

FEE SCHEDULE 2016-17

ISPP is a non-profit school funded almost exclusively by fees collected. As a condition of student admission & continuing enrolment, parents & guardians confirm their obligation & ability to meet all terms & conditions of payment outlined in the Fee Schedule & Student-Parent Handbook.

This Fee Schedule was adopted by the Board on 24 February 2016. All fees are billed & payable in USD (\$).

1. NEW STUDENTS

a. Application fee: \$250

Payable one time only with enrolment application; non-refundable for successful applicants & nontransferable

b. Entrance fee (KG to Grade 12): \$2,750

Payable one time only on enrolment acceptance & prior to admission; non-refundable & non-transferable

c. Early Years Programme deposit (PEY, EY1 & EY2): \$750

Payable per year of attendance in Early Years Programme. When student progresses to KG, the total deposit(s) will be applied towards the KG-Grade 12 Entrance Fee.

2. ENROLMENT DEPOSIT: \$750

Required on advance enrolment, or on re-enrolment where places are limited; non-refundable; applied to the tuition fee for the first billing period.

3. ANNUAL FEES (\$)

	TUITION	CAPITAL	TOTAL
EY1/PEY	6,220	900	7,120
EY2	7,800	900	8,700
KG - G5	15,360	2,210	17,570
G6-10	18,520	2,210	20,730
G11-12	20,000	2,210	22,210

Annual fees are payable in full in advance by **30 June 2016**.

Payment plan options are available at an additional charge as noted in 6 below.

4. FEES FOR STUDENT SUPPORT SERVICES

Additional fees apply above Grade 1 for students assessed as needing support in English as an Additional Language (EAL) or other Learning Support (LS). Limited support up to Grade 1 incurs no additional charge.

	\$ Per Term
Grades 2 - 5 EAL / LS	475
Grades 6 - 12 EAL/ LS Partial support	475*
Grades 6 - 12 EAL/ LS Full support	1,570

* EAL Partial Support for Grades 6-8 requires additional fees for compulsory Mother Tongue language tuition. EAL Support for G9-10 carries no additional EAL fees school but compulsory Mother Tongue language tuition fees will apply. Mother Tongue fees will range from approximately \$235-\$935 per term depending on the number of students (1-4) in a single Mother Tongue class per grade level. If there are 5 students or more in a single class, the fees are paid by the school.

For applicants that require EAL testing prior to enrolment, a \$50 fee is applied, payable prior to testing.

5. OTHER FEES

Every effort is made to cover operating and capital replacement costs within the tuition & capital fees listed. Additional fees will however be charged where the cost or usage of resources, activities or services varies significantly between students or groups, for example: individual uniforms, some co-curricular trips, mother tongue instruction, after-school activities and the student home-school-home bus services. More information is available from the Finance Office.

6. FEE PAYMENT OPTIONS & DISCOUNTS

a. Payment options (to be selected on enrolment/ re-enrolment)

Payable by:	TUITION						CAPITAL	
	Semester (twice a yr)		Term (four times a year)				Semester (twice a yr)	
	30-Jun	13-Dec	30-Jun	13-Sep	13-Dec	21-Feb	30-Jun	13-Dec
EY1	3,170	3,170	1,620	1,620	1,620	1,620	540	540
EY2	3,980	3,980	2,030	2,030	2,030	2,030	540	540
KG-Grade 5	7,840	7,840	4,000	4,000	4,000	4,000	1,330	1,330
Grade 6-10	9,450	9,450	4,820	4,820	4,820	4,820	1,330	1,330
Grade 11-12	10,200	10,200	5,200	5,200	5,200	5,200	1,330	1,330

b. Discounts

Late enrolment: 50% on one term’s tuition fee if enrolling later than 50% through that term.

Family: 5% on tuition fee for third child in family simultaneously attending; 10% for fourth & subsequent children, applied to youngest attending child(ren).

Long-stay: 10% on capital fee from seventh consecutive year of attendance after Grade 1.

7. BILLING & LATE PAYMENT

- a. **Payment options & billing address:** must be confirmed on enrolment/ re-enrolment or subsequently by written request to the Finance Office. Deliveries to home address will be sent with the youngest child, unless otherwise notified to the Finance Office. Non-receipt of an invoice is not grounds for waiver of charges on late payment.
- b. **Liability:** parents/legal guardians are jointly & severally liable for prompt payment of fees & charges due, irrespective of any third party responsibility for payment.
- c. **Due dates:** as stated above or on the invoice where otherwise. Up to 10 days payment delay may be granted without penalty with prior written agreement from the Finance Office.
- d. **Payment overdue < 30 days:** first 10 days after due date: 2% charged per month on unpaid fees; over 10 days: 4% per month (compounded monthly). If fees remain unpaid, a student is not guaranteed a place for the subsequent billing period; school reports, transcripts, certificates & other records will be withheld & students may be excluded from travel or co-curricular activities until the balance is settled.
- e. **Payment overdue > 30 days:** students may be excluded from examinations or assessment & may have their attendance privileges revoked until the account is made current.
The school reserves the right to disenrol a student with fees more than 30 days overdue and to refer the debt for recovery through legal action or third party collection agents, including internationally where necessary.

8. OTHER TERMS & CONDITIONS

- a. **Refund on withdrawal:** Refund will only be considered on submission of the completed withdrawal/refund application & only for full quarters (tuition) or semesters (capital) not attended. Finance charges are deducted at 4% for tuition & 20% for capital before refund.
- b. **Variation:** Parents facing unexpected financial hardship may apply to the Director in writing for an agreement to short-term variation of payment plan; however, any request for continued attendance with fees unpaid for more than 120 calendar days must be addressed to the full Board for consideration.
- c. **Change without notice:** Fees are subject to change without notice at the discretion of the Board and additional charges may be levied to cover government taxes for which the school becomes liable.
- d. **Payment method:** Direct deposit, transfer or cheque drawn on a Cambodian or US bank, with any transaction charges paid by the remitter. Cash will only be accepted for balances less than US\$2,000.

e. Information: All invoices, statements & other billing correspondence will be in the English language. Parents needing clarification or support should contact the Finance Office directly.