



Australian International School Papua New Guinea

TUITION & BOARDING FEES POLICY 2023

The management and staff adhere strictly to this policy. 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 2023 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 academic year or at the beginning of each term. Fees are payable in advance. Installment arrangements can be made upon signed agreement with the principal. Payment deadlines are firm and remain the responsibility of the payer. Penalties apply in case of late payment (see 6.1 – 6.3)
- 1.4. The School will not provide education or boarding services for students whose fees are unpaid.
- 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 K200 and then an additional K200 per month or part thereof. Late payments result in the forfeiture of any applicable discounts.
- 1.6. 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.

2. APPLICATION FEE

- 2.1. A one-time registration Fee of K200 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. If a student is absent for a full term or more, re-enrolment fees apply (see 5.3).

3. DISCOUNT FEES

- 3.1. A 10% discount is available if **full** annual payment is received before Monday January 23rd, 2023.
- 3.2. 5% discount applies for a 2nd sibling enrolled. 10% discount applies for a 3rd sibling.
- 3.3. 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%. For example, a 5% discount for siblings cannot be added to the discount of advance payment of the full annual school fees. A 2nd or 3rd sibling's total discount in case of an advance payment of a full year's fees is therefore also capped at 10%.



Australian International School Papua New Guinea

4. FEE SCHEDULE

Fees must be paid in advance of attendance (1.3)

TUITION		ANNUAL	PER TERM
Lower Primary	- Early Learning (age 2-4) & Foundation	PGK 9,600.00	PGK 2,400.00
Middle Primary	- Year 1 to Year 3	PGK 17,200.00	PGK 4,300.00
Primary	- Year 4 to Year 6	PGK 18,400.00	PGK 4,600.00
Junior High School	- Year 7 to Year 8	PGK 19,600.00	PGK 4,900.00
High School	- Year 9 and above	PGK 20,800.00	PGK 5,200.00

BOARDING (available for Year 2 to Year 10. Boarding Fees are *in addition* to Tuition Fees)

Full Boarding	PGK 16,400.00	PGK 4,100.00
Week-days	PGK 12,400.00	PGK 3,100.00

BUS SERVICE

Pick-up and Drop-off service is available for PGK 400.00 per term. (*Within Goroka urban boundaries*)

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-enroll. Places cannot be held.
- 5.4. Sponsored School fees: to ensure transparency for the paying body, refunds are only made to the sponsor. Any school fee reimbursements or discount settlements in cash cannot be accommodated.
- 5.5. If fees are paid in advance (in full or in part) for tuition or boarding, but due to circumstances a student will not attend, full refunds apply only if the school is given two weeks' notice prior to the start of the term on the decision to retract the student from attending. If notice is given less than two weeks to the start of a term, a 50% refund applies. If a student does not attend after the formal start of a term, no refund will be issued. AISPNG will hold the fees as credit balance for the next term. If there is no attendance the following term, this will result in 50% reimbursement of paid fees after that term. Fees cannot be reimbursed in full, for the school to cover overheads and consumables that are involved in catering for anticipated enrolled student numbers.

6. LATE PAYMENTS

Fees must be paid in advance of attendance (1.3). AISPNG allows for instalment plans. Instalment arrangements however do allow for non-payment risk despite student attendance. To mitigate this risk, penalties do apply, and the school can only allow for a short (1 week) grace period before halting education services.

- 6.1. A Late Payment Penalty Fee of K200, per student, will be applied if payment requirements are not met (see clause 1.3. and 1.5 of this fee policy). An additional PGK 200 per month (or part thereof) applies to the total outstanding fee until the amount due is settled.
- 6.2. Late payments result in the forfeiture of any applicable discounts.
- 6.3. The withholding of education to the student is the final position taken by the school in the event fees have not been received in time. Notice of pending withholding of education will be served in advance.



Australian International School Papua New Guinea

7. 7. CLARIFICATION TO THE ABOVE

- 7.1. A non- refundable enrolment fee of K200 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 fees are 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 always 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, apart from the Early Learning years. Part-time attendance in the Early Learning classes is possible. Requests for pro-rated tuition charges other than in Early Learning, or refunds because 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. If 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.

Name:.....

Signed for agreement:

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