



# Nations Discount Policy

## Purpose

This Policy establishes clear, transparent, and equitable criteria for granting reductions in school tuition payments. Aligned with the School's mission and institutional values, this policy seeks to balance the institution's financial sustainability with its commitment to expanding student access to and continued participation in the school community.

By defining these guidelines, the School reaffirms its commitment to fairness, responsibility, and consistency in administrative decisions, ensuring that all processes are conducted with integrity and respect for the different realities of families. This policy also seeks to provide predictability and consistency, contributing to the responsible management of resources and to the maintenance of the academic quality and student experiences offered by the School.

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## 1. Discounts and Benefits Governed by Collective Bargaining Agreements

The School grants financial benefits related to school tuition in strict compliance with the Collective Bargaining Agreements entered into by the unions representing employers and professionals.

**Additional provision:** In the event of any amendment, renewal, or replacement of the applicable Collective Bargaining Agreements, the benefits provided in this section shall be automatically updated, regardless of any formal revision to this policy. The provisions of the applicable collective bargaining instrument shall always prevail.

## 2. Discretionary Institutional Discounts

### 2.1. Family Discount (Multiple Dependents)

To support families with multiple enrolled dependents and strengthen their connection with the school community, the School may, at its discretion, grant progressive discounts on annual tuition, according to the criteria established below.

The benefit provided in this section applies exclusively to families that have more than one dependent simultaneously enrolled at the institution.

#### Granting Criteria (Progressive Model):

- First enrolled dependent, child of the contracting party: 5% discount on annual tuition;
- Second enrolled dependent, child of the contracting party: 5% discount on annual tuition;



- Third enrolled dependent: 10% discount on the annual tuition of the oldest dependent;
- Fourth and additional enrolled dependents: 20% discount on the annual tuition of the oldest dependents, from the fourth dependent onward.

### **Application Rules**

Simultaneous enrollments are cases in which two or more dependents are enrolled in the same school year, regardless of their dates of admission.

Discounts shall be applied progressively, according to the total number of dependents enrolled at the institution in the same school year.

In cases of simultaneous enrollment, the highest discount percentages shall be applied to the oldest dependents.

Discounts are not retroactive and shall apply exclusively to future tuition installments due as of the date the discount is granted, limited to the respective school year covered by the signed contract.

The benefit does not apply to administrative fees, extracurricular activities, instructional materials, meal services, or any additional services that are not included in annual tuition.

**Additional provision:** The discount shall be automatically suspended in the event of any outstanding financial obligation to the School. It may be reinstated after the account is regularized, at the institution's discretion.

## **2.2. Institutional Partnerships**

To strengthen institutional relationships and expand access to the school community, the School may establish partnerships with organizations and entities, granting financial benefits to their members or beneficiaries according to previously defined criteria.

### **2.2.1. Brazilian Diplomats Association and Association of Chancery Officers**

Dependents of members of the Brazilian Diplomats Association, known as ADB, and AFSI, the Association of Chancery Officers, may be entitled to the following benefits:

- Granting of a 5% discount on annual tuition for each enrolled dependent;
- The benefit above may be cumulative with the family discount provided in this policy, provided that the overall maximum discount limit established by the School is observed.



- The granting of the benefit is subject to the presentation of documentation proving membership status, through a current membership card or an official statement issued by ADB or AFSI.

### **General Application Rules**

The discount is not retroactive and shall apply exclusively to future tuition installments due as of the date the discount is granted, limited to the respective school year covered by the signed contract;

The benefit does not apply to administrative fees, extracurricular activities, instructional materials, meal services, or any additional services that are not included in annual tuition;

The continuation of the benefit is subject to maintaining the partnership membership status and to the family remaining in good financial standing with the School.

**Additional provision:** In the event of any outstanding financial obligation, the benefit shall be suspended and may be reinstated at the School's discretion after the account is regularized.

### **2.3. Early Payment Discounts**

To encourage financial predictability and adequate cash flow management, the School may grant discounts to families who choose to pay annual tuition in advance.

