



WEWAK INTERNATIONAL SCHOOL

A member school of the International Education Agency of PNG Ltd

PO Box 354, Wewak, ESP. Memorial Drive, Wewak Hill

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Principal: J.Masa MEdI (DWU), BMngt (DWU), BEd (QUT), DipST (UPNGGTC)

School Fee Structure 2025

Two Fee Payment Options available - Annual or 3 Terms

Option 1: Annual Fee Tuition from Pre School to Grade 8. Early Bird Discounted Fee	
Amount	Due
K12,600	Friday 7 th February. End of school week 3
No GST on tuition fee. The Early Bird Discount Fee reverts to the three instalments, if full payment is not received by the end of week 3 of term 1 or the full school year is incomplete.	

Option 2: x 3 Terms Fee Tuition from Pre School to Grade 8			
Term	Amount	Payment Due	Notice to withdraw
1	K4,366	Friday 7 th February. End of school week 3	5 weeks' notice to withdraw applies
2	K4,366	Friday 9 th May. End of school week 3	5 weeks' notice to withdraw applies
3	K4,366	Friday 1 st August. End of school week 3	5 weeks' notice to withdraw applies
No GST on tuition fee			

Purpose

Apart from limited fundraising and other raised income, Wewak 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.

Due to the high cost of operating the school as experienced recently the fees for 2025 has been increased considerably. Refer to the schedule above.

Application Fee

A non-refundable Application Fee of K150 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.

Fees

Fees, at Wewak International School, refer 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.

Tuition Fees

Refers to fees charged in providing educational resources, facilities and staff costs. The Tuition Fee may be paid either Annually 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 week 3 of term 1. Payments received after this day will automatically revert to the **termly** fee rate being applied over three instalments.

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/children 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. Take note that 5 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.

Payment of fees

All relevant fees are payable before a student commences 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.

The school prefers to receive payment by bank transfer or EFTPOS cards. A Westpac EFTPOS machine is available at the school for small to large transactions. Cash payment is not permitted. Payments by bank transfer or cash paid at the bank should be made to the following school account:

Account Name	IEA PNG Ltd – Wewak International School
Bank	Westpac
Branch	Port Moresby
Account Type	Cheque
Account number	6007997422
BSB	038049

IEA Policy on Refund 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.

Note that the completion of withdrawal form from the school or a written notice is required for the refund process to commence.