2026/2027

Finance Policy

WHOLE SCHOOL

MORNA INTERNATIONAL COLLEGE

IBIZA

SINCE 1973

Policy Owner:

Executive Director

Overview
The Finance Policy at Morna International College aims to provide complete financial transparency. Parents are encouraged to revisit this document on a yearly basis, as amendments may be made from time to time. Any major changes relating to finance at Morna International College will be communicated to parents prior to the policy being updated.

If any part of this policy requires further explanation, please do not hesitate to contact the Finance Department, which is located on the lower level of the tower in the administration building.

Communication
All financial information is communicated to parents by email. Parents may choose whether one or both parents receive financial information and may also request that information is sent to, or copied to, a third party (for example, a benefactor or accountant).

Email preferences can be arranged directly with the Finance Department. Statements and copies of all financial information are also accessible via the iSAMS Parent Portal, either through the web-based portal or the mobile app.

Inscription Fees – New Students
Once a child/ren has completed the application process and has been offered a place at the school (or a place on the waiting list), an inscription fee of €3,000 per child is payable (€2,000 for siblings).

Upon receipt of this payment, the child will be placed on the class list or waiting list, as applicable.

- If a firm place is offered and the parents later decide not to proceed with the application, 50% of the inscription fee will be refunded.

- If a child is placed on a waiting list and the school is unable to offer a place, and the parents choose not to wait further, the inscription fee will be refunded in full, including for any siblings who have also paid inscription fees.

The inscription fee is separate from tuition fees and is not deducted from them at any time.

Where a class is full and parents request to defer the start date, the school may hold the offered place for a maximum of one term. Places cannot be reserved or held beyond this period and cannot be held indefinitely.

Absences – Fee Implications
Morna International College strongly discourages parents from taking students out of school during term time, other than during official school holidays.

If a student is taken out of school for holidays during term time, no reduction or discount in fees will apply.

Where a student is absent for one term or more, the following applies:
- If the student's class is full, school fees must continue to be paid in order to keep the student's place open. This arrangement may be permitted for a maximum of one academic year only.
- If the student's class is not full, school fees will not be charged during the period of absence. However, when the student returns to school, **50% of the inscription fee must be paid again** (€1,500 for the first child, €1,000 for siblings).

These arrangements are subject to availability and approval by the school only.

Exceptional Circumstances – School Closures - Refunds

Morna International College will make every reasonable effort to remain open and minimise disruption to students' education.

However, exceptional circumstances beyond the school's reasonable control, including extreme weather, fire, natural disasters, industrial action, staff strikes, insufficient staffing levels to operate safely or other emergencies, may require the temporary closure or evacuation of all or part of the school.

Where School Management determines that it is unsafe or not reasonably practicable for students to attend, the school reserves the right to suspend classes or temporarily close the affected areas for as long as necessary.

In such circumstances, school fees will remain payable, and refunds, reductions or credits will not normally be provided, provided the school has taken reasonable steps to avoid or minimise disruption.

Where reasonably practicable, the school will endeavour to provide alternative educational arrangements.

School Fees

School fees are payable on a term-by-term basis and must be paid within the payment windows indicated below:

- **Autumn term (Term 1), 40%**
  Payable from 1 August to 1 September
- **Spring term (Term 2), 30%**
  Payable from 1 December to 1 January
- **Summer term (Term 3), 30%**
  Payable from 1 March to 1 April

The invoice for the 40% autumn term fee will be issued to parents by email during July of the preceding academic year. Invoices for the spring and summer terms will normally be issued two weeks prior to the payment due date and will be sent by email.

If payment for the upcoming term is not received within the specified period, the school reserves the right to refuse entry to the school at any point during the academic year.

Start Dates

Foundation Stage and Primary School

Student admission is permitted at different points during the school year. However, the school strongly recommends that students start at the beginning of the academic year or at the start of the spring or summer term.

If a student is required to start at any other point during the term, the following fee arrangements will apply:

- Start at half term:
  50% of the term fee will be charged.
- Start at the beginning of a month:
  A monthly fee will be calculated and multiplied by the number of months remaining until the end of the term. The full-term fee will be billed thereafter.
  Weekly fees are not calculated.

