



FEE SCHEDULE 2011-12

1. NEW STUDENTS

- a) **Enrolment deposit:** A deposit of US\$750 is payable on enrolment for place reservation. The deposit is non-refundable and non-transferable if a student does not attend. The deposit will be applied to the tuition fee for the first billing period.
- b) **Entrance fee:** A fee of US\$2,500 is payable in advance on admission to grades from PYR to Grade 12; this fee is paid once only for initial registration and is non-refundable and non-transferable. Students admitted to Early Years pay an annual fee of US\$500 which will be applied to the full fee if the student progresses to PYR.

2. ANNUAL FEES (US\$)

a) Tuition fees

OPTIONS	Annual	By Semester		By Term/ Quarter			
		25 Jul 11	25 Jul 11	2 Jan 12	25 Jul 11	3 Oct 11	2 Jan 12
EY1	5,040	2,570	2,570	1,310	1,310	1,310	1,310
EY2	6,280	3,203	3,203	1,633	1,633	1,633	1,633
PYR- Grade 5	12,220	6,232	6,232	3,177	3,177	3,177	3,177
Grade 6-10	14,760	7,528	7,528	3,838	3,838	3,838	3,838
Grade 11-12	15,980	8,150	8,150	4,155	4,155	4,155	4,155

One of three options may be selected on enrolment with due dates as above. Payment options by Semester or by Term include a finance charge of 2% and 4% of the annual fee respectively.

b) Capital fees

OPTIONS	I		II
	25 Jul 11	25 Jul 11	2 Jan 12
Early Years 1/ 2	780	468	468
PYR- Grade 12	1,880	1,128	1,128

One of two options may be selected on enrolment with due dates as above. Payment option by Semester includes a finance charge of 20% of the annual fee.

3. FEES FOR STUDENT SUPPORT SERVICES (US\$)

Fees for support required in English as a second/ additional language and for special educational needs are charged per quarter as follows:

EY1 - Grade 1	EAL/ SEN	No fee
Grades 2 - 3	EAL	400
Grades 4 - 5	EAL/ SEN	400
Grade 6 - 12	EAL/ SEN Partial support	400
Grade 6 - 12	EAL/ SEN Full support	1,325

4. OTHER CHARGES

Every attempt is made to cover all instructional costs in the tuition fee. However, certain items which vary widely between grade levels or groups are charged on a cost-recovery basis and therefore separately billed during the year. Please contact the Finance Office if information is required for payment or reimbursement from an employer. Separate charges are currently made for Educational Travel and Mother Tongue Programme.

5. TERMS AND CONDITIONS

a) Discounts:

On late enrolment: 50% of a term's tuition fee may be discounted if enrolment occurs more than 50% through a term.

Family: Where three or more children from one family are simultaneously attending, 5% of the tuition fee will be discounted for the third child and 10% for the fourth and subsequent children, applied to the youngest attending child(ren).

Continuing enrolment: 10% of the annual capital fee will be discounted from the seventh consecutive year of attendance after Grade 1.

b) Variation of payment plan: Variation of payment plan is only possible in exceptional circumstances and with the prior written approval of the Director. A variation plan must be signed in advance by parents and the Director stating instalment due dates and consequences of default.

c) Late payment: A late payment charge of 4% per month, compounded monthly, will apply to any unpaid fees or charges more than 10 days overdue until the account is settled. Students with unpaid balances more than 30 days overdue may have their school attendance privileges revoked by the school and will not be guaranteed a place in the subsequent quarter and beyond until such time as their account is made current. Any school records, including reports, transcripts and certificates, will only be released upon full payment of outstanding fees and late payment charges. Students may be excluded from examinations, assessments and educational travel if fees and charges remain unpaid. Enrolment may be terminated for non-payment of fees and any balance more than 30 days overdue may be referred for recovery through legal action or third party debt collection, including internationally where parents have relocated on withdrawal.

d) Change during the year: All fees are subject to change without notice at the discretion of the Board.

e) Payment methods: Payment should be made by direct deposit or wire transfer in US dollars to a school bank account or by cheque drawn on a Cambodian or US bank. Any transaction charges must be paid by the remitter. Cash will only be accepted for charges less than US\$2,000.

f) Refund on withdrawal: Notice must be given in writing by submission of the completed withdrawal form for any refund to be considered; application for refund must be made in writing to the Business Office. Refund will only be made for tuition fees for full quarters of non-attendance and for capital fees for full semesters of non-attendance, after deduction of finance charges applied at 4% for tuition and 20% for capital fees.

g) Billing instructions: Invoices will be issued and delivered in accordance with the payment option and billing address noted on the enrolment form; deliveries to the home address will be sent with the youngest child in the family. Any changes must be notified to the Business Office in writing.

h) Liability: Parents or legal guardians are jointly and severally liable for prompt payment of fees and additional charges due, irrespective of whether fees are paid personally or by an employer or other third party.

i) Information: All invoices, statements and other correspondence related to fee payment will be in the English language. Queries or requests for assistance with translation should be addressed to businessoffice@ispp.edu.kh

ISPP is a non-profit parent-owned association and relies almost completely on fee income to provide sufficient resources for operation of the school. It is a condition of admission and continuing enrolment of a student that parents or legal guardians are able to pay required fees and an expectation that payment deadlines are respected. Parents and legal guardians are responsible for reading and complying with the full guidelines for payment of fees and charges included in the Fee Schedule and Student-Parent Handbook.

ISPP recognises that families may experience temporary cash-flow difficulties or financial hardship through an unexpected change in circumstances; in these cases the Business Office should be notified immediately to discuss a short-term adjusted payment plan.