



KIMBE INTERNATIONAL SCHOOL

P.O. Box 307, Kimbe, West New Britain Province, Papua New Guinea
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Principal: Mr. Ifor John Jones, B.Sc.(Jt. Hons.), M.Ed.

Kimbe International School Fee Policy

The Kimbe International School Board endorses IEA policy 17 and incorporates it into its School Fee Policy.

1. Each year the Board of Governors will set the fee for the following year in order to cover the costs of running the school taking into account all information available regarding potential income and expected expenditure for both running costs and costs associated with meeting the requirements of the School Development Plan. These fees must be approved by the IEA board of Directors. The schedule for the current year is attached to this policy as Appendix 1.
2. Parents will be advised as to the fees for the following year as soon as the proposed fee schedule has been approved by the IEA Board.
3. At the start of each year no student is to be admitted to school if school fees are outstanding from any prior year.
4. Fees are due **before the commencement** of each term. The provision of a facility to pay fees in part payments is something that must be arranged with the Principal, must be in writing and must be approved by the Board.
 - a. At the start of each term no student is to be admitted to school if school fees are outstanding from any prior term.
 - b. No student may remain in school if school fees for that term are still outstanding two weeks after the commencement 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.
 - c. 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 in the school records.
5. Four (4) weeks notice must be given if parents intend removing their child(ren) from the school. If this notice is not given then four weeks fees will be due to the school in lieu of notice. This payment may be waived at the discretion of the Board depending on individual circumstances.
6. On enrolment a non-refundable administration fee of K200 per student is payable. This will be deducted from the first term's fee if the student attends.
7. No certificates (or photocopies) or reports will be issued for students for whom fees are unpaid at the end of a term until the fees are paid in full.
8. An official receipt must be issued by the school office for all money paid to the school. Any payment alleged to have been made without such a receipt will not be accepted as a payment to the school.

Policy reviewed September, 2010