



Australian International School
Papua New Guinea

Student Enrolment

Queensland
Curriculum Licensed School



Queensland
Government
Australia



Australian International School Papua New Guinea

FEES POLICY & SCHEDULE OF FEES - 2020

The funding of AISPNG is dependent on the payment of tuition and boarding fees. The school's budget is determined based on enrolment numbers at the start of the academic year. To enable the school to meet its financial needs in terms of overheads, resources and consumables, licensing fees and all that is needed for its day-to-day operation, the management and staff adhere strictly to this policy. The schedule of fees is available in detail on the school's website and at the admin office. The latter is open between term holidays and staff will be happy to provide any information you may require in relation to this policy.

Payments can be made at the Admin Office. Please pay with bank cheques, electronic transfer or via the EFTPOS facility at the school. Cash handling is not preferred and the school charges a 2% cash-handling fee to cover bank fees involved in cash handling. The school cannot accept personal cheques.

Kina Bank Goroka branch. Account Name: AUSTRALIAN INTERNATIONAL SCHOOL PNG
Account number 15756404, BSB 028015

Bank South Pacific (BSP) Goroka branch. Account Name: AUSTRALIAN INTERNATIONAL SCHOOL PNG
Account number 7006543545, BSB 088301

1. GENERAL

- 1.1. Fees are effective from 1st January 2020 and shall remain in force until such time as changed by the school.
- 1.2. The Australian International School PNG reserves the right to change the set fees at any time.
- 1.3. Fees fall due at the beginning of each term they cover and are payable in advance.
- 1.4. The School will not provide education or boarding services for students whose fees are unpaid except where special arrangements for payment have been made in writing and such arrangements are being maintained.
- 1.5. Where fees are unpaid at the due date and/or arrangements are not being maintained, then the School will apply an initial service charge of K100 and then an additional K100 per month or part thereof. Late payments result in the forfeiture of any applicable discounts.

2. APPLICATION FEE

- 2.1. A registration Fee of K100 is payable at the time of submitting a formal Application for Enrolment at the school. This fee is non-refundable and covers the administration costs associated with prospective enrolments.

3. FEE SCHEDULE 2020

Cash handling is not preferred and the school charges a 2% cash-handling fee to cover bank fees involved in cash handling. The school cannot accept personal cheques. Fees can be deposited into the "Australian International School PNG" bank accounts mentioned above.

TUITION	ANNUAL	PER TERM
Junior Years - Early Learning (age 2-4)	PGK 8,800.00	PGK 2,200.00
Middle Years - Foundation to Year 3	PGK 15,840.00	PGK 3,960.00
Senior Years - Year 4 to Year 8	PGK 16,720.00	PGK 4,180.00
BOARDING (available for Year 2 to Year 8. Boarding Fees are <i>in addition</i> to Tuition Fees)		
Full Boarding	PGK 15,000.00	PGK 3,750.00
Week-days	PGK 11,500.00	PGK 2,875.00



Australian International School Papua New Guinea

4. DISCOUNTS

- 4.1. 10% discount if the total annual fee is paid in full at the start of the Academic Year.
- 4.2. 5% discount applies for a 2nd sibling enrolled. 10% discount applies for a 3rd sibling.
- 4.3. The maximum discount at any one time for a student is capped at 10%.

This means the maximum discount applicable to school fees is 10%. I.e. the 5% discount for siblings cannot be added to the discount of advance payment of the full annual school fees. For example, a 2nd or 3rd sibling's total discount in case of an advance payment of a full year's fees is capped at 10%.

5. REFUNDS

- 5.1. A one-term notice is required for any refund of fees. There is no refund of term fees if a child leaves during the term.
- 5.2. If an annual full fee is paid and a student leaves the school during the year, the fee charge will be changed to termly fees. Terms not attended will be refunded. For example, when a student leaves in the middle of term two AISPNG will charge for two full terms and the remainder will be reimbursed.
- 5.3. Any family that stops payment of fees must re-enrol. Places cannot be held.
- 5.4. Sponsored School fees: To ensure transparency for the paying body, refunds are only made to the paying body. Any school fee reimbursements or discount settlements in cash, require a letter of confirmation from the sponsor.

