2024 FEE SCHEDULE POLICY
KoroBoro International School

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IEA Policy on the Refunding of School Fees

The IEA Board has approved a School Fee Refunds policy. This is the first system-wide policy for managing fee refunds. This policy is for all IEA schools.

1. School fees are determined by the School Board of Governors and approved by the IEA Board.
2. An IEA school may refund school fees in the following circumstances:
   - 2.1 The school or college does not offer the class, grade or programme.
   - 2.2 The student is withdrawn from the school or college.

3 All IEA schools will apply this policy on school fee refunds. School may not vary this policy without written approval from IEA Executive.

4 Schools must communicate this policy to all parents annually. The policy forms part of the student registration agreement.

The following conditions apply:

1. Notice period of withdrawal for refunds is five (5) weeks of term time.
2. Once Term 4 has begun no refunds are permitted for that school year.
3. Withdrawal of a student must be made in writing or on the Notice of Withdrawal form.
4. Student absence or illness does not serve as notice to withdraw.
5. No refunds will apply for temporary absences by the student throughout the enrolment period.
6. In prolonged absence (over one term) parents may wish to withdraw a student. Notification periods apply.
7. Where the school applies a temporary suspension, no refund applies.
8. Where a permanent exclusion applies, the date of exclusion is the date of withdrawal.
9. No refunds will apply in circumstances caused by a Force Majeure Event in which the school cannot operate with students in attendance, these include, but are not limited to;
   - a. Temporary closure of a school or rescheduling of school terms and holidays.
   - b. Government or local authority closures of the school.
   - c. National or local security concerns or disruptive events (including man-made and natural events).
   - d. Pandemic or other public health events.

IEA will in such circumstances operate in the best interests of student and staff safety. In such events the school will as far as reasonably possible continue to provide educational opportunities for students or reschedule teaching periods, term dates and term breaks.

10. IEA will only make refunds to the individual, company or organisation that paid the fees.
11. Where the individual that paid the fees has died, refunds will be paid to the relevant estate on production of written authority.
12. Calculation of the amount of a school fee refund is by the procedure determined by the IEA.
13. IEA will establish a procedure for authorising fee refunds.

PURPOSE

Apart from limited fundraising and other raised income, KoroBoro International School is financed solely by fees. Parents and employees will appreciate the need to adhere strictly to the policy set in this document in order for the school to meet financial and budgetary responsibilities. This policy has been established in accordance with IEA Fee Collection Policy. Parents agreed to adhere to this policy in the terms and condition of enrolment. Under IEA Fee Policy, fees for the term must be paid prior to the commencement of the term.

Consequences of non-payment of fees may result in students (from the same family) being excluded from class until fees are paid.

APPLICATION FEE

A non-refundable Application Fee of K100 per child is payable upon submission of an Enrolment Application Form to the school. This fee is to cover the administrative costs of processing each application.

SECURITY DEPOSIT FEE

A Conditional Security Deposit Fee is payable with the Fee Invoice to secure a place at the School. The amount of the Security Deposit Fee is K1,000 per family enrolling in Kindergarten to Grade 6. The Security Deposit Fee is paid only once at enrolment time. The Security Deposit Fee is used to cover any capital work and repairs, owed fees or late fee payments, or school books not returned etc... at withdrawal time. **Only upon submitting the 5 Weeks' Notice of Withdrawal form** to the school and if there is nothing owed to KoroBoro and subject to necessary exit terms and conditions, **50% of the Security Deposit will be** refunded. The other 50% of the Security Deposit, is used for capital work's projects, past, present and future. Parents may opt to donate the refundable 50% Security Deposit to the school, if they so wish to do so.

FEES

Fees at KoroBoro International School, refers to any fees charged by the school in providing education for enrolled students. The fee charges relate to the family account and are not necessarily directed at each child. Different Fee categories are set up below.

TUITION FEES:

Refers to fees charged in providing educational resources, facilities and staff costs. The Tuition Fee maybe paid either Annual or in 3 Instalments. To be eligible for the Early Bird Discount Fee, full payment of the Tuition Fee must be paid before the end of January. Payments received after this day will automatically revert to the annual fee rate being applied over three instalments.

** Non-payment of any school related fee by parents/guardian will result in the students from that family being excluded from class until the payment is made to the school. Fee payment schedules are offered for special circumstances and only by the Principal.*

FEE SCHEDULE 2024

 # All fee charges, other than Tuition Fees, attract a 10% GST cost which is included in the stated fee.

SCHOOL YEAR	FEE TYPE	PAYMENT OPTIONS		
		ANNUAL FEE 2024	THREE INSTALMENTS Due by the start of: Term 1 | Term 2 | Term 3	* EARLY BIRD DISCOUNT FEE * Due BEFORE the end of January
2024	TUITION FEE (GST Free)	K18, 090	K6,030	K17,500
2024	TRANSPORT FEE RETURN (includes GST) SINGLE	K2,995 K2,145	K999 K715	K2,695 K2,045
	OTHER FEES			
2024	LATE PICK-UP FEE (includes GST) Kindy to Grade 6	K3,300 Per family (*Full use of the service Monday – Friday 4pm – 6pm*)	Daily Rate: Per family ***K30*** *– 4:00pm to 5.00pm* ***K30*** *per 30 min after 5.00pm* ***K110*** *for transport home after 6pm*	K3,000 Per family (*Full use of the service Monday – Friday 4pm-6pm*)