Secondary School

Student admission to the Secondary School is permitted at certain points during the academic year. The preferred start dates are the beginning of the academic year or the start of the spring or summer term. The only other permissible start dates for the Secondary School are immediately after the half term breaks. Admission at any other time during the academic year will be considered only in exceptional circumstances and must be agreed and approved by the Head Teacher or the Head of Secondary School

Payment Methods

Bank Transfer
The school's preferred method of payment is bank transfer in euros. Please refer to the bank details provided below.

t is essential that the **student's name or invoice number** is clearly stated as the payment reference when making a bank transfer, to ensure that payments are correctly allocated.

Please note that the bank account is held under the school's registered company name, **Morna Valley School S.L.**, and not its trading name, Morna International College. Parents should therefore use **Morna Valley School S.L.** as the beneficiary name when making payments.

Name of Bank:	Banco Sabadell
Address:	Plaza La Iglesia s/n Santa Gertrudis07814 Ibiza -Baleares
Name of Account:	**Morna Valley School S.L.**
Account Number:	0081-1406-91-0001034612
IBAN:	ES9500811406910001034612
Swift / BIC:	BSABESBB

Credit Card
Credit card payments are accepted at the Main Office or the Finance Department if required.

Cash Payments
Cash payments are subject to the legal limits applicable in Spain. As a general rule, cash payments may only be accepted where the total value of the invoice or transaction is less than €1,000.

An exception applies in certain circumstances where the person making the payment is an individual (not a company or business), has their tax domicile outside Spain, and is not acting as a business or professional in relation to the payment. Where all of these conditions are met, cash payments may be accepted where the total value of the invoice or transaction is less than €10,000.

The applicable limit relates to the total value of the invoice or transaction, not simply the amount being paid in cash. Payments cannot be divided into smaller amounts or partly paid in cash and partly by another method, in order to avoid the applicable cash-payment limit.

Where the non-resident exception is used, the school will require appropriate identification and official evidence that the payer's tax domicile is outside Spain. A copy of this documentation will be retained with the relevant invoice/payment records.

Where there is any uncertainty as to whether a cash payment can legally be accepted, the Finance Department must be consulted before the payment is accepted.

Deposit

At the end of the second term, a deposit is required to reserve a student's place for the following academic year. This charge will be added to the third term invoice and shown as a separate item.

The deposit will be deducted from the first fee payment of the new academic year. The deposit amount is €2,500 per child.

If a student will not be returning for the following academic year, written notice must be given to the school on or before 15th May, in which case the deposit will be refunded in full. If notice is given after 15th May, the deposit will not be refunded.

EAL Charge (English as an Additional Language)

An EAL charge applies to students from Year 1 onwards who require additional English language support in order to access the curriculum. During the trial day, the student's level of English will be assessed, and an appropriate support plan will be proposed.

The EAL charge is a one-off payment of €3,000, payable upon entry to the school. This fee applies regardless of the duration of support required, whether the student receives EAL support for one term or for a longer period.

The charge covers EAL provision delivered during the normal school day (either within mainstream classes or in separate teaching groups), after school hours, or a combination of both, as appropriate.
The cost of EAL provision is the responsibility of the parents and will be charged as a separate item on the first invoice.

Dutch Language Classes (LanguageOne)

Morna International College offers additional Dutch language classes in collaboration with **LanguageOne**, separate from the school's standard British curriculum and subject to an additional annual fee.

Primary School – Year 2 onwards

Dutch classes are available from Year 2 onwards and may take place after school, online, or through a combination of both. The number of teaching hours per week is determined by LanguageOne according to the student's age and level.
The annual fee is **€1,220 per student**, regardless of the number of teaching hours allocated.

Secondary School

Where sufficient demand exists, Dutch may be offered as a language subject, fully or partially within the normal school timetable.
This is subject to approval by School Management and a minimum number of students, normally around eight. Where this arrangement is possible, the annual fee is reduced to **€500 per student**. Otherwise, the standard LanguageOne programme and fee will apply.

Payment and Enrolment Conditions

Enrolment is for **one full academic year**. Fees are normally invoiced in full during the autumn term and are payable annually, reflecting the school's annual financial commitment to LanguageOne.

Once enrolled, parents are committed to the full annual fee. No refunds or reductions will be provided for withdrawal or non-attendance during the academic year.
For further information, please visit www.languageone.org.

