



GORDON INTERNATIONAL SCHOOL

PO Box 1825, Boroko, NCD, Papua New Guinea Tel: (675) 325 4088 Fax (675) 325 6969 Email: mail@gordon.iea.ac.pg

Owned and operated by International Education Agency



2025 SCHOOL FEE STRUCTURE

(As Approved by IEA Board)

	Annual Discounted Fee	Term Fee Three Instalments	Term x Three Instalments total
School Fees	Paid by the end of the second week of Term 1	Paid before each Term starts	
Pre school	K12,402	K4,352	K13,056
Prep – Grade 6	K15,122	K5,306	K15,918
Grade 7 - 8	K15,910	K5,582	K16,746
Bus Fees (Return)		K1,320	K5,280 (4 terms)
Bus Fees (One Way)		K660 10% GST Inclusive	K2,640 (4 terms) 10% GST Inclusive

Annual Fees

Annual fees must be paid in full by the end of the third week of Term 1. If payment is not received by this date, a term fee will be applied instead of the annual fee.

Term Fees

Term fees must be paid in full before the start of each term. Students will not be allowed to attend classes until the term fees are settled.

Registration Fees

New families will be required to pay a non-refundable registration fee of K100 upon securing a place at the school. This registration fee is separate from and exclusive of both the annual and term fees.

Payment Instructions

To make a payment, please use a bank deposit slip and pay the fees directly at the bank. Return the deposit slip to the Gordon International School Finance Office as proof of payment. All bank deposits should include the Family Account reference (found on the fees invoice) to ensure that the payment is correctly credited to the family's school fee account.

Important Notes

Please refer to the Gordon International School Fee Policy for further details on payment schedules, penalties for late payments, and other terms and conditions.

Jennie Kaupa

PRINCIPAL

SCHOOL CONTACT INFORMATION:

Gordon International School

P.O. Box 1825

BOROKO,

National Capital District

Phone: /325 4517

Email: jkaupa@gordon.iea.ac.pg

ACCOUNT DETAILS:

Bank: Westpac

Name: IEA PNG Ltd – Gordon International School

Account number: 6007997334

BSB#s: 038004

Bank Branch: Port Moresby

Aim High

Aim High

Gordon International School Fee Policy 2025

Why Do You Pay School Fees?

School fees are a critical source of income for the school, supplementing revenue from school bus fares, canteen sales, and fundraising activities. The funds collected from school fees are used to cover the school's operational expenses, including salaries, maintenance, and educational resources.

Why Are You Expected to Pay School Fees?

Obligation to Pay: Every student attending Gordon International School is required to pay school fees. Parents or guardians are responsible for these fees from the moment their child starts attending the school.

Registration Fee:

A non-refundable registration fee of K100 applies to new families. This fee covers administrative costs and is non-refundable, regardless of whether the child continues attending the school.

No Sibling Discounts:

Please note that there is no sibling discount for school fees.

How Are School Fees Paid?

The following payment methods and schedules apply in accordance with the IEA Policy 17 on School Fees:

General Fee Payment Policies

Outstanding Fees:

No student will be admitted to school if school fees are outstanding from the previous year or term.

Students may not begin a new term unless their fees for the prior term have been fully paid, or parents have made special arrangements with the school. These arrangements must be approved by the School Principal and signed by parents.

Payment Methods:

Annual Payment Method: Parents have the option to pay the entire year's fees upfront at a discounted rate. The annual payment must be made in full by the end of the first week of February (Friday 7th Feb), week 3 of Term 1 (If payment is not received by this time, a termly fee will apply).

Termly Payment Method:

Fees for each term must be paid in full before the child is allowed to start classes for that term.

Installment or Scheduled Payment Method:

Parents wishing to pay in installments must submit a written request to the School Principal in advance of the due date, detailing their proposed payment schedule.

The Principal will review and approve the request. A payment plan agreement will be signed between the parent/guardian and the school. This plan will be communicated to School Board-Finance Committee. Failure to comply with the agreed payment plan will result in the student being withdrawn from school and the outstanding fees becoming immediately due.

All fees for the term must be fully paid before the end of that term.

Invoice and Payment Information:

Invoices: Invoices for school fees will be sent home by the end of the preceding term, with the exception of Term 1, when invoices are issued at registration.

Payment Method:

Payments must be made using a Westpac deposit slip (available from the bank). Direct Deposits and transfers are preferred. ***The school does not accept cash payments or bank cheques.*** Receipts must be requested when making payments to ensure proper documentation.

What Happens If You Fall Behind on Payments?

If payment is overdue, a reminder invoice letter/email will be sent to you. Contact the school immediately to schedule an appointment with the Principal if you are unable to pay on time. Failure to address the payment issue will result in exempting your child from attending class, which disrupts their education. Continued non-payment will lead to discontinuation of services including withholding important school documentations such as student reports and other certifications.

What If Your Child Is Withdrawn from School Due to Non-Payment of Fees?

If your child is withdrawn due to non-payment of fees, you will still be liable for the full outstanding fees. The school will hold your child's place until you provide written notice that you do not intend for your child to return. Fees must still be paid until such notice is received.

What If You Are Withdrawing, Transferring, or Moving Your Child to Another School?

If you wish to withdraw or transfer your child, you must provide the school with at least five weeks' notice of withdrawal. If you give five weeks' notice and have already paid for the full term or the entire year, you will be entitled to a refund for any unused fees. If five weeks' notice is not given, you will be liable for five weeks' worth of school fees.

Conclusion

Timely payment of school fees ensures that the school can continue to provide quality education and resources for all students. We appreciate your cooperation in meeting your financial obligations and adhering to the payment schedules outlined in this policy. Should you have any questions or concerns, please contact the school office or the school bursar for assistance.