#### **Early Payment Options**

- Advance quarterly payment;
- Advance semester payment;
- Advance annual payment.

#### **Granting Criteria**

- The discount percentages applicable to each payment option shall be announced prior to the beginning of the enrollment renewal period;
- The definition of the applicable percentages shall consider, among other factors, the projected financial return obtained from investing the amounts received in advance in conservative investment instruments.
- The benefit shall apply exclusively to amounts paid in advance and shall not extend to future installments that have not been paid in advance.

#### **Application Rules**



- The discount is not retroactive and shall be applied at the time the advance payment is formalized, limited to the respective school year covered by the signed contract.
- The benefit does not apply to administrative fees, extracurricular activities, instructional materials, meal services, or any additional services.
- Once advance payment has been made, any applicable refunds shall follow the contractual conditions in effect and may result in a proportional review of the benefit granted.

### **3. Exceptional Requests and Omitted Cases**

To ensure equity, institutional consistency, transparency, and financial sustainability, the School establishes specific guidelines for analyzing requests for discounts or benefits not foreseen in this policy.

#### **3.1. Nature of Exceptional Requests**

Exceptional requests are those that do not fall within the discount categories provided in this policy.

Such requests are extraordinary in nature and do not constitute an acquired right. They shall be analyzed on a case-by-case basis, with a maximum validity period of one year, after which they must be renewed.

The granting of benefits under this section must preserve their exceptional character and may not become a recurring practice or an alternative mechanism to the institutional policies established by the School.

#### **3.2. Eligibility for Exceptional Requests**

The requests provided for in this section are intended for families with an active relationship with the School for at least one full school year.

Requests from incoming families may be considered only on an exceptional basis, upon duly justified grounds and approval by the School Board, in the following cases:

- Evident humanitarian circumstances;
- Unexpected international transfer;
- Strategic institutional recommendation.

The granting of benefits shall not be used as a negotiation instrument for admission to the institution.



### 3.3. Request and Review Process

The request must be formally submitted by the person financially responsible for the student through a [specific institutional form provided by the School](#). The request may be accompanied by an explanatory letter from the family.

The initial review shall be conducted by the Administrative and Finance Office, which may request additional information when necessary.

After the technical review, the request shall be forwarded to the School Board, accompanied by a reasoned opinion from the Administrative and Finance Office. The Board shall deliberate on the request at the next meeting scheduled on its calendar, provided that there is sufficient time between receipt of the request and completion of the review.

The School may request supplementary documentation at any time to better support the review process.

### 3.4. Required Documentation

For review purposes, at least the following documents must be submitted:

#### A. Financial Documentation (Required)

- Complete income tax return for the most recent tax year for all financially responsible parties;
- Updated proof of income, such as pay slips, pro-labore compensation statements, self-employed income declarations, or equivalent documents;
- Proof of other sources of income, if applicable, such as rental income, investments, pensions, etc.

#### B. Contextual Documentation (Required)

- A formal letter from the family, including:
  - i. Context regarding the family's current situation;
  - ii. Reasons that led to the request for the benefit;
  - iii. Requested discount percentage;
  - iv. Indication of whether the request is one-time or ongoing in nature.

#### C. Institutional Information (Prepared by the School)

- The family's financial history with the School;
- Length of institutional relationship;
- Number of enrolled dependents;
- Record of any benefits previously granted.

#### D. Supplementary Documentation (When Applicable)

- Recent changes, whether financial, professional, family-related, or health-related, may be supported by documents such as:
  - i. Proof of housing expenses, such as rent, mortgage or financing payments, and condominium fees, for the last three months;
  - ii. Proof of recurring medical expenses;



- iii. Proof of educational expenses for other dependents;
- Any other information considered relevant to a broader understanding of the situation.
- The family, the School Board, or the Administrative and Finance Manager may request or submit any other documents deemed necessary.

### 3.5. Review Criteria

The Board's deliberation shall consider the following aspects in an integrated and balanced manner:

#### A. Academic Dimension

- Student engagement in the learning process;
- Academic commitment and effort;
- Potential for continuity and development.

