Mt HAGEN INTERNATIONAL SCHOOL
P.O. Box 945, Mt Hagen. W.H.P. 281
Ph: (675) 542 1964/ 542 3000- Fax: (675) 542 1840
Email: info@hagen.iea.ac.pg - Website: www.iea.ac.pg

incorporating:
- Early Childhood Education
- International Primary School
- School Association Housing

We Strive.....BE SAFE BE RESPECTFUL and BE A LEARNER.....at MHIS

"The Right Start For Your Child"

SCHOOL FEES INFORMATION – 2026

Annual Fees

Grade	Fee
Early Childhood Education _Full Time	13,245.00
Preparatory to Grade 6	14,922.00
Grade 7 & 8	15,378.00

Annual Discounted Fees

Grade	Fee
Early Childhood Education	12,716.00
Preparatory to Grade 6	14,324.00
Grade 7 & 8	14,763.00

Annual Discounted Fees are to be paid before 06th February 2026.

Termly Fees

Grade	Installment Payments for 3 x Terms	Fee
Early Childhood Education	Pay in Terms 1, 2 & 3 ONLY	4,415.00
Preparatory to Grade 6	Pay in Terms 1, 2 & 3 ONLY	4,974.00
Grade 7 & 8	Pay in Terms 1, 2 & 3 ONLY	5,126.00

NO FEES ARE DUE IN TERM (4) FOUR

A non-refundable fee of K100.00 is applicable for new enrolment only.

The 2026 School Fee Structure for Mount Hagen International School, approved by the IEA Board

ACCOUNT DETAILS: MT. HAGEN INTERNATIONAL SCHOOL
6007997471 – WESTPAC BANK, PORT MORESBY BRANCH

Kolis WAIRA (Ms.)
Principal

School Fee Policy

- 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
- School fees are to be paid in term
- 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
- Fee arrangements for any student whose fees are not paid in full prior to the start of term must be documented in writing, with a copy available at the school.

School Fee Refund Policy

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   2.2 The student is withdrawn from the school or college.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:

   4.1 Notice period of withdrawal for refunds is five (5) weeks of term time.
   4.2 Once Term 4 has begun no refunds are permitted for that school year.
   4.3 Withdrawal of a student must be made in writing or on the Notice of Withdrawal form.
   4.4 Student absence or illness does not serve as notice to withdraw.
   4.5 No refunds will apply for temporary absences by the student throughout the enrolment period.
   4.6 In prolonged absence (over one term) parents may wish to withdraw a student. Notification periods apply.
   4.7 Where the school applies a temporary suspension, no refund applies.
   4.8 Where a permanent exclusion applies, the date of exclusion is the date of withdrawal.
   4.9 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.

4.10 IEA will only make refunds to the individual, company or organization that paid the fees.

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

4.12 Calculation of the amount of a school fee refund is by the procedure determined by the IEA.