School Fee Policy 2026

1. For new enrolments, the School Fee Policy is given to parents with the enrolment application form. For existing parents, the School Fee Policy for the coming year is distributed late in the current year when school fees have been confirmed.

2. Parent's/guardian's signature on the enrolment form indicates that this policy has been read and accepted. TEMIS is funded completely by school fees. You will appreciate the need to adhere strictly to this policy to enable us to meet our financial and budgetary commitments.

3. All payments, including fees for the ELC, should be made at the Finance Office at the Murray site. The school office is open during the holidays and staff will be happy to provide any information you may require in relation to this fee policy. **For security reasons, we do not accept cash and cheque payment.**
   Method of payments accepted are:
   - Online payment (Internet Banking)
   - Direct Deposit
   - Eftpos – credit card (not more than K10,000)

4. **The fees due are to be paid in full, before the child commences class each term.**
   i. At the start of each term, no student is to be admitted to the school, if school fees are outstanding from any prior year.
   ii. 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.

5. **In the case of families commencing later in the year, please be aware that the only way to guarantee a placement at the Ela Murray International School is to pay the term fee.** Places cannot be held without payment being made.

6. There are **Four Terms** in the school year. Students starting at any point during the first half of term will be charged a full term's fee. Students starting at any point during the second half of term will be charged half the full fee for the term.

7. **Annual Fee:** A discount applies to full year (Term 1-4) fee and must be paid by **06th February, 2026**. This will apply where the fee is paid for the year for full time education only, at either the Murray or ELC site. This applies to students arriving within the first three weeks of the school year. With respect to the ELC, the annual fee discount applies only to these children who attend ELC on a full time basis (five days).

8. The **2026** school fees are:

	Full Year Fee	Annual Fee	Term Fee	Family Disct. (Annual)	Family Disct. (Term)
Grade 6, 7 & 8	64,724.00	60,989.00	16,181.00	57,939.55	15,371.95
Prep - Grade 5	59,304.00	55,989.00	14,826.00	53,189.55	14,084.70
Early Learning Centre	39,648.00	37,350.00	9,912.00	35,482.50	9,416.40

9. **Family Discounts:** 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).

10. If a family is unable to pay school fees by the designated time, students will cease attending school. Fees will continue to be charged from the time students are withdrawn until they return to school. If these and any other outstanding fees are not paid, placements will not be held. If re-enrolment takes place, it is contingent upon space being available and fees are due from the time of re-enrolment. These must be paid in full, in advance.

11. Policy on the Refunding of School Fees

    A. School fees are determined by the School Board of Governors and approved by the IEA Board.
    B. An IEA school may refund school fees in the following circumstances:
        - The school or college does not offer the class, grade or program.
        - The student is withdrawn from school or college.

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

    D. Schools must communicate this policy to all parents annually. The Policy forms part of the student registration agreement. The followings conditions apply:

        A. Notice period of withdrawal for refunds is five (5) weeks of term time.
        B. Once Term 4 has begun no refunds are permitted for that school year.
        C. Withdrawal of a student must be made in writing or on the Notice of Withdrawal form.
        D. Student absence or illness does not serve as notice to withdraw.
        E. No refund will apply for temporary absences by the student throughout the enrolment period.
        F. In prolonged absence (over one term) parents may wish to withdraw a student. Notification period apply.
        G. Where the school applies a temporary suspension, no refund applies.
        H. Where a permanent exclusion applies, the date of exclusion is the date of withdrawal.

12. No refunds will apply in circumstance caused by a Force Majeure Event in which the school cannot operate with students in attendance, these include, but 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 interest of the 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.

13. IEA will only make available refunds to individual, company or organization that pay the fees.

14. Where the individual that paid the fees has died, refunds will be paid to the relevant estate on production of written authority.

15. Calculation of the amount of the school fee refund is the procedure as determined by the IEA.

16. IEA will establish a procedure for authorizing fee refunds.

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.

i. 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.
ii. 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.
iii. 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:

i. 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.
ii. 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.

Changes to ELC days can only happen in Week 5 or at the end of the term. There will not be a refund if the student doesn't want to use the days requested.

17. Refunds cannot be made for casual absences, such as sickness, holidays, a period of suspension or absence related to non-payment of fees. The school must be notified in advance of a student leaving for refunds to apply. Placements cannot be held. ELC days cannot be 'made up' or changed due to absences or public holidays.

18. Refunds are only made to the paying body.