Table 1 – Fees 2024

** The Early Bird Discount Fee reverts to the three instalments, if full payment is not received by the first day of the school year or the full school year is incomplete.*

** Any Fee, including fee arrangements, not received by the due date may incur a late payment fee of 50 Kina for extra administration costs.*

** If a student is absent from school for any reason, the school related fees will continue, as if the student is at school. Only upon receiving the Withdrawal form, will the fees conclude after the 5-week period of withdrawal notice is applied to the conclusion of the enrolment.*

DIFFICULTY WITH MEETING PAYMENT

Parents are advised to contact the school immediately for an appointment to see the Principal. Lack of action on the part of a parent/guardian may result in their child/ren being excluded from class, until the required payment is received by the school.

Note: *The Fee Policy regarding the non-payment of any fee or part thereof will be applied to the family. This means, if any fee or part of a fee is not paid the outcome will be applied to all the children of that family attending the School.*

WITHDRAWAL OF A STUDENT FROM CLASS

Parents or fee payers are still liable for the fee payment, as the class position is kept for the child, until the school has been advised in writing that the child will not return. Parents or fee payers are required to pay any outstanding amounts. If parents withhold their child from attending or the school excludes a child, due to non-payment of fees, the parents are still liable for the fee until a notice of withdrawal is given to the school. Remember - **Five Weeks' Notice in writing is required**.

Please note: If a student has 30 days or more absences from class within a year, the student may not progress to the next grade level.

TRANSFERRING TO ANOTHER SCHOOL

Parents/Guardians are required to give the school five weeks' notice of their intention to withdraw their child/ren. Failure to provide five weeks' notice of intention to withdraw, will incur a full five weeks' tuition fee being charged. A refund may be provided on approval by the School Principal for extenuating circumstances.

Transfer Certificates and IRC Fee Rebate Letters will only be issued for parents in cases where there are no outstanding fees.

SCHOOL FEE POLICY CONDITIONS

The Tuition, Transport and Late Pick- Up Fees set out in the Table-1 above, include discounts for an annual Early Bird payment option. The Early Bird Discount payment option is only available to families who make payment **prior to the first day of the school year**. Parents who salary sacrifice and the company pays on their behalf, require documentation to indicate it is their personal payment.

If a student is enrolled into the School after the first day of the school year, the Tuition Fee (and Bus Fee) payable will be calculated on which part of the term enrolment commences. Prior to Week 7 of a term, payment is calculated on the whole term. Enrolled after Week 7, payment is for half the amount normally paid for that term. The balance of the current instalment period will be payable immediately, and the remaining instalments will be payable in accordance with the due dates noted in the Table-1 above. This Enrolment Fee condition does not apply to non-payment of fees and the exclusion of the child, as parents are still liable for the outstanding fees owed for the term in question.

The Tuition Fee includes, the cost of some textbook use, most exercise books, common classroom stationery (a limit applies), some curriculum related day trips, IEA Assessments and some selected school-wide academic competitions. The cost of uniforms, personal required stationery, camps, excursions overseas, some after-school activities, weekend sports, some school events, late pick-up and school buses are charged separately. There are no refunds for unused prepaid services like bus transportation, if a student is involved in any after school activities that stops the student form using that pre-paid service.

If a parent/guardian still owes the school fees at the end of the school year and is not accepting responsibility for the payment of the outstanding fee. The school will have no other alternate, but to register the parent/guardian with the Credit & Data Bureau of PNG – a debt registering agency. Further details of this debt registering company can be found at the following website – www.cdb.com.pg

STUDENT SUPPORT SERVICES (SSS)

Students requiring modified or special education programmes will be placed into an annual programme, where a non-refundable annual Student Support Service (SSS) Fee applies. The amount of the SSS Fee is determined on a case-by-case basis according to the special needs of the student. Such needs will be reviewed annually. The SSS Fee, funds the additional staffing and support required for this specialised individual educational programme. Enrolment of students requiring modified or special education programmes is a conditional enrolment which is reviewed annually based on the needs of the child and school.

DISCOUNTS

Early Bird Discount Fees apply, if the full Tuition Fee, Bus Fee and or Late-Pick Fee are paid by families by or before the school year starts.

PAYMENT OF FEES

All relevant fees are payable before a student commences at or returns to the school. Parents are responsible for ensuring the payment of fees. This responsibility cannot be delegated to a company or a Government agency. Parents are obliged to pay upfront and seek reimbursement from the company or Government agency assisting in the paying of the fees.

Salary Packaging School Tuition Fees are given under PNG Tax laws. Parents are encouraged to speak to their employer regarding this opportunity.

