



POPONDETTA INTERNATIONAL SCHOOL

PO Box 10, Popondetta, Northern, Papua New Guinea Tel: (675) 629 7180 Email: admin@popondetta.iea.ac.pg
 Owned and operated by International Education Agency

2025 SCHOOL FEES

(Approved by the IEA Board)

School Fees	Annual Discounted Fee	Term Fee Four Instalments	Term x Four Instalments Total
	Paid by the end of the second week of Term 1	Paid before each Term starts	
Pre School	K9,500	K2,600	K10,400
Prep – Grade 8	K13,150	K3,750	K15,000
Bus Fees (Return)		K100	K400
Bus Fees (One Way)		K50	K200
		(10% GST to be added upon review of policy)	(10% GST to be added upon review of policy)

Annual Fees:

Annual fees must be paid by the end of the second week of term one; otherwise a term fee will be applied.

Term Fees:

Term fees must be paid in full before the start of each term. Please deposit school fees into the school's Westpac account:

POPONDETTA INTERNATIONAL SCHOOL:

BANK: Port Moresby, Westpac

ACCOUNT NAME: IEA PNG Ltd – Popondetta International School

ACCOUNT NUMBER: 6007997455

BSB Number: 038004

Mr. Brian Samson

PRINCIPAL

Popondetta International School

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Popondetta International School Fee Policy 2024

Why you pay school fee?

School fees are the main source of income for the school apart from income from school bus fares, sales from uniforms, canteen and fund raising. The school uses the income to pay its bills.

Why you are expected to pay school fees?

- Every student attending Popondetta International School must pay school fees. Parents and guardians are liable for fees once their child starts school.
- There is no sibling discount.

How school fees are paid?

Our fee schedule notice fully complies with the IEA Policy 17 on School Fees.

- **At the start of each term no student is to be admitted to school if school fees are outstanding from any prior year.**
- **At the start of each term no student is to be admitted to school if school fees are outstanding from any prior term in the current year.**
- **No student may commence school if school fees have not been paid before the start of the term unless progress payments have been arranged with the approval of the school Board for the fee to be fully paid by the end of term.**
- **The Annual Method of Payment**
The annual method of payment offers parents and guardians the opportunity to pay the whole year's fees at a discount. The annual fee must be paid in full by the second week of term 1. Otherwise a term fee applies.
- **The Termly Method of Payment**
The term fee must be paid before the child can start attending classes for the term.
- **The Schedule Method of Payment**
Parents and guardians must write to the Principal well in advance of the due date and indicate the amount to be paid throughout the term. The Principal will consider the application. A contract agreement will be signed between both parties and must be honored. Any default will negate the agreement and the student will be withdrawn from class and outstanding fees are payable to the school immediately. Fees for each term must be fully paid before the end of that term.
- **Invoices for Families**
Invoices 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 the parent upon registration.
- **Fees**
Fees must be deposited into the school's Westpac account using any method convenient to the parents. The school does not accept cash payments.
- **Receipt**
Ask for a receipt when you are making fee payment.



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- **Payment Method**

All fees are to be paid in advance. Payments can be made by bank transfer or through the EFTPOS.

What happens if you are behind with your payment?

- You will be sent one warning letter. Contact the school immediately for an appointment to see the Principal. Lack of action on your part will result with your child withdrawn from class, thus disrupting learning.

What if your child is withdrawn from school because of non-payment of fees?

- You are still liable for the fees 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 transferring or need to move your child to another school?

- You need to give the school five weeks' notice of your intention to leave.
- If you have given five weeks' notice and you have paid annual or full term fees, you will be entitled to a refund of the remaining amount.
- If this notice is not given of your intention to withdraw your child from the school, then you will be liable five weeks' school fees.



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IEA School Fee Policies

Policy 17

- **At the start of each term, no student is to be admitted to school if school fees are outstanding from any prior year.**
No annual fees should be outstanding; late annual fees must have converted to term fees. Schools should be actively following up on outstanding fees.
- **At the start of each term no student is to be admitted to school if school fees are outstanding from any prior term in the current year**
As the end of Term 3 is approaching, schools on three period billing should have **100%** of fees collected.

Schools with a four fee billing period should have a minimum of **75%** of term fees collected. Fee invoices for term four should have been issued by now.

- **Principals will be held responsible for implementing this policy, and boards in their turn are responsible for oversight of fee collection for the year, and for ensuring that principals have carried out their role in this area.**

Policy 20

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

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 a Notice of Withdrawal form.
 4. Student absence or illness does not serve as a notice to withdraw.
10. IEA will only make refunds to the individual, company or organisation that paid the fees.