: Team Sports Program (BISA and Iberia Leagues)

The fee for team sports is annual. Students may try one training session with the coach and team during the trial week. After the trial week, BFIS assumes that all students registered will continue in team sports for the rest of the year. Families may cancel the registration in writing no later than the Friday of the trial week. If there is no cancelation by this date, families will be billed the annual fee. This fee is not refundable regardless of whether the student attends practices all year or not. All expenses related to travel and accommodations for the Iberia tournaments are covered by families.

Exception: Covid19

Many academics, music (instrument lessons, tutoring, art classes) and some sports activities (yoga and taekwondo, and fitness for teams sports for example) will go online if it becomes necessary. Should the school need to close again for any reason, or if a group is quarantined, activities will continue online whenever possible. Any activities that cannot go online will have the fees refunded to participating families. Refunds will only be offered for activities that cannot be held online. Families will not have the option to opt out of paying for activities that move online.