

Additional Services Purchasing Policy

At LATAM Global School (LGS), we offer a variety of additional services to complement and enrich the educational experience of our students. This policy outlines the conditions and procedures for purchasing AP courses, additional courses, additional tutoring sessions, school clubs, and courses from the LATAM Bilingual Institute (LBI).

AP Courses

AP (Advanced Placement) courses are advanced courses that allow students to deepen their knowledge in specific subjects.

Conditions:

- Students who wish to take AP courses should be aware that these courses have a different cost than regular courses.
- To enroll in these courses, the student must contact the payments department, which will issue an invoice for the corresponding course fee.
- To obtain full credit for AP courses divided by semester, the student must pass both semesters of the course and pay for each one.
- No refunds will be given for these courses once paid.
- AP courses do not include tutoring sessions. However, the student can purchase additional tutoring sessions.

Additional Courses

Conditions:

- Representatives or students can purchase and activate additional courses besides the course they have active with their regular plan, following the guidelines established in the [“Course Add, Pause, and Drop Policy.”](#)
- Contact the payments and billing department at least one day before the monthly payment date to request the purchase of additional courses. A maximum of two additional courses can be purchased.
- The representative must be up to date with monthly payments.
- Additional courses can only be purchased under the current Homeschool plan at the time of purchase.
- The payment for additional courses is made monthly along with the payment for the regular study plan.
- If the student takes more than a month to complete the additional courses, they must pay the corresponding monthly fees until they are 100% complete.
- If the student or representative wishes to purchase additional tutoring for the additional courses, they must do so according to the provisions of this policy.
- No refunds are given for additional courses once purchased.

Additional Tutoring Sessions

Conditions:

- Students or representatives can purchase additional tutoring sessions at any time as needed.
- The cost of these additional tutoring sessions must be consulted with the payments department. Payment is made for each tutoring session, and a maximum of two additional tutoring sessions per week is allowed, in addition to the regular plan's tutoring session.
- To purchase additional tutoring sessions, the student or representative must contact the payments department and request the desired number of tutoring sessions.
- The payments department will issue an invoice for the corresponding value of the requested tutoring sessions.
- Once the payment is made, the payments department will register the number of additional tutoring sessions purchased in the LMS and inform the student's student service representative.
- No refunds are given for additional tutoring sessions once purchased.

To learn more about the nature of tutoring at LGS see [Tutoring Sessions Policy](#).

School Clubs

LGS offers school clubs with various themes such as drawing, cooking, languages, etc. The availability of these clubs may vary.

Conditions:

- The duration of the clubs is 3 months and they are offered twice a year.
- The enrollment in the clubs has a cost that must be consulted with the payments department. This payment is made once for the duration of the club or clubs in which the student is enrolled.
- The payment for club enrollment is included in the billing of the monthly payment closest to the enrollment date.

Individual Credits

At LATAM Global School (LGS), we offer the option of individual credits for students from other schools who need to take specific credits with us. This service is ideal for those who want to improve their GPA in a particular course, need to retake a credit they did not pass at their current institution, or seek to take additional credits that their school does not offer. The available credits at LGS are listed in our LMS, and we do not offer credits that are not part of our educational offerings.

Conditions for the Individual Credits Service

- Any high school student from other schools can opt for this service. Students enrolled in individual credits will be registered under the Homeschool plan and will pay the monthly fee for the plan until the credit is completed. If the student decides to withdraw from the credit without completing it, they must inform the payments department to suspend the monthly fee, and no certificate or transcript will be issued for that credit.
- These students have the option to acquire additional tutoring sessions as stipulated in this policy.
- LGS does not award diplomas for individual credits. Instead, we issue a transcript detailing the credits taken, the value of each credit, and the final grade obtained upon completion and approval of the credit.
- The cost of a Regular individual credit is fixed, regardless of whether it is 0.5 credits or 1 credit. Special, AP, or Honors credits have a different cost.
- It is the responsibility of the student and their representatives to verify that the credits taken at LGS are accepted by their home institution.
- Credits can be taken in English or Spanish, depending on the availability of courses on the platform.
- There is no time limit to complete a credit. However, once started, the credit cannot be paused or changed to another.

LATAM Bilingual Institute (LBI)

LBI is an English institute that operates as an extension of LATAM Global School (LGS), offering English courses as a foreign language. This course is available for LGS students aged 11 and older. Additionally, it is also open to students' family members and the general public.

Conditions:

- The English course consists of 6 levels, from beginner (A1) to advanced (C1), based on the Common European Framework of Reference for Languages (CEFR). Each level lasts three and a half months, and enrollments are held three times a year. This includes a placement test offered three times a year.
- The payment for each level can be made in full or divided into a maximum of four installments.
- Interested students must contact the LGS admissions department to complete the enrollment process and pay the course level.
- When the student or their representative chooses to pay the level in installments, the admissions department will process the first payment at the time of enrollment, while the payments department will handle the collection of the remaining three payments.