Enrolment Form 2027

AIS Australian International School
Papua New Guinea

TUITION & BOARDING FEES POLICY 2027

Please read carefully and sign at the end of this policy

AISPNG relies entirely on the payment of fees to cover all its costs. This policy is in place to ensure that fees are paid on time. AISPNG management and staff will be happy to provide any information you may require in relation to this policy.

Payment by direct deposit is preferred. Alternatively, an EFTPOS facility is available at the Admin Office. Cash payments are discouraged for safety reasons, and a 2% cash-handling fee is charged to cover the bank fees involved.

	Kina Bank — Goroka Branch	Bank South Pacific (BSP) — Goroka Branch
Account name	Australian International School PNG	Australian International School PNG
Account no.	15756404	7006543545
BSB	028015	088301

Please send us a remittance advice after making a direct deposit.

1. General

1.1 Fees are effective from 1 January 2027 and remain in force until changed by the school.

1.2 The Australian International School PNG reserves the right to change the set fees at any time.

1.3 Fees fall due at the beginning of each academic year or at the beginning of each term. **Fees are payable in advance of attendance.** Instalment arrangements can be made at the discretion of AISPNG management and require a signed agreement with the Principal. Payment deadlines are firm and remain the responsibility of the payer. Penalties apply for late payment (see 6.1–6.3).

1.4 The school will not provide education or boarding services for students whose fees are unpaid.

1.5 **Where fees are unpaid at the due date, the school will apply an immediate service charge of PGK 200 for tuition fees and PGK 200 for boarding fees.** An additional PGK 200 per month, or part thereof, is charged if payments are overdue past the end of a month and after a term has ended (see Section 6).

1.6 At all times, it is the responsibility of parents and/or guardians to ensure that tuition and/or boarding fees are paid on time and before a student attends (or starts boarding). This also applies to timely payment by a sponsor or employer.

1.7 An agreement to pay in instalments can be made at the discretion of school management. These are tailor-made agreements that must be in writing and approved by AISPNG management. An instalment must always be paid before the commencement (or continuation) of education and/or boarding services and must cover a **minimum** of two weeks' tuition (and boarding).

1.8 Tuition and/or boarding fees cover four terms in each academic year. Terms may consist of 9, 10 or 11 weeks. Every year, the terms add up to 40 weeks of education per academic year.

1.9 New enrolments and enrolled students starting after the scheduled start of a term will still be invoiced for the full tuition and/or boarding fees for that term. A pro-rata fee applies only for exceptionally late starts: new and enrolled students arriving in Week 5 of a 9-week term, or in Week 6 of a 10- or 11-week term, will be billed on a pro-rata weekly basis. No discounts apply to pro-rata fee calculations.

1.10 AISPNG does not cater for part-time education, apart from the Early Learning years. Part-time attendance in Early Learning classes is possible at a fixed rate of PGK 80 per day. Requests for pro-rata tuition charges (other than in Early Learning), or for refunds because of illness, unexpected departures, casual absences, extended holidays or periods of suspension, cannot be granted.

2. Application Fee

2.1 A one-time registration fee of PGK 300 is payable when the Application for Enrolment is submitted to the school. This fee is non-refundable and covers the administration costs associated with prospective enrolments. This payment secures the student's placement. If a student is absent for a full term or more, the re-enrolment fee applies (see 5.3).

3. Discount

3.1 A 5% discount is available if the **full** annual payment is received **before** the start of Term 1 of the academic year. This discount is available only if the student starts within the first five weeks of Term 1.

3.2 A 5% discount applies for each enrolled sibling.

3.3 The maximum discount for any one student at any one time is capped at 5%. For example, the 5% sibling discount cannot be added to the discount for paying the full annual school fees in advance.

4. Fee Schedule

Fees must be paid in advance of attendance (see 1.3).

	Annual	Per Term
Enrolment		
One-time enrolment fee (non-refundable)	PGK 300.00	—
Tuition		
Lower Primary — Early Learning (age 3–4) & Foundation	PGK 11,200.00	PGK 2,800.00
Middle Primary — Year 1 to Year 3	PGK 19,800.00	PGK 4,950.00
Primary — Year 4 to Year 6	PGK 21,600.00	PGK 5,400.00
Junior High School — Year 7 to Year 8	PGK 23,200.00	PGK 5,800.00
High School — Year 9 and above	PGK 24,400.00	PGK 6,100.00
Boarding *(available for Year 2 to Year 10; boarding fees are in addition to tuition fees)*		
Full boarding	PGK 22,000.00	PGK 5,500.00
Weekday boarding	PGK 19,500.00	PGK 4,875.00
Bus Service		
Pick-up and drop-off service (within Goroka urban boundaries)	—	PGK 600.00

5. Refunds

5.1 One term's notice is required for any refund of fees. There is no refund of term fees if a child leaves during the term. If a student is required to leave for disciplinary reasons, fees are forfeited.