6. LATE PAYMENTS

- 6.1. A Late Payment Penalty Fee of K100 is applied immediately if the (advance) payment requirements are not met (see clause 1.3. and 1.5 of this fee policy). An additional PGK 100 per month applies to the total outstanding fee the day after payment deadline.
- 6.2. The withholding of education to the student is the final position taken by the school in the event that fees have not been received at the day of payment deadline. Notice of pending withholding of education will be served in advance.

AISPNG regrets to have to take a firm stance, yet due to the high frequency of late payments and the fact that AISPNG is solely reliant school fees to cover all of its costs, timely payments of tuition fees are imperative to the schools general operation.



Australian International School Papua New Guinea

7. FREQUENTLY ASKED CLARIFICATION TO THE ABOVE

- 7.1. A non-refundable enrolment fee of K100 applies. This payment secures student placement.
- 7.2. At all times, it is the parents' and/or guardians' responsibility to ensure that tuition and/or boarding fees are paid before a student commences. Placements cannot be held unless the full fee is paid in advance.
- 7.3. An instalment agreement can be made. This is a tailor made agreement with the school that needs to be approved by AISPNG management. An instalment must at all times be paid prior to commencement (or continuation) of education and/or boarding services
- 7.4. Tuition and/or boarding fees cover four terms in each academic year. Terms may consist of 9, 10 or 11 weeks. Every year all terms add up to 40 weeks of education per academic year.
- 7.5. For an advance payment of Annual full year tuition fee, a 10% discount applies. This discount applies to students arriving within the first five weeks of Term 1 only.
- 7.6. New enrolments and enrolled students starting after the scheduled start of a term will still be invoiced for the full tuition and/or boarding fees for the term. Only for exceptional late starts a pro-rata fee applies; new students and enrolled students arriving in week 5 of a 9-week-term, or in week 6 of a 10 or 11 week term will be billed on a pro rata weekly basis. No discounts apply in the pro-rata fee calculations.
- 7.7. AISPNG does not cater for part-time education. This also applies to Early Learning students. Requests for pro-rated tuition charges or refunds as a result of illness, unexpected departures, casual absences, extended holidays and periods of suspension cannot be granted.
- 7.8. The school must be notified in advance (a one term notice) of a student leaving for a (multiple) term refund to apply. In the event that a student is required to leave for disciplinary reasons, fees are forfeited.

Parent's and/or Guardian's signature on the enrolment form with references to this policy in the Schedule Of Fees section, stipulates that this policy has been read and accepted.

Signed for agreement:

.....

Date:/...../.....



Australian International School Papua New Guinea

CONDITIONS OF ENROLMENT

Students Full Name

Father's Name

Mother's Name.....

1. Introduction

1.1 The following definitions apply to terms used in these conditions of enrolment:

Director means the owner of the School

Principal means the Head of the School, or representative

Pupil means a pupil of the School and includes a prospective, intending, future or past pupil of the School whom you have enrolled to attend the School or have applied to enrol to attend the School or of whom you are a parent or guardian

School means The Australian International School PNG LTD

You means the parent(s) or guardian(s) of any pupil and any person who enrolls or who applies to enrol the pupil at the School (and, if there are more than one of you, means all of you jointly and each one of you individually)

2. Enrolment procedure and fees

- 2.1 The Principal may in his/her discretion accept or reject an application for the enrolment of the pupil at the School and does not have to give any reasons for this decision.
- 2.2 Application fees are not refundable in any circumstances whatsoever, regardless of whether the application is accepted.
- 2.3 If your application is accepted, you must fully complete and sign the confirmation of enrolment form and pay the enrolment fee.
- 2.4 Enrolment fees are not refundable or transferable if the enrolment is cancelled or if the pupil does not commence at the School for any reason whatsoever or does not commence at the School in the capacity enrolled and term and year specified.

3. Special Needs

- 3.1 You must notify the School at the time of completing the enrolment form, and in writing subsequently, if the pupil has any existing, future or potential special needs.
- 3.2 You acknowledge that the School cannot always meet a pupil's existing, future or potential special needs.
- 3.3 The School may make additional charges, where it deems necessary, for services required to accommodate identified special needs. This may include extra tuition and/or learning support.

