# SCHOOL FEE SCHEDULE 2025

| School Commencement date: 22nd January 2025 | | | | Family Discount Fee | |
|---|---|---|---|---|---|
| **Grades** | **Full Year Fee** | **Annual Fee** | **Term Fee** | **Annual Fee** | **Term Fee** |
| Early Learning & Preschool | 37,956 | 35,112 | 9,489 | 33,356 | 9,015 |
| Prep to Grade 5 | 56,784 | 52,526 | 14,196 | 49,900 | 13,486 |
| Grade 6, 7 and 8 | 61,976 | 57,327 | 15,494 | 54,461 | 14,719 |

| Early Learning Centre Fee Schedule By Days Attending 2025 | | | | | |
|---|---|---|---|---|---|
| **Number of Days** | **Full Year Fee** | **Annual Fee** | **Term Fee** | **Family Discount** | |
| | | | | **Annual** | **Term** |
| 5 | 37,956 | 35,112 | 9,489 | 33,356 | 9,015 |
| 4 | 33,524 | N/A | 8,381 | N/A | N/A |
| 3 | 25,140 | N/A | 6,285 | N/A | N/A |
| 2 | 16,760 | N/A | 4,190 | N/A | N/A |
| 1 | 8,381 | N/A | 2,095 | N/A | N/A |

**Annual Fee**

A discount applies to full year (Term 1-4) fee and MUST be paid before **end of week three (3)** of term one (1), or by **09th of February 2025**. Annual discount is a special offer, after its due date, it is no longer available. Missing the annual discount fee dealine means the annual fee converts to term fee.

**Term Fee**

Termly fee MUST be paid **before end of week three (3)** of the new term. School will produce **Outstading School Fee Notice** to parent by **week four (4)** to ask students to stay home for non-payment of school fee. There is a provision for part payment of fee subject to Principal's review and approval ONLY if there is a clear payment plan date set to settle all outstading fees before end of term.

**Family Discount**

Where a family has more than two children attending school, whether at the Murray or ELC site, a 5% fee discount may apply for the third child and subsequent children, based on full-time enrolment. This is at the discretion of the Principal. With respect to the ELC, this only applies to those children who attend ELC on a full-time basis (5 days).

**School Fee Refund**

Annual Fee Payment

If an annual fee is paid and a student leaves the school during the year, **the fee charge will be changed to termly fees.**

a. If a student leaves at any point during the first half of a term, the fee for the second half of the term will be refunded.
b. If a student leaves at any point during the second half of term, there will be no refund of fees for the remainder of that term.
c. The equivalent term fees for any subsequent terms will be refunded.

Term Fee Payment

When a student leaves during the course of a term, the following applies:

a. If a student leaves at any point during the first half of a term, the fee for the second half of the term will be refunded.
b. If a student leaves at any point during the second half of a term, there will be no refund of fees for the remainder of that term.

The school must be notified in advance of a student leaving for refunds to apply. Placements cannot be held unless **fee for next term or next year is paid in full** to secure space.

**Invoices**

Invoices for term one (1) and annual fee are issued earlier or by end of week seven (7) of term four (4) of the current year. In the following terms invoices are issued by end of week seven (7) for the following terms.

**Payment Methods**

For security reasons, we do not accept cash and cheque payment. We accept Online Payment (Internet Banking), Direct Deposit and Credit Card EFTPOS payment not more than K10,000 transaction. All fees are made payable to the school Westpac bank account.

**Account Details**

| | |
|---|---|
| Account Name: | **IEA PNG Ltd – Ela Murray International School** |
| Bank: | **Westpack Bank PNG Ltd** |
| Branch: | **Port Moresby** |
| A/C No: | **6007997300** |
| BSB No: | **038004** |
| Swift No: | **WPACPGPMXXX** |

**Finance Office**

Finance office will be on stand by during the holidays to continue issue invoices and receive payments. For more enquries email finance@temis.iea.ac.pg or LBarnabas@elamurray.com

**Note**

- *Please read this fee schedule in conjuction with the school fee policy attach to fully understand the school fee process.*
- *School fee policy outlines the detail process of the school fee shedule.*