Kimbe International School

2026 School Fee Policy

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IEA Policy on the Refunding of School Fees

The IEA Board has approved a School Fee Refund policy. This is a system-wide policy for managing school fee refunds that applies to 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 The student is withdrawn from the school or college.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.

PURPOSE

Apart from limited fundraising and other raised income, Kimbe 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 the IEA Fee Collection Policy. Parents agreed to adhere to this policy in the terms and conditions of enrolment. Under IEA Fee policy, fees for the term must be paid prior to the commencement of the term. Consequences of non-payments of fees may result in students (from the same family) being excluded from class until fees are paid.

APPLICATION FEE

A non-refundable Application Fee of K200 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.

TUITION Fees

Refers to fees charged in providing educational resources, facilities and staff costs. The Tuition Fee may be paid either annually or in three instalments. To be eligible for the Early Bird Discount Fee, full payment of the Tuition Fee must be paid by 6 February 2026. The fee charges relate to the family account and are not necessarily directed at each child. Different Fee categories are set out in the **2026 School Fee Advice**.

- **For all Private Rate families paying by instalment, a minimum of 50% of the Term 1 fee must be paid before students can attend school, which commences on 21 January 2026.**
- Non-payment of any school related fee by parents/guardian will result in the students from that family being excluded from class until the payment is made to the school. Fee payment schedules are offered for special circumstances and only by the Principal.
- 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.
- Any Fee, including fee arrangements, not received by the due date may incur a late payment fee of K50 extra administrative costs.
- If a student is absent from school for any reason, the school related fees will continue, as if the student is at school. Only upon receiving the Withdrawal form, will the fees conclude after the 5-week period of withdrawal notice is applied to the conclusion of the enrolment.

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 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. Remember **–Five 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 (5) weeks' tuition fee being charged. A refund may be provided on approval by the School Principal for extenuating circumstances.

Transfer Certificate and IRC Fee Rebate Letters will only be issued for parents in cases where there are no outstanding fees.

SCHOOL FEE POLICY CONDITIONS

The Tuition and Transport **Fees** set out in the Table-1 above, include discounts for an annual Early Bird payment option. The Early Bird Discount payment option is only available to families who make payments **prior to the end of week 3 of the school year.**

The Tuition Fee includes the cost of textbook use, exercise books, common classroom stationary (a limit applies), some curriculum related day trips, assessments and the issuing of student certificates of achievement/ completion. The cost of uniforms, personal required stationary, camps, excursions, some after school activities/ events and buses are charged separately.

If a parent/guardian still owes the school fees at the end of the school year and is not accepting responsibility for the payment of the outstanding fee, the school will take the action to register the parent/guardian with the Credit & Data Bureau of PNG- a debt registering agency. Further details of this debt registering company can be found at the following website-www.cdb.com.pg

STUDENTS SUPPORT SERVICES (SSS)

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 students. Such needs will be reviewed annually. The SSS Fee, funds the additional staffing and support required for this specialised 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.

DISCOUNT

Early Bird Discount Fees apply, if the full Tuition Fee and Bus Fee are paid by families by or before week 3 of the school.

PAYMENT OF FEES

All relevant fees are payable before a student commences at or returns to the school. Parents are responsible for ensuring the payment of fees.

The school reserves the right to withhold School Reports, Transfer Certificates, Awards, etc., of any student whose fees remain unpaid from such time. Any arrangement for paying of fees will be withdrawn and a new Fee Invoice will be issued. Families may be asked to leave the school for non-payment of fees and or placed on the Credit Data Bureau register for default of payment to Kimbe International School.

The school prefers to receive payment by bank transfer or EFTPOS cards. Cash payments can be accepted, but are not encouraged by the school. Payments by bank transfer or cash paid at the bank may be made to the following school account:

Payee:	**Kimbe International School**
Bank:	**Westpac Banking PNG Limited**
Branch:	**Kimbe**
Account No:	**600 799 7383**
BSB:	**038 004**

Confirmation for payment of fees by bank transfer should include reference to the Fee Invoice Family code (top left on invoice) and the student's name and emailed to the finance staff immediately upon payment-syerekit@kimbe.iea.ac.pg

Note: The Payer is liable for all bank charges. Documentary proof of payment by bank transfer or a school receipt for cash/EFTPOS payment must be provided to the school, before the fee is deemed paid by the school. Dishonoured cheques will incur a K50 administration fee. The use of the EFTPOS facilities at the school may incur a 1% convenience service fee to cover the administration and processing service by finance staff.