4. Withdrawal of pupils

- 4.1 You may withdraw the pupil from the School by giving the School at least 10 weeks (one term) prior written notice of the withdrawal.
- 4.2 If you withdraw the pupil from the School, you must still pay all tuition fees for the pupil for the term in which the notice of withdrawal expires.

5. Suspension and expulsion

- 5.1 The Principal may suspend the pupil from the School at any time and for any length of time the Principal considers advisable in his/her absolute discretion.
- 5.2 If a pupil or staff are put at any risk no reason needs to be given, and no consultation with the pupil or with you is required to be undertaken, before the pupil is suspended or expelled from the School.
- 5.3 If the pupil is suspended or expelled from the School or if the pupil's enrolment is withdrawn at the request of the director no fees, charges or levies paid by you are refundable and you must still pay all tuition fees for the pupil for the term in which the suspension, expulsion or withdrawal takes place.

6. Pupil's absence from School

- You are not entitled to any remission from payment of any amount under these conditions of enrolment because of the absence of the pupil from the School, or because he does not attend or participate in any academic or extra-curricular program or activity.
- 6.1 You must pay all amounts payable under these conditions of enrolment despite such an absence, non-attendance or non-participation.

7. Information and privacy

You consent, both on your own behalf as well as on behalf of the pupil, to the School collecting and dealing with your personal information and the pupil's personal information in ways needed to provide the best education for the pupil.

8. Publication of photographs and images

You agree that the School may use and may authorize anyone else to use any photograph or image of the pupil held by the School from time to time in connection with any advertisement or promotional material relating to the School, including in any prospectus, social media, or on the School's website.

Signed for Agreement by Parent / Guardian:



Australian International School Papua New Guinea

CERTIFICATE OF INDEMNITY

This form must be signed by parent(s)/guardian(s) before the student will be enrolled.

By signing this indemnity form, I _____ (Name of Parent/Guardian, hereafter referred to as "parent") certify that I am the parent / guardian of the Student, and consent to my child (hereafter referred to as "student") to attend AISPNG and agree to the terms set out below.

1] I indemnify and keep indemnified: the Australian International School PNG ("AISPNG" or "the school"), its directors, its employees, agents, volunteers and representatives; in respect of any and all liability, actions, suits, demands, claims, costs and/or losses directly or indirectly relating to, or arising from any accident, illness, injury, death, loss or damage to property or any other event occurring during or as a direct or indirect consequence of the student attending AISPNG or participating in the school's curricular or extracurricular activities.

2] I agree that, if in the opinion of the Principal of the school or his delegated deputy an emergency has arisen and medical treatment be deemed necessary for my child, the Principal of the school or his delegated deputy shall have the authority (which is hereby delegated to the extent such delegation may be required) to consent to such medical treatment, including surgical intervention on my behalf. I confirm having filled out the health and medical history form provided by the school including any specific demands or requirements that I deem necessary in the health and medical history form.

3] I accept that all precautions will be taken to ensure the safety and welfare of my child and that I will be held responsible for the payment of medical and/or hospital accounts where applicable and where in excess of the school's insurance policy coverage. I confirm, having been advised, that personal accident insurance coverage is the responsibility of the parent.

CERTIFICATE OF INDEMNITY AND RELEASE

For..... I (Father/Guardian).....of (address).....
(Students name)

and I, (Mother/Guardian)..... of (address).....

hereby fully indemnify, release, acquit and forever discharge The Australian International School PNG as specified under 1] in this document and all their staff and their respective students and parents from all actions as specified under 1] in this document whilst my child is attending and/or participating in any of the activities conducted by The Australian International School PNG.

This certificate may be pleaded in bar to any such action, suit, claim or demand.

This Certificate is to be signed by parent, legal guardian or adult having care and control.

Father / Guardian (Name) Signed Date / /

Mother / Guardian (Name) Signed Date / /

Director AISPNG Signed Date / /

Principal AISPNG Signed Date / /

Witness Signed Date / /



Australian International School Papua New Guinea

CONFIRMATION OF ENROLMENT

I/We apply for a place for our child (insert full name)..... (male / female)

Date of birth:.....

