Lae International School

PO Box 2130, Lae 0411, PNG
Ph: 479 1422 Fax: 472 3485

PRIMARY/MIDDLE CAMPUS — Bumbu Road
SECONDARY CAMPUS — Coronation Drive

Owned and operated by IEA — IEA

FEE ADVICE FORM 2026

STUDENT NAME: _____ GRADE IN 2026: _____

A non-refundable fee of K350.00 is charged for every new enrolment.

Please indicate by ticking the box ☑ below for the school fee and program you are applying or continuing enrolment in.

Programs	All amounts in PNG Kina		
	Full Annual Fee	** Full Fee Paid termly by 3 Terms	* Discounted Annual Fee
ELC Full Time	19,716	6,572 ☐	18,731 ☐
ELC Part Time	12,816	4,272 ☐	12,175 ☐
Preschool Full Time	20,364	6,788 ☐	19,345 ☐
Preschool Part Time	13,569	4,523 ☐	12,890 ☐
Prep – Grade 8 IEA international curriculum	22,029	7,343 ☐	20,926 ☐
Grades 9 & 10 PNG curriculum	23,193	7,731 ☐	22,033 ☐
Grades 9 & 10 IGCSE international curriculum	26,673	8,891 ☐	25,339 ☐
Grade 11 & 12 PNG curriculum	23,193	7,731 ☐	22,033 ☐
Grade 11 & 12 ACT international curriculum	27,831	9,277 ☐	26,441 ☐
Boarding Fees	19,464	6,488 ☐	18,492 ☐

Boarding Bond (refundable)	1,130	Secondary Bond (refundable)	560
Boarding Enrolment Fee (non-refundable)	350	Text Book Bond (refundable)	560
Boarding Students Medical Bond (refundable)	2,560	Boarding Students Bus (non-refundable)	513

* This only applies if you are paying by close of business end of Week 3, Term 1 (Fri 6th Feb '26).

** Full fee payment split equally over first 3 terms.

2026 Student Transport Fee Information - Bus Shuttle Fees

Type of Shuttle	Area A	Area B	Area C	
Per TERM: Bus shuttle pick up & drop off	☐ K943.00	☐ K1,160.00	☐ K1,620.00	
Per TERM: Bus shuttle pick up only/drop off only	☐ K513.00	☐ K645.00	☐ K920.00	
Per DAY: Bus shuttle pick up & drop off	☐ K28.00	☐ K33.00	☐ K43.00	Depending on seats being available
Per DAY: Bus shuttle pick up only/drop off only	☐ K18.00	☐ K21.00	☐ K28.00	

Please ensure that all payments are made into our Westpac account
Account name: IEAPNG Ltd – Lae International School
Account Number: 600 799 7503
Branch: Port Moresby Westpac
BSB#: 038004

(Indicate the invoice# and student(s) name on the deposit slip and provide a copy to LIS)

Please turn over this page to view the IEA School Fee Policy extract and LIS bus information.

SSF Student Support Service Fee

Students requiring modified or special education programmes will be placed into an annual program, 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 specialized 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.

IEA School Fee Policy

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.
- No annual fees should be outstanding, late annual fees must 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.
- Term fees are due by week three (3) of each term. If you are using three term payments, these are due by week three (3) of terms 1, 2 and 3.
- Only the Principal will approve the school fee re-payment plan. The parent(s) has to sign and adhere to this agreement.

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.

Refunding of School Fees

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.

Student Transport Information - Bus Shuttle Locations

Area A

- Eriku area (before Kamkumung bridge)
- Town area
- Market area to Main wharf and Lae Industrial Area
- China Town (before Bumbu bridge)
- Papuan Compound to Bugandi
- 1 to 2 Miles (before 3 Miles)

Area B

- Back road (straight after Bumbu Bridge) to Malahang to Mambu Centa bus stop
- Butibam village
- Straight after Kamkumung Bridge to Kamkumung/Butibam junction roundabout to Limki Market (Limki)
- 3 Miles to 5 Miles (No going beyond 5 Mile unless authorised by Principal).

Area C

- Straight after (back road) Mambu Centa bus stop to Second 7 dump to Bumayong.
- Straight after Limki Market (Limki) to West Taraka, East Taraka, Unitech
- Igam -Telikom -Tent City, Bumayong

Eligibility

- Student of Lae International School.
- Student must be in Grade Prep to Grade 12 only.

Time

- Area A bus will start pickups for students at 7:05am
- Area B & C pick up will start for students at 6:45am
- All drop offs will start at 3:00pm
- There are no student drop offs at 12 midday.