5.2 If the full annual fee has been paid and a student leaves the school during the year, the fee will be recalculated as termly fees and terms not attended will be refunded. For example, if a student leaves in the middle of Term 2, AISPNG will charge for two full terms and refund the remainder (Terms 3 and 4).

5.3 Any family that stops paying fees must re-enrol. If a student is absent for a full term or more, their class placement cannot be held. For future attendance, re-enrolment is required and the enrolment fee of PGK 300 applies.

5.4 Sponsored school fees: to ensure transparency for the paying body, refunds are made only to the sponsor. School fee reimbursements or discount settlements cannot be made in cash.

5.5 If fees have been paid in advance (in full or in part) for tuition or boarding but, due to circumstances, the student will not attend, a full refund applies only if the school is given two weeks' notice before the start of the term of the decision to withdraw the student. If notice is given less than two weeks before the start of a term, a 50% refund applies. If a student does not attend after the formal start of a term, no refund will be issued; AISPNG will hold the fees as a credit balance for the next term. If the student does not attend the following term either, 50% of the fees paid will be reimbursed after that term. This policy ensures the school can cover the overheads and consumables involved in catering for the anticipated number of enrolled students.

6. Late Payments

Fees must be paid in advance of attendance (see 1.3). AISPNG allows for instalment plans; however, instalment arrangements carry a risk of non-payment while the student continues to attend. To reduce this risk, penalties apply, and the school can allow only a short grace period (one week) before halting education services.

6.1 A Late Payment Administrative Fee of PGK 200 for tuition **and** PGK 200 for boarding, per student, will be applied if payment requirements are not met (see clauses 1.3 to 1.6 of this policy). An additional PGK 200 per month (or part thereof) applies to the total outstanding fee if payment remains overdue after the end of a month **and** after the end of a term.

6.2 Late payment results in the loss of the full-year advance payment discount.

6.3 Withholding education from the student is the final step the school will take if fees have not been received on time. Notice of pending withholding of education will be given in advance. AISPNG reserves the right to start withholding education if a late payment is not settled within one week after the payment deadline has passed.

6.4 Withholding of education (and the resulting absence of a student due to non-payment) does not result in a pro-rata discount on outstanding fees.

6.5 Formal documentation (academic reports, transcripts and transfer documents) will not be issued until all outstanding fees have been settled in full.

The signature of the parent(s) and/or guardian(s) below, together with the reference to this policy in the Schedule of Fees section of the enrolment form, confirms that this policy has been read and accepted.

	Name	*Signed for agreement*	*Date*
Parent / Guardian			/ /

CONDITIONS OF ENROLMENT

Student's full name _____

Father's name _____

Mother's name _____

1. Introduction

1.1 The following definitions apply to terms used in these Conditions of Enrolment:

Director means the owner of the School.

Principal means the Head of the School, or their representative.

Pupil means a pupil of the School, and includes a prospective, intending, future or past pupil of the School whom you have enrolled, or have applied to enrol, to attend the School, or of whom you are a parent or guardian.

School means The Australian International School PNG Ltd.

You means the parent(s) or guardian(s) of any pupil and any person who enrols, or applies to enrol, the pupil at the School (and, if there is more than one of you, means all of you jointly and each of you individually).

2. Enrolment Procedure and Fees

2.1 The Principal may, at their discretion, accept or reject an application for the enrolment of the pupil at the School and is not required to give any reasons for this decision.

2.2 Application fees are not refundable under any circumstances, regardless of whether the application is accepted.

2.3 If your application is accepted, you must fully complete and sign the Confirmation of Enrolment form and pay the enrolment fee.

2.4 Enrolment fees are not refundable or transferable if the enrolment is cancelled, if the pupil does not commence at the School for any reason whatsoever, or if the pupil does not commence at the School in the capacity, term and year specified.

2.5 Students in Early Learning and Foundation should be fully toilet-trained before starting school.

3. Special Needs

3.1 You must notify the School when completing the enrolment form, and subsequently in writing, if the pupil has any existing, future or potential special needs.

3.2 You acknowledge that the School cannot always meet a pupil's existing, future or potential special needs.

3.3 The School may make additional charges, where it deems necessary, for services required to accommodate identified special needs. This may include extra tuition and/or learning support.

4. Withdrawal of Pupils

4.1 You may withdraw the pupil from the School by giving the School at least 10 weeks' (one term's) prior written notice of the withdrawal.