SEN (Special Educational Needs) Fees

If a student applying to the school has Special Educational Needs, the school must be provided with copies of all relevant previous assessments, reports, or test results.

An interview will take place with the Head of Section and the SENCO, after which recommendations and, where appropriate, a support plan will be provided.

Any SEN support required will be billed directly to parents and will appear as a separate item on the fee invoice. Please refer to the price guide for further details.

Examinations

The annual school fee does not include the cost of external examinations. Examination fees are billed as a separate item with the summer term invoice.

An examination entry fee is also charged to cover administrative and postal costs. This fee is calculated based on the number of examinations entered.

If a student changes their examination choices outside the permitted time frame set by the examination board, a late entry fee will be charged to the school and will, in turn, be charged to parents.

If parents request a re-mark or review of an examination, the associated fee will also be billed to parents. Please note that students may be refused entry to examinations if school fees or examination fees remain unpaid.

Extra-Curricular Activities

Fees for chargeable extra-curricular activities are invoiced to parents by email. Charges for the first two terms will be included in the spring term invoice and will appear as EC – Autumn Term (arrears) and EC – Spring Term (advance). Extracurricular charges for the summer term will be invoiced together with the school fees corresponding to the summer term. Payments may be made either individually or together with the term fees, using the payment methods previously outlined (see *Payment Methods*).

Private classes may be offered by teachers on the Morna campus, with the approval of the relevant Head of Section. A standard rate applies for private classes. Payment is normally made directly to the teacher involved.

School Lunch (Cashless System – Cafeteria)

All school lunches provided by the cafeteria must be paid for using the cashless system.

Parents will receive login details from the Main Office. Once registered on the system and after signing the relevant data protection consent forms, students will be issued with a personal code. This code is used when collecting lunch or purchasing snacks from the snack shack.

Parents can add credit to their account online using a credit card.

The cashless account is set up per family. Parents may also use the account at the cafeteria before and after school, if they wish.

When the account balance reaches €10.00, parents will receive an automatic reminder by email. It is the parents' responsibility to ensure sufficient funds are available on the family account.

School Lunch (Buffet Service)

School lunches provided through the buffet service are compulsory for students in the Early Years Foundation Stage and Primary School and are charged termly with the school fees.

Students in other sections of the school may also opt to be billed termly for the buffet service. In this case, a discounted daily rate will apply. To sign up for termly buffet meals, parents should contact the Main Office or email the Finance Department. Please refer to the price guide for cost details.

When registering for termly buffet meals, please note that refunds are not given for days of illness or for holidays taken outside the official school holiday dates.

Students may also use the buffet service on an ad-hoc basis. In this case, lunch will be charged at a different daily rate and paid for via the cashless account.
If a school trip departs from the school grounds, students who are registered for the daily buffet service will be provided with a takeaway lunch. If a takeaway lunch is not feasible, a credit will be added to the cashless account to be used at the snack shack

Uniforms
School uniforms may be purchased at any time during the academic year and in any quantity, directly from the School Main Office. Please refer to the Uniform section of the school website and the price guide for further information.

Laptops
All students entering the Secondary School are required to purchase a laptop directly from the school. The cost of the laptop is approximately €1,250. The laptop remains the property of the student and may be taken home. While the student is enrolled at Morna, the operating system and device management will be controlled by the school's IT Department.

Only laptops purchased directly from the school are permitted for use on the school premises. Different arrangements may apply for Sixth Form students, and these will be communicated separately where applicable.

Discounts - Sibling Discounts
A 10% discount is applied to the school fees for a second child. Any subsequent children will receive a 15% discount, applicable to school fees only.

Discounts – Bursary & Scholarships
Morna International College offers bursary support and scholarships, which are assessed on a case by case basis.

Bursaries may be considered in cases of a sudden and significant change in financial circumstances, including bereavement or other unforeseen events. When assessing bursary applications, the school will take into account the family's circumstances, the educational stage of the student, and the remaining time required to complete the student's education at Morna.
Scholarships are normally awarded within the Secondary School only and are intended for students for whom Morna would not ordinarily be financially accessible. Scholarships are most commonly granted for academic excellence but may also be awarded for exceptional achievement in areas such as sport, music, or other recognised talents.

