

# Enrolment Form 2024



Australian International School  
Papua New Guinea





# Australian International School Papua New Guinea

## TUITION & BOARDING FEES POLICY 2024

AISPNG is exclusively relying on payment of fees to cover all its costs. This policy is in place to ensure fees are paid in time. AISPNG management and staff will be happy to provide any information you may require in relation to this policy.

Payments are preferred via direct deposit. Alternatively, an EFTPOS facility is available at the Admin Office. Cash handling is not preferred for safety reasons, and the school charges a 2% cash-handling fee to cover bank fees involved in cash handling.

**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

Ensure to provide us with a remittance advice after a direct deposit is made.

### 1. GENERAL

- 1.1. Fees are effective from 1st January 2024 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 of attendance.  
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, the school will apply an immediate service charge of PGK 200 for tuition fees and PGK 200 for boarding fees.** An additional PGK 200 per month for both Tuition and Boarding is charged if payments are overdue past the end of a month and after a term has ended. See (6)
- 1.6. AISPNG charges a 2% cash-handling fee to cover bank fees involved in cash handling.

### 2. APPLICATION FEE

- 2.1. A one-time registration fee of K300 is payable at the time of submitting the Application for Enrolment at the school. This fee is non-refundable and covers the administration costs associated with prospective enrolments. This payment secures student placement. 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** the start of Term 1 of the academic year. This discount is available only if students start within the first 5 weeks of the first term.
- 3.2. A 5% discount applies for a 2<sup>nd</sup> sibling enrolled. A 10% discount applies for a 3<sup>rd</sup> 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 2<sup>nd</sup> or 3<sup>rd</sup> sibling's total discount in case of an advance payment of a full year's fees is therefore also capped at 10%.



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## 4. FEE SCHEDULE

Fees must be paid in advance of attendance (1.3)

### ENROLMENT

One-time fee (non-refundable) of PGK 300.00

### TUITION

		ANNUAL	PER TERM
Lower Primary	- Early Learning (age 2-4) & Foundation	PGK 9,800.00	PGK 2,450.00
Middle Primary	- Year 1 to Year 3	PGK 17,600.00	PGK 4,400.00
Primary	- Year 4 to Year 6	PGK 18,800.00	PGK 4,700.00
Junior High School	- Year 7 to Year 8	PGK 20,400.00	PGK 5,100.00
High School	- Year 9 and above	PGK 21,200.00	PGK 5,300.00

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

Full Boarding		PGK 17,200.00	PGK 4,300.00
Week-days		PGK 13,600.00	PGK 3,400.00

### BUS SERVICE

Pick-up and Drop-off service is available for PGK 450.00 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. If a student is required to leave for disciplinary reasons, fees are forfeited.
- 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 (term 3 and term 4) will be reimbursed.
- 5.3. Any family that stops payment of fees must re-enroll. If a student is absent for a full term or more class placement cannot be held. For future attendance, re-enrolment is required, and the enrolment fee of PGK 300 applies.
- 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 before 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. This policy is in place to ensure the school can cover the costs of overheads and consumables that are involved in catering for anticipated enrolled student numbers.



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## 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 PGK 200 for tuition **and** PGK 200 for boarding, 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 for overdue boarding fees and PGK 200 per month for overdue tuition applies to the total outstanding fee if payment remains overdue after the end of a month **and** after the end of a term.
- 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. AISPNG reserves the right to start withholding education after a late payment is not settled within one week after a payment deadline has passed.

## 7. CLARIFICATION TO THE ABOVE

- 7.1. At all times, it is the parents' and/or guardians' responsibility to ensure that tuition and/or boarding fees are paid in time and before a student attends (or starts boarding). Placements cannot be held unless fees are paid in advance.
- 7.2. Agreement for payment in instalments can be made. These are tailor-made agreements with the school that need to be in writing and need to be approved by AISPNG management. An instalment must always be paid prior to commencement (or continuation) of education and/or boarding services and needs to cover a **minimum** of two weeks tuition (and boarding).
- 7.3. 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.
- 7.4. 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.
- 7.5. AISPNG does not cater for part-time education, apart from the Early Learning years. Part-time attendance in the Early Learning classes is possible at a fixed rate of PGK 70 per day. Requests for pro-rata 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.

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: .... /...../.....



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## 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 the pupil does not attend or participate in any academic or extra-curricular program or activity. 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: .....





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## 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. This includes dental procedures or any call-out of, or visit to a medical practitioner for day students or boarding students. I confirm, having been advised, that personal accident insurance coverage and medical 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 ..... / ..... / .....



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## 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 Yr9 Yr10      in Term .....Year 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

Surname .....

Given Name .....

Known as .....

Home Address .....

Email Address .....

Home Tel: .....

PARENT (2)

Mr  Mrs  Ms  Dr  Other

Surname .....

Given Name .....

Known as .....

Home Address .....

Email Address .....

Home Tel: .....



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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: .....





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## 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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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:

.....  
.....



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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, anaesthetic 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 ..... / ..... /.....