



## The International School of Lae

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# 2008 SCHOOL CHARGES FOR TISOL STANDARD PROGRAM

## BONDS AND DEPOSITS

Registration Fee (New Enrolments/Non Refundable) K150 per student.

## TUITION FEES

	Annual	Term
Grade 6	K5,800.00	K1,575.00
Grades Prep to 5	K5,400.00	K1,500.00
Preschool Full Day	K5,400.00	K1,500.00
Preschool Half Day	K3,750.00	K1,050.00

## PAYMENT

Annual Fees are due in full by the end of Week 1 of Term 1.

The four periodic payments are due by the end of week 2 of terms one, two, three and four.

Weekly/Fortnightly payments by arrangement, in writing to the Principal.

## CONDITIONS RELATING TO SCHOOL CHARGES

These are detailed in a separate document entitled *Conditions Relating to School Charges*.



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# 2008 SCHOOL CHARGES FOR TISOL PLUS PROGRAM

## BONDS AND DEPOSITS

Registration Fee (New Enrolments/Non Refundable) K150 per student.

## TUITION FEES

	Annual Payment	Term Payment
Grade 6	K18,900.00	K4,900.00
Grades Prep to 5	K17,150.00	K4,450.00

	Annual Payment	Term Payment
Preschool (Full Day)	K10,000.00	K2,650.00
Preschool (Half Day)	K9,500.00	K2,500.00

Early Childhood Centre (ECC)	Annual Payment	Term Payment
Busy Bees/Kids Kindy (Full Day)	K9,500.00	K2,500.00
Busy Bees/Kids Kindy (Half Day)	K7,000.00	K1,875.00

## PAYMENT

Annual Fees are due in full by the end of Week 1 of Term 1.  
 The four periodic payments are due by the end of week 2 of terms one, two, three and four.  
 Weekly/Fortnightly payments by arrangement, in writing to the Principal.

## CONDITIONS RELATING TO SCHOOL CHARGES

These are detailed in a separate document entitled *Conditions Relating to School Charges*.



TISOL  
Email

## LAE IEA SCHOOLS

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Lae, Morobe Province 411, Papua New Guinea

## CONDITIONS RELATING TO SCHOOL CHARGES

### 1. Acceptance of Enrolment

- 1.1 The enrolment is confirmed when the school signs and returns the *Acceptance of Enrolment*.
- 1.2 The enrolment will not be accepted until all outstanding fees and other monies, for previous enrolments at any IEA schools, including for a prior year, have been paid in full for all family members.

### 2. Registration Fee

- 2.1 No enrolment will be accepted without the applicable registration fee being paid in full at the time of enrolment.
- 2.2 All students pay the registration fee.

### 3. School Fees

- 3.1 Fees are due before the commencement of term on the date indicated on invoice communication.
- 3.2 Parents are responsible for the payment of fees irrespective of any arrangement with an employer, including the government.
- 3.3 Where a parent wishes to make alternative periodical payments, the details of the proposal must be negotiated with the Principal, made in writing and be accompanied by a Statutory Declaration committing to completion of all payments. Where parents default on a payment the arrangement is immediately dissolved and regular terms apply.

### 4. Commencement After the Start of the School Year

- 4.1 Where the commencement date, as stated on the *Acceptance of Enrolment*, is after the start of the school year, a discount will apply as shown in section 8.
- 4.2 The conditions outlined in this document will apply in relation to the commencement date until the end of the first term of enrolment. The conditions for subsequent terms remain as stated.

## 5. Late Payment of School Fees

- 5.1 Where school fees are not paid by the end of Week 2 of any term, the student will not be permitted to attend school until all outstanding fees are paid.
- 5.2 Outstanding fees from one term must be paid before the student starts school in the following term.
- 5.3 Students will not receive school reports, transfer notes or other certification until all due fees are paid in full, all school property has been returned, and any other money owing has been paid.
- 5.4 All due fees must be paid in full before a student will be permitted to sit for any exams.
- 5.5 Where a student is excluded from class due to late fee payment, no deduction applies for the period of exclusion.
- 5.6 In exceptional circumstances, alternative arrangements for the payment of fees may be negotiated with the principal.
- 5.7 The schools retain the right to seek legal assistance to ensure all outstanding monies are paid in full.

## 6. Refund of School Fees

- 6.1 Full fees are refunded only in the following circumstances:
  - a) When the enrolment is not accepted.
  - b) When the student withdraws before the end of week one.
- 6.2 A 15% refund is given for ten consecutive school weeks of non-attendance where the annual fee has been paid, and no tuition or materials have been provided by the school.
- 6.3 No refund is given for consecutive non-attendance of less than ten school weeks, or for non-consecutive non-attendance of ten weeks or more.
- 6.4 Where a student does not complete the school year, a refund will apply, as shown in section 7, from the cessation date or five weeks after notice is given, whichever is later.
- 6.5 Refunds are made to the person or company paying the fees.
- 6.6 In line with IEA policy, where the enrolment is transferred to another IEA school, the balance of fees will be sent to the new IEA school.

## 7. Fee Amendment Schedule

- 7.1 This schedule applies to school grades from the Early Years through to Grade 8.

Fee Amendment Schedule	Late Commencement Charge		Early Cessation Refund	
	Annual Payment	4 Periodic Payments	Annual Payment	4 Periodic Payments
<b>Term 1</b> Wk 1 or 2 Wk 3 or 4 Wk 5 or 6 Wk 7 or 8 Wk 9, 10 or 11	100%	100%	85%	70%
	97%	90%	79%	50%
	92%	75%	74%	30%
	88%	55%	70%	10%
	83%	30%	70%	0%
<b>Term 2</b> Wk 1 or 2 Wk 3 or 4 Wk 5 or 6 Wk 7 or 8 Wk 9, 10 or 11	N/A	100%	60%	70%
	N/A	90%	54%	50%
	N/A	75%	49%	30%
	N/A	55%	45%	10%
	N/A	30%	45%	0%
<b>Term 3</b> Wk 1 or 2 Wk 3 or 4 Wk 5 or 6 Wk 7 or 8 Wk 9, 10 or 11	N/A	100%	35%	70%
	N/A	90%	29%	50%
	N/A	75%	24%	30%
	N/A	55%	20%	10%
	N/A	30%	20%	0%
<b>Term 4</b> Wk 1 or 2 Wk 3 or 4 Wk 5 or 6 Wk 7 or 8 Wk 9, 10 or 11	N/A	100%	15%	70%
	N/A	90%	9%	50%
	N/A	75%	4%	30%
	N/A	55%	0%	10%
	N/A	30%	0%	0%