#### B. Social-Emotional Dimension

- Level of integration into the school community;
- Interpersonal relationships;
- Situations of emotional vulnerability.

#### C. Physical Dimension

- Health conditions that may affect school attendance, continuity, or performance;
- Need for additional support from the institution.

#### D. Spiritual Dimension and Institutional Values

- Alignment of the family with the School's principles and values;
- Ethical conduct and respect for the school community;
- Willingness to collaborate and participate in institutional life.

#### E. Family and Community Dimension

- Level of family involvement in school life;
- Contribution to the community environment;
- History of relationship with the institution.

#### F. Financial and Institutional Criteria

- The family's socioeconomic situation;
- Financial impact of the benefit within the broader context of the School;
- Existence of precedents and their potential institutional effects.

### 3.6. Deliberation and Conditions

The granting of exceptional benefits shall depend on approval by the School Board.

Decisions must be formally recorded, including the rationale for the decision.

Benefits shall be granted subject to specific conditions, such as:

- Defined validity period;



- Mandatory periodic reviews;
- Academic or institutional conditions.

Benefits may be reviewed, adjusted, or discontinued at any time, upon further deliberation.

### **3.7. Limits and Integration with the Policy**

Benefits granted under this section should preferably observe the overall maximum discount limit established in this policy.

In duly justified situations, the Board may authorize exceptions to the limit, provided that the decision and its rationale are formally recorded.

Such exceptions must preserve their extraordinary nature and may not become a recurring practice.

### **3.8. Principle of No Automatic Precedent**

The granting of an exceptional benefit does not create an acquired right for other similar cases.

Each request shall be analyzed individually, in light of its specific circumstances and the principles established in this policy.

Exceptional benefits do not apply to administrative fees, extracurricular activities, instructional materials, meal services, or any additional services that are not included in annual tuition.

The discount shall be automatically suspended in the event of any outstanding financial obligation to the School and may be reinstated after the account is regularized, at the institution's discretion.

The discount is not retroactive and shall apply exclusively to future tuition installments due as of the date the discount is granted, limited to the respective school year covered by the signed contract.

## **4. Overall Maximum Discount Limit**

To ensure the School's financial sustainability, equity in the granting of benefits, and consistency in the application of this policy, an overall maximum limit is established for discounts applicable to annual tuition.

### **4.1. Maximum Limit per Student**

The sum of all discretionary discounts granted to the same student may not exceed 40% of the total annual tuition amount.



For the purposes of this calculation, all benefits provided in this policy shall be considered, including, but not limited to:

- Family discount for multiple dependents;
- Institutional partnerships;
- Early payment discounts;
- Any other discounts granted by the School Board.

#### **4.2. Exclusion of Mandatory Benefits**

Benefits granted pursuant to Collective Bargaining Agreements are not subject to the limit established in Section 4.1, due to their mandatory nature.

However, such benefits must be applied strictly in accordance with the terms defined in the respective collective bargaining instruments.

#### **4.3. Application and Adjustment of Discounts**

If the sum of discounts exceeds the maximum limit established in this policy, the School may proportionally adjust the benefits to ensure compliance with the applicable limit.

The School shall determine the distribution and any necessary adjustment of discounts, prioritizing the internal consistency of the policy and the maintenance of equitable criteria among beneficiaries.

#### **4.4. Discounts Not Provided for in This Policy**

Any discounts not expressly provided for in this policy shall require approval by the School Board.

Once granted, such benefits shall necessarily be considered for the purpose of calculating the overall maximum discount limit established in this section.

### **5. Final Provisions**

This policy may be reviewed at any time by the School Board.

#### **5.1. Compliance with the Brazilian General Data Protection Law**

The processing of personal data shall comply with the Brazilian General Data Protection Law, Law No. 13,709/2018, known as LGPD.

Records shall be stored only for the period strictly necessary for the decision-making process.

The information shall be used exclusively for the analysis of discount requests and shall be stored securely, accessible only to the responsible departments, and discarded immediately after deliberation.