The school provides up to 15 fully funded student places per academic year, awarded through bursary and scholarship arrangements. All awards are subject to availability, approval, and periodic review, and may be time limited or conditional.

Notice for Leaving
The school requires one full term's written notice if a student is to leave during the academic year. Where the required notice is not given, the school reserves the right to charge up to one full term's school fees in lieu of notice.

Where fees have already been paid for the relevant period, they will not normally be refunded where the required notice has not been provided. However, the School reserves the right to consider a full or partial refund in exceptional circumstances, at its discretion.

Late Payments
Failure to pay fees on time is considered a serious matter. Instances of late payment, or repeated late payments, may result in the school requiring payment of the full annual fees in advance or, in extreme cases, the loss of the student's place.

Payments must be made strictly by the stated due dates or earlier. In the event of a late payment, the school will issue an email reminder and will normally follow up with parents by telephone. If payment remains outstanding at the half term point, the school reserves the right to withdraw the student's place temporarily until the financial situation has been fully resolved.

Morna International College reserves the right to refuse entry to the school if fees for the forthcoming term have not been paid. In addition, the school may withhold reports, examination results, references, recommendations, and any test results for other schools where there is an outstanding balance on the account.

Where there is a history of persistent late payments, Morna International College reserves the right to require parents to pay the full year's fees in advance or to set up a direct debit arrangement with the school.

All discussions regarding late payments must take place strictly between school office/management and parents.

Teaching staff and students will not be involved in any financial matters.

Policy Information

Policy Title	Finance Policy
Policy Owner	Executive Director
Responsible Officer	Executive Director & Finance Team
Applies To	Parents & Legal Guardians
Approved By	Proprietor
Date Approved	16th November 2026
Review Frequency	Annual
Next Review Date	15th March 2027
Version	9.2

Price Guide - School Year 2026 / 2027

FEES	AMOUNT	NOTES
INSCRIPTION FEES	3,000€ 2,000€ Siblings	Payable on acceptance of a place. If a student returns after an absence of one term or more, the re-enrolment conditions in this policy will apply
SCHOOL FEES	**Price per year**	School Fees are made up by 90% tuition fees and 10% material costs
Pre-Nursery & Nursery	13,650€	Payments to be remitted in 3 instalments **40%** - (1st August - 1st September) **30%** (1st December - 1st January) **30%** (1st March - 1st April)
Reception	15,050€	
Years 1 – 2	18,750€	
Years 3 - 6	19,400€	
Years 7	20,150€	
Years 8 - 9	20,550€	
Years 10 - 11	21,400€	
Years 12 - 13	22,550€	
Deposit	2,500€	Paid with the summer term school fees to hold the place for the next academic year – deducted from autumn school fee
EAL Charge (English as an Additional Language)	**Price on entrance** 3,000€	Charged from Year 1 upwards to students who are not able to access the curriculum due to lack of the English language
Dutch – Standard Programme **Dutch Language – Secondary - Integrated**	1,220€ **per year** 500€ **per year**	From Year 2. After-school and/or online classes. Subject to student numbers and school approval.
SEN individual support **(Special Educational Needs)**	**Price per term** 1,600€ / 3,200€ 4,800€ / 6,400€ 8,000€ / 9,600€ 11,200€	5 hours / up to 10 support per week Up to 15 hours / 20 hours of support per week Up to 25 hours / 30 hours of support per week Full time - 35 Hours per week
EXTERNAL EXAMINATIONS (Years 11,12 & 13) **Exam Entry Fee**	**Price per exam** 85€-280€ **Price per student** 80€-300€	Approx. per exam depending on Examination board and level of exam Depending on the number of exams entered
LAPTOP inc IVA	1,250€ Approx.	For all children entering in the Secondary School
LUNCHES - Cafeteria (depends on order) **LUNCHES – Buffet daily purchase** **LUNCHES - Buffet termly sign-up**	**Price per day** 6 – 16€ 13.70€ **Price per term** 540€ 640€ 740€	Secondary only Secondary only Foundation Stage **(9.20€ per day)** Primary **(10.90€ per day)** Secondary **(12.70€ per day)**
EXTRA CURRICULAR ACTIVITIES	**Price per term** Group price 160€ 6+ students 180€ 3-5 students Materials cost 35€	Although many of the EC classes are free, activities involving external agencies and some language classes are charged for.