



Tabubil International School

Tabubil International School is owned by OTML and operated by The International Education Agency of Papua New Guinea
P. O. Box 408, TABUBIL, Western Province, PNG. Telephone: 6499233, Fax: 6499324. Email: tabubilprincipal@iea.ac.pg.



Monday, 3rd November 2025

2026 APPROVED SCHOOL FEE STRUCTURE

The School Fee for 2026 has been approved by IEA PNG and endorsed by IEA Board.

ANNUAL FEE

Annual Fee and Term One fee must be paid before Friday, 6 February 2026 before a child enters the classroom.

TERM FEE PAYMENT AND INSTALLMENTS CAN BE DISCUSSED WITH THE SCHOOL PRINCIPAL.

ANNUAL FEE PAYMENT Preschool to Grade 8	K10,000.00
ANNUAL FEE PAYMENT Grade 9-10	K12, 000.00
THREE TERM BILLING FEE Preschool to Grade 8 Term 1, 2 and 3 only	K3,667.00
THREE TERM BILLING FEE Grade 9-10 Term 1, 2 and 3 only	K4, 400.00

Payment of fees after Friday, 6 February will result in parents paying the termly fee and/or forfeiture of space, school fee refunded and issued with open transfer certificate.

Note: IEA School Fee Directive 20/2/18 applies. Please take note of Policy on the Refunding of School Fees on the reverse side.

Thank you.

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Mrs. Cathy Kiri
School Principal



TABUBIL INTERNATIONAL SCHOOL
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Email: tis@tabubil.iea.ac.pg
Owned by OTML and operated by IEA

How do I get the school fees paid?

1. Call into the school office and collect 2026 School Fee Invoice and confirmation letter.
2. Make payment to:

Westpac Bank Account – TABUBIL INTERNATIONAL SCHOOL
Account Name: IEA PNG LTD – Tabubil International School
Account Number: 6007997406
Branch: Port Moresby Westpac
BSB: 038004

3. Present your bank slip at the office to claim your school receipt.

When is the school fee for 2026 due?
Friday, 6 February 2026

What will happen after if I pay after that date?

The space for your child will be given to another child, school fee refunded and you will be issued with an open transfer certificate (re-enrolled child) and/or default to the termly fee payment.

Please also take note that:

- 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.
- 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.
- No student will receive their end of year school reports if school fees have not been fully paid by the end of the year.
- No school fee invoices for 2026 will be issued to any student who has unpaid school fees for 2025. Applications for re-enrolment will be put on hold.
- Any student in Grade 8/10 who has not fully paid their school fees by the end of the year will not receive their Grade 8/10 Certificate.

Policy on the Refunding of School Fees - (Last Modified: 09/10/2020)

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. Schools 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.