



THE EDRON ACADEMY  
(El Colegio Británico) A.C.

## ADMINISTRATIVE POLICIES School Year 2017-2018

### INTRODUCTION

These regulations are the most important administrative guidelines pertaining to El Colegio Británico (The EDRON Academy), A.C. that will be in effect for the 2017-2018 academic year.

### ADMINISTRATIVE REGULATIONS

#### I.- Official Registration

The Kinder is registered under code P-0783-175, 09060453 CCT.09PJN0987P, and Primary School is registered in the Ministry of Education (SEP) under code 31-1648-335-00-Px-021 agreement 956015, CCT09PR0893R and the Secondary School under ES4-624-882271. The National University (UNAM) validates the *Preparatoria* level.

#### II.- School Years and Fees

Listed below are the Grades offered by the School with the respective fees for each grade.

GRADE	ANNUAL REGISTRATION	MONTHLY FEE
EYC(YRS 1-2)	\$15,500.00	\$8,100.00
Nursery	\$20,850.00	\$10,850.00
Reception	\$22,400.00	\$11,700.00
KS1 (YR1)	\$22,600.00	\$11,750.00
KS1 (YR2)	\$25,550.00	\$13,450.00
KS2 (YRS 3-6)	\$25,700.00	\$13,500.00
KS3 (YRS 7-9)	\$28,700.00	\$15,100.00
KS4 (YRS 10-11)	\$31,500.00	\$16,650.00
I.B. (YSR 12-13)	\$31,500.00	\$16,700.00.

Ten monthly fees are paid per academic year.

The fees cover the cost of most school supplies and access to laboratories, workshops, library and infirmary.

They also cover the cost of accident insurance. All students are insured during school time (7:35 A.M.- 2:40 P.M. and also when students are representing the school in external events and extra-curricular activities) with a coverage of \$60 000.00 Mex. Cy. .  
**The deductible is covered by the school.**



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### III.- Payments

School fees must be paid during the first 10 days of the month. Overdue payments will be subject of a 3.5% monthly overcharge.

#### School fees can be paid either:

- A) Directly at the School's cashier, only if you pay by credit or debit card and cheque, NO cash, from 7:30A.M. to 3:30 P.M., or
- B) by a deposit in the School's bank account or online transfer.

<b>BANK</b>		
BANCOMER	CONVENIO CIE 984418	+Referencia individual
<b>CREDIT OR DEBIT CARD</b>		
Recurring payment with credit card without any commission	Visa, Mastercard, American Express	Fill-out authorization format with cashier

When paying directly at the cashier, the school will issue an invoice which will be sent directly to the e-mail appointed by the payer. When depositing in the bank, the School's cashier will require the original deposit slip, stamped by the bank in order to issue a receipt or invoice and for the collections system to acknowledge payment.

It is the parents' responsibility to keep all receipts as proof of payment.

The invoice issued by the school for all fees and payments will be in the name of the person the cashier has registered. Should you need the invoice in a different name please send all you tax ID information to [caja@edron.edu.mx](mailto:caja@edron.edu.mx) before payment. Changes to invoices already issued can be made before the end of the month in which the invoice was issued.

#### Returned Checks

Based on Mexican Law, the School will require a 20% surcharge on any returned cheque, plus an extra 3.5% if the cheque was received after the 10th day of the month.

#### IB and IGCSE Fees and Payments

At IB and IGCSE levels, external examinations must be paid for at least ten days before the start of the examination period.

Students in Yr 11, 12 & 13 must pay for their registration in order to validate their studies at the UNAM. The amount will be settled by the UNAM in September and paid to the school by October 31st, 2017.



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### **Financial Support**

Families with more than 2 children at school will have the following financial support:

Third child	30%
Fourth child	40%
Fifth child	50%

\*This percentages apply only for monthly school fees and only if they are up to date with their payments. This does not apply if the student already has a school scholarship (SEP / UNAM)

### **Payment in Advance**

**A 3% discount will apply if the annual payment of tuition is paid by 11 September 2017.**

### **Overdue Fees**

When fees are overdue, the following procedure will be implemented:

- a) After the 10th day of the month, the surcharge mentioned in item III will be applied.
- b) After one month, an e-mail requesting payment will be sent.
- c) If the School does not receive the payment, and fees are overdue by two months, a second reminder will be sent, informing of a 30 day term in which payment must be made. If the debt is not settled within a time limit of 30 days and three consecutive payments remain overdue, the student or students will be excluded from school.
- d) Students who have overdue payments related to fees, examinations or fees to revalidate their studies will not have the right to sit their end of term or final exams.
- e) The school will not accept annual registration of students with outstanding balances.



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