

2017 SCHOOL FEES

Grade	Early Bird October	Early Bird November	Early Bird December	Full Year	Installment
6-7	10,400	10,600	10,800	11,100	3,950x3 = 11,850
8	10,900	11,100	11,300	11,600	4,150x3 = 12,450
9-10	12,600	12,900	13,200	13,500	4,800x3 = 14,400
11-12	13,300	13,600	13,900	14,200	5,000x3 = 15,000

Additional Fees

Entry Test Fee : K 50 (new students only),

Registration Fee : K 200 (new students only),

Textbook Fee : K 900 for Grade 6, 7 and 8, K 1, 100 for Grade 9 and 10,
K 1, 000 for Grade 11 and 12,

Deposit Fee : K 250,

Uniform Fee : K 440 for boys, K490 for girls including two sets of school uniform and a set of sports uniform

Early Bird

The Early Bird fee for October, November or December are charged if the fees are paid **IN FULL** before **October 31st, November 30th and December 30th, 2016** respectively.

Full Year Fees

Full Year fee must be paid in full by **January 27th, 2017**, otherwise installment fee applies.

Installment Fees

The first installment must be paid latest by **January 27th, 2017**, the second installment by **April 21st, 2017**, the third installment by **August 4th, 2017**.

The school offers one week grace period after the due date of the 2nd and 3rd installments. Afterwards, the school will not entertain any late payments regarding any excuses. Because of the non-payment of the school fee, the student will be suspended and will not be able to enter the school or take part in exams, tests, quizzes or any in- or out of school activities until the fees are paid in full.

Payment Methods

You can make the payment in three ways:

1. Deposit to the school bank accounts. Please use a deposit form to pay the school fees at the bank and return the deposit slip to the office. Account details are:

**ANZ Bank (POM) – 0012422963 (PNG Paradise Limited) or
Westpac Bank (WAIGANI) – 6001283546 (PNG Paradise High School)**

2. You can write a cheque.
3. You can use EFTPOS in the school office.

PLEASE NOTE THAT CASH PAYMENT IS NOT ACCEPTED.

SCHOOL POLICY ON PAYMENTS

- Registration fee (for new students) of K 200 must be paid upon lodgment of the enrolment form. This fee is exclusive of school fee and it will not be refunded if a parent/guardian wants to withdraw a student after securing a place.
- All other additional fees must be paid before the commencement of the academic year such as text book fee, uniform fee, bond fee and the admission form should be filled in and returned to the office in order student to be eligible to start schooling.
- Enrolment fee (for returning students) of K 300 shall be paid by December 9th, 2016 to secure a place for a student. This fee is inclusive of the school fee and it will not be refunded if a parent/guardian wants to withdraw a student after securing a place. Please, keep in mind that the first installment must be paid until January 20th, 2017. Otherwise, the student will not be accepted to attend classes when the academic year starts or will be replaced by a new student who is on the waiting list.

- Students withdrawing from the school will be charged a full installment fee for the date s/he attended for that installment in which they leave, eg;**

A student whose school fees has been paid on an installment basis and withdraws before the due date of the next installment, there will be no refund.

A student whose school fees has been paid in full for the year and he/she wants to withdraw before the due date of the second installment, then, the refund is calculated for the second and third installment only.

1st installment applies from the date of commencing school to 21 April 2017.

2nd installment applies from 24 April 2017 to 4 August 2017.

3rd installment applies from 7 August 2017 to the last date of school.

- There will be no refund for the students who are expelled from the school due to disciplinary issues or absenteeism of 30 days. The absenteeism includes sickness leave, suspension due to late/non-payment of school fee or any other forms of absenteeism.

If parents plan his/her child(ren) to attend the school only one or two terms of the academic year and intend to withdraw them afterwards, the parents of the student(s) must notify the administration in the beginning of the academic year. If not, it will result as no refund for the rest of the year. And the bond fee will be paid back only when the library books are cleared.

- 30 days absence rule (Secretary's instruction 2/94, SCE HANDBOOK, 2008 edition, page 28-29)**

Students who are suspended from school and exceed the 30 days cumulative absence limit will no longer be eligible for award of a Basic School Certificate, School Certificate or Higher School Certificate. The absenteeism includes sickness leave, suspension due to late/non-payment of school fee or any other forms of absenteeism.

The maximum period of absence from school which a student shall be considered ineligible for certification is now stipulated as 30 days continuous or cumulative absence in any one school year.

If any students exceed this maximum period, they should be terminated from studies by the School Board. This termination must be made before the National Examination are set in October and November.

Parent Name : _____

Parent Signature : _____

Student Name : _____

Grade : _____

Date : _____