

## Fee Schedule 2020-21

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

**This Fee Schedule was adopted by the ISPP Board of Trustees on 1 April 2020. All fees are billed and payable in USD (\$).**

### 1. NEW STUDENTS

**a. Application fee: \$250**

Payable one time only with enrolment application; non-refundable for successful applicants and non-transferable.

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

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

**c. Early Years Programme deposit (PEY, EY1 and 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	7,179	900	8,079
EY2	9,002	900	9,902
KG-Grade 5	17,731	2,210	19,941
Grade 6-10	21,377	2,210	23,587
Grade 11-12	23,086	2,210	25,296

Annual fees are payable in full in advance by **30 June 2020**. Payment plan options are available at an additional charge as noted in 5 below.

### 4. OTHER FEES

Every effort is made to cover operating and capital replacement costs within the tuition and capital fees listed. However, additional fees will 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.

\*Mother Tongue fees will range from approximately \$235-\$935 per term depending on the number of student (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 \$75 fee is applied, payable prior to testing.

## 5. FEE PAYMENT OPTIONS AND DISCOUNTS

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

Payable by:	TUITION						CAPITAL	
	Semester (twice a year)		Term (four times a year)				Semester (twice a year)	
	30-Jun	31-Dec	30-Jun	09-Oct	31-Dec	19-Mar	30-Jun	31-Dec
EY1/PEY	3,661	3,661	1,867	1,867	1,867	1,867	540	540
EY2	4,591	4,591	2,341	2,341	2,341	2,341	540	540
KG-Grade 5	9,043	9,043	4,610	4,610	4,610	4,610	1,330	1,330
Grade 6-10	10,902	10,902	5,558	5,558	5,558	5,558	1,330	1,330
Grade 11-12	11,774	11,774	6,002	6,002	6,002	6,002	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 a family, simultaneously attending; 10% for fourth and subsequent children, applied to youngest attending child(ren).

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

## 6. BILLING AND LATE PAYMENT

- a. **Payment options and 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 a waiver of charges on late payment.
- b. **Liability:** parents/legal guardians are jointly and severally liable for prompt payment of fees and 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 and other records will be withheld and students may be excluded from travel or con-curricular activities until the balance is settled.
- e. **Payment overdue > 30 days:** students may be excluded from examinations or assessment and 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.

## 7. OTHER TERMS AND CONDITIONS

- a. **Refund on withdrawal:** Refund will only be considered on submission of the completed withdrawal/refund application and only for full quarters (tuition) or semesters (capital) not attended. Finance charges are deducted at 4% for tuition and 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 and other billing correspondence will be in the English language. Parents needing clarification or support should contact the Finance Office directly.