Current school (if applicable).....

to enter **THE AUSTRALIAN INTERNATIONAL SCHOOL PNG** to commence in:

Early Learning 1 (2 turning 3 by June) Early Learning 2 (3 turning 4 by June) Foundation (4 turning 5 by June)

Yr1 Yr2 Yr3 Yr4 Yr5 Yr6 Yr7 Yr8 in TermYear 20.....

(circle which year is applicable)

Country of Birth Nationality

Language spoken at home

Religion

Please also provide a copy of birth certificate or passport.

Kindly indicate how you came to know about The Australian International School PNG:

Word-of-mouth Facebook Instagram Brochure Internet Search Other:

FAMILY DETAILS

Please fill out where applicable:

PARENT (1)

Mr Mrs Ms Dr Other

PARENT (2)

Mr Mrs Ms Dr Other

Surname

Surname

Given Name

Given Name

Known as

Known as

Home Address

Home Address

Email Address

Email Address

Home Tel:

Home Tel:



Australian International School Papua New Guinea

Mobile No:	Mobile No:
.....
Occupation:.....	Occupation:.....
.....
Employer:.....	Employer:.....
.....
Work Tel:	Work Tel:
.....
Work Fax:	Work Fax:
.....

BROTHERS OR SISTERS

Does this child have any brothers or sisters who have attended the Australian International School (formerly Goroka Preparatory School)?

Name: Team: Year:

Name: Team: Year:

Name: Team: Year:



Australian International School Papua New Guinea

HEALTH AND MEDICAL HISTORY FORM

This document serves to capture contact details of parents/guardians and medically relevant comments and instructions by the parents / guardians to AISPNG for the following student:

Surname:

Given Names:

Date of Birth:

Nationality:

Names of Parent(s) or Guardian(s):

.....

Residential Address:

Postal Address:

.....

Tel Home:

Tel Work (Father):

Tel Work (Mother):

Mobile (Father):

Mobile (Mother):

Parents / Guardians Email Addresses:

.....

Emergency Contact: (other than parents) – (Name & Tel No):

.....

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Australian International School Papua New Guinea

Name and Contact Details of family Doctor or Preferred Medical Practitioner and Dentist:

.....
.....

All information in this document is kept strictly confidential, and only serves to allow for the school to provide the best possible (medical) care for your child and fellow students.

Please indicate if your child has had or suffers from any of the following illnesses:

(if yes, provide details and relevant instructions to cater for medical needs in case medical attention is required)

1. Allergies* Yes / No

**this includes any allergies to specific medication*

2. Heart Problem Yes / No.....

3. Asthma/ Respiratory Yes / No

4. Diabetes Yes / No.....

5. Epilepsy Yes / No.....

6. Sight disabilities Yes / No

7. Hearing disabilities Yes / No

9. Special dietary needs Yes / No

10. Hepatitis Yes / No

11. HIV Positive Yes / No

12. Any other condition relevant for the school to be aware of:
Yes / No

Any comments regarding the above that you consider relevant or would be important information for the school to support your child's medical needs:

.....
.....



Australian International School Papua New Guinea

I authorize AISPPNG staff to give basic medical attention (e.g. antiseptic for minor grazes or wounds) and basic first-aid treatment considered reasonable and/or necessary to my child if considered required by AISPPNG staff.

Please circle : Yes /No

Should your child need medical or dental treatment due to an accident at school or during school activities, I authorize the school staff to arrange for any medical assistance necessary and give consent to the transportation to a medical practitioner and allow any medical practitioner to treat or operate on the child and prescribe or administer any medication, anesthetic or blood transfusion in the case where parents/guardians cannot be reached after continued attempts and within a reasonable timespan deemed safe considering the medical circumstances.

Comments, special instructions or requirements:

.....
.....
.....
.....

The school will make immediate and repeated attempts to contact parents, guardians or contact persons listed in this document in case medical attention is required for your child.

Signed for accuracy of information provided and agreement to all its contents:

Father / Guardian (Name)..... Signed Date / /.....

Mother / Guardian (Name)..... Signed Date / /.....