



ALOTAU INTERNATIONAL SCHOOL

P. O. Box 154 Alotau, Milne Bay Province Papua New Guinea

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Owned and Operated by the International Education Agency of Papua New Guinea Ltd

Fee Collection Policy

Why?

Apart from limited fundraising our schools are financed solely by school fees. The School Board, Parents and employees will appreciate the need to adhere strictly to the policy set out below in order to meet our financial and budgetary requirements.

This policy has been established in accordance with IEA Fee Collection Policy.

Parents are reminded that they agree to abide by this policy when they sign their child's enrolment form. (See back of enrolment form)

Who?

- All students attending our schools must pay school fees. Parents are liable for fees once the child begins school.
- Families enrolling for the first time in an IEA school pay a one-time only non refundable registration of K100 per family.
- The third, fourth (and so on) child from the same family enrolled in either school is entitled to a 10% discount in school fees. The onus will be on the family to prove any sibling relationship. Withdrawal of one child before the end of the year will mean a return to full fees for the second child.
- A Board project fee of K100 per family is charged by the school board. The board in consultation with parents will decide on the project it will fund for the year. This fee is not refundable when students leave school during the year and should be paid at the beginning of school year.

When?

Fees may be paid

- **On an annual basis by the end of the second week of term one.**
To take advantage of our cheaper annual fee, **the amount must be paid in full by the above date.** Otherwise a term fee applies, even if the payment is made in a lump sum after the set date. Students who paid annual fee and decide to leave during the term will automatically change to term billing.
- **One a term basis by the end of week two of each term.**
Students who have outstanding fees at the beginning of Week 3 of any term will be withdrawn from class unless written arrangement with the Principal are in place.
- **On a schedule basis**
To be considered for this method of payment, parents must make written application to the Principal by the end of the second week of each term. The proposal for payments should include the date and amount of the payments to be made throughout the term. This must be then submitted to the Principal for consideration and any decision will be at the sole discretion of the Principal or designate. The agreement when signed by both parties (a copy to be given to the parents) must be strictly adhered to. Any deviation from the agreed schedule will negate the agreement, students will be withdrawn from class and outstanding fees are payable to the school immediately. **Please note that payments schedules must allow for money to be paid in advance, and all schedules to be completed by the end of Week 7 in the Term.** A list is tabled at each school board meeting.
- Invoices to families for school fees will be sent home by the end of the preceding term with the exception of Term 1, in which case the invoice is given to parents by the end of the first week.

How?

- Fees may be paid using a BSP deposit slip which is available at the bank. The deposit slip must be returned to the school as proof of payment.
- For security reasons the school will not accept school fees in cash.
- Since all fees are to be paid in advance, the school will not accept post dated cheques, or hold cheques for later banking.
- If a cheque is dishonored by the bank, cheque payments will not be accepted in future and subsequent payments will need to be made by bank cheques.
- All cheque payments should be deposited to the school account at the bank.

What?

What if you are behind in your payments?

You will be sent one warning letter. A note of this communication is taken.

Contact the school immediately for an appointment to see the Principal. Lack of action on your part means that your child will be withdrawn from class therefore interrupting learning.

What if we withdraw your child from school because of non payment of fees?

You are still liable for the fee payment as the place is kept for your child until you have advised us in writing that you do not intend to have your child return. You are required to pay any outstanding amounts.

What if you are transferred or need to move your child to another school?

You need to give the school five weeks notice of your intention to leave. If this is done and you have paid annual or full term fees, the billing will be changed to a term billing and you will be entitled to a refund of the remaining amount. If written notice has not been received of your intention to withdraw your child from the school then you will be liable for five weeks fees.

Fee Collection Procedures

A close monitoring system is required to ensure the financial viability of the school and the school staff is required to adhere to the above policy and the following procedures.

- After enrolment and acceptance to the school, details are immediately forwarded for input onto the MAZE system. This is done on a daily basis.
- Parents are furnished with a fee invoice prior to the start of each term, except in Term 1 where invoices may be generated soon after registration.
- Fees are due at the end of the second week in each term for all students. No exceptions.
- Pro rata charges can be considered for students beginning after week 4 of a term.
- The annual fee is not available for students who do not start school at the beginning of Term 1
- A list of students with outstanding fees is generated at the beginning of Week 3 of each term, forwarded to the respective site, where children will be removed from class after one written warning. This list is to be updated each day.
- Any arrangements for payments on a schedule basis must adhere to the guidelines in the above policy.
- No student may begin in Term 1 if they have outstanding fees from the previous year.
- No student may begin in other terms if they have outstanding fees from previous terms.
- A list of all arrears taken from MAZE is to be compiled for audit purposes each term and forwarded to the IEA.
- Transfer certificates, reports and students records will not be released until all outstanding fees are paid.
- Transfer certificates must accompany enrolments from other IEA schools.