A 50 Kina late fee will be charged to all amounts that remain unpaid after a period of 30 days from the due date noted on the Fee Invoice issued by the school. The school reserves the right to withhold the School Reports, Transfer Certificates, Awards, etc … of any student whose fees remain unpaid from such time. Any arrangement for the paying of fees will be withdrawn and a new Fee Invoice will be issued. Families may be asked to leave the school for non-payment of fees and or placed on the Credit Data Bureau register for default of payment to KoroBoro.

The school prefers to receive payment by bank transfer or EFTPOS cards. Cash payments can be accepted, but are not encouraged by the school. Payments by bank transfer or cash paid at the bank may be made to the following school account:

Payee:	**KoroBoro International School**
Bank:	**Westpac Banking PNG Limited**
Branch:	**Port Moresby (Town)**
Account No:	**6007997391**
Swift Code:	**038004**

**** Confirmation for payment of fees by bank transfer should include reference to the Fee Invoice Family code (top left on invoice) and the student's name and emailed to the finance staff immediately upon payment* – *finance@koroboro.iea.ac.pg*

Note: The Payer is liable for all bank charges. Documentary proof of payment by bank transfer or a school receipt for cash/EFTPOS payment must be provided to the school, before the fee is deemed paid by the school.

Dishonoured cheques and request refunds, will incur a 50 Kina administration fee. The use of the EFTPOS facilities at the school may incur a 2% convenience service fee to cover the administration and processing service by the finance staff.

SCHOOL EXCURSION FEES
Refers to fees charged for students to participate in educational trips, excursion, camps and or tours. Participation in school excursions is conditional on full payment of all fees prior to the excursion date.

EXTRA CURRICULAR FEES
Refers to fees charged for sports, cultural activities before or after regular school hours. Participation in Extra Curricular activities is conditional on full payment of all fees. Extra-Curricular fees are notified to parents according to the activity chosen by the child. The fee is payable before the student commences the Extra-Curricular activity.

ADMINISTRATION FEES
Refers to the administrative cost in reproducing formal school documentation e.g. School Reports that have previously been provided. The Administrative Fee is K20.00 per document that requires reprinting or K10.00 per document for resending electronically.

SCHOOL REFUND POLICY

Tuition Fee Refunds after the 5 Weeks' Withdrawal Notice School Form has been submitted to the School.

1. Refunds, if applicable, will be calculated from the **5 Weeks' Withdrawal Notice** when signed by the Parent and received by the School. **However, once Term 4 has begun no refunds are permitted for that school year**.

2. In the event that a parent/guardian wishes to withdraw a student, written notice must be provided on the standard Withdrawal Form which is available from the Front Office. This form must be signed by the parents/guardians and returned to the Front Office at least 5 school weeks prior to the withdrawal date (i.e. the last date on which the student actually attends school).

3. Failure to provide the required notice in the prescribed format will result in forfeiture of the full amount of any Security Deposit held by the school.

4. If no Security Deposit is held by the School, the family will incur 5 weeks' fee costs to be paid before Transfer Certificate is given to the parents.

5. Upon giving 5 Weeks' Notice of Withdrawal and paying the 5 Weeks' Notice of Withdrawal fee to the school, and if there is nothing Owed to KoroBoro and subject to necessary exit terms and conditions, 50% of the Security Deposit will be refunded. The other 50% of the Security Deposit, is used for capital work's projects, past, present and future. All Security Deposit refunds must be claimed within 12 months of the family leaving KoroBoro International School.

6. A refund of such proportion of any Annual or Early Bird Tuition Fee (Student Support Service Fee and Bus Fee is excluded) will only be provided when notice of withdrawal has been provided on the standard Withdrawal Form, signed by the parents/guardians and returned to Front Office at least 5 school weeks before the withdrawal date.

7. In the event that the School receives notice less than 5 school weeks prior to the withdrawal date, any refund will be reduced proportionally by the number of school weeks by which the notice provided is less than the required notice period.

8. Money owing to the school at the withdrawal date (e.g. fees, lost/damaged textbooks, unreturned library books, etc.) will be deducted from any refund. The Application Fee, Bus Fee, Student Support Services Fee, and any other prepaid fee or extra-curricular fees are not refundable at any time.

9. The school will pay any Tuition Fee refund owed to the person/company from whom it received the money by cheque or transfer in Kina. In the event of a Company or Government agency paying the fees, as part of the employee's employment benefits, refunds will be processed to the paying agent i.e. Company or Government Agency. Should the refund be due to the parents, the company or Government Agency who paid the original fee, on behalf of the parents, is to issue a letter on letterhead with verifiable contact details informing and authorising the school to refund the parents directly and the school will process the refund accordingly.

10. If Annual or Early Bird fees are paid before the first day of the school year and the child leaves the school during the year, the billing will automatically be changed to fee instalment rate. The child will be charged the number of terms attended and the difference refunded to the payer of the fees.

11. In the event that all or part of the school is closed temporarily or permanently, due to pandemic, epidemic, civil unrest, protests, terrorism or for any other school or IEA approved reason, the school will not be liable to refund any fees or other money it has received.

12. The Fee Policy needs to read in conjunction with the IEA points of reference and the KoroBoro points of reference. If there is a conflict in the interpretation, the IEA point of reference takes precedent, unless the School Board intervenes on the issue.