

TUITION AND BOARDING FEE POLICY

The funding of AISPNG is almost completely 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, needed resources and consumables, licensing fees and all that is needed for its day-to-day operation, the management and staff are required to adhere strictly to this policy. The schedule of fees is available in detail on the schools website or at the school's admin office at all times. The school office is open between term holidays and staff will be happy to provide any information you may require in relation to this fee 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). Credit/Debit Card use at our EFTPOS machine incurs a 5% bank charge. This 5% surcharge will be applied to the amount due. The school cannot accept personal cheques.

GENERAL

- 1.1. Fees are effective from 1st January 2019 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 educate children 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.
- 1.6. Discounts: 10% discount if the total annual fee is paid in full at the start of the Academic Year. 5% discount applies for a 2nd sibling enrolled. 10% discount applies for a 3rd sibling. However the maximum discount at any one time for a student is 10%.

FREQUENTLY ASKED CLARIFICATION TO THE ABOVE

- 2.1. A non-refundable enrolment fee of K100 applies. This payment secures student placement.
- 2.2. 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.
- 2.3. 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
- 2.4. 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.
- 2.5. 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. And the full payment for this discount to apply needs to be made in advance of the start of the term.
- 2.6. 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



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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.

2.7. 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.

2.8. The school must be notified in advance (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. In case a student leaves during a term (any moment in that term) fees for the term are forfeited and non-refundable.

Discounts: 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%.

Refunds: 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. There is no refund of term fees if a child leaves during the term. Any family that stops payment of fees must re-enrol. Places cannot be held.

Sponsored School fees: Refunds are only made to the paying body.

Late payments: A Late Payment 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. An amended invoice will be sent. 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.

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:

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