4.2 If you withdraw the pupil from the School, you must still pay all tuition fees for the pupil for the term in which the notice of withdrawal expires.

5. Suspension and Expulsion

5.1 The Principal may suspend the pupil from the School at any time and for any length of time the Principal considers advisable, at their absolute discretion.

5.2 If a pupil or staff member is put at any risk, no reason needs to be given, and no consultation with the pupil or with you is required, before the pupil is suspended or expelled from the School.

5.3 If the pupil is suspended or expelled from the School, or if the pupil's enrolment is withdrawn at the request of the Director, no fees, charges or levies paid by you are refundable, and you must still pay all tuition fees for the pupil for the term in which the suspension, expulsion or withdrawal takes place.

6. Pupil's Absence from School

6.1 You are not entitled to any reduction in any amount payable under these Conditions of Enrolment because of the pupil's absence from the School, or because the pupil does not attend or participate in any academic or extra-curricular program or activity. You must pay all amounts payable under these Conditions of Enrolment despite any such absence, non-attendance or non-participation.

7. Information and Privacy

7.1 You consent, on your own behalf and on behalf of the pupil, to the School collecting and using your personal information and the pupil's personal information in the ways needed to provide the best education for the pupil.

8. Publication of Photographs and Images

8.1 You agree that the School may use, and may authorise anyone else to use, any photograph or image of the pupil held by the School from time to time in connection with any advertisement or promotional material relating to the School, including in any prospectus, on social media, or on the School's website.

	Name	*Signed for agreement*	*Date*
Parent / Guardian			/ /

CERTIFICATE OF INDEMNITY

This form must be signed by the parent(s)/guardian(s) before the student can be enrolled.

By signing this indemnity form, I _____

(name of parent/guardian, hereafter referred to as "parent")

certify that I am the parent/guardian of the student, consent to my child (hereafter referred to as "student") attending AISPNG, and agree to the terms set out below.

1. I indemnify and keep indemnified the Australian International School PNG ("AISPNG" or "the school"), its directors, employees, agents, volunteers and representatives in respect of any and all liability, actions, suits, demands, claims, costs and/or losses directly or indirectly relating to, or arising from, any accident, illness, injury, death, loss of or damage to property, or any other event occurring during, or as a direct or indirect consequence of, the student attending AISPNG or participating in the school's curricular or extra-curricular activities.
2. I agree that if, in the opinion of the Principal of the school or their delegated deputy, an emergency has arisen and medical treatment is deemed necessary for my child, the Principal or their delegated deputy shall have the authority (which is hereby delegated to the extent such delegation may be required) to consent on my behalf to such medical treatment, including surgical intervention. I confirm that I have completed the Health and Medical History Form provided by the school, including any specific requirements that I consider necessary.
3. I accept that all precautions will be taken to ensure the safety and welfare of my child, and that I will be responsible for the payment of medical and/or hospital accounts where applicable and where these exceed the school's insurance policy coverage. This includes dental procedures and any call-out of, or visit to, a medical practitioner for day or boarding students. I confirm that I have been advised that personal accident insurance and medical cover are the responsibility of the parent.

CERTIFICATE OF INDEMNITY AND RELEASE

For (student's name) _____

I (Father/Guardian) _____

of (address) _____

and I (Mother/Guardian) _____

of (address) _____

hereby fully indemnify, release, acquit and forever discharge the Australian International School PNG, as specified in clause 1 of this document, and all its staff and their respective students and parents, from all actions as specified in clause 1 of this document, while my child is attending and/or participating in any of the activities conducted by the Australian International School PNG.

This certificate may be pleaded in bar to any such action, suit, claim or demand.

This certificate is to be signed by a parent, legal guardian or adult having care and control of the student.

	Name	*Signature*	*Date*
Father / Guardian			/ /
Mother / Guardian			/ /
Director, AISPNG			/ /
Principal, AISPNG			/ /
Witness			/ /

CONFIRMATION OF ENROLMENT

I/We apply for a place for our child:

Full name _____ ☐ Male ☐ Female

Date of birth _____ Current school (if applicable) _____

to enter **the Australian International School PNG**, commencing in:

☐ Early Learning* (3 turning 4 by June) ☐ Foundation (4 turning 5 by June)

**Students must be toilet-trained.*

☐ Yr 1 ☐ Yr 2 ☐ Yr 3 ☐ Yr 4 ☐ Yr 5 ☐ Yr 6 ☐ Yr 7 ☐ Yr 8 ☐ Yr 9 ☐ Yr 10

(tick the applicable year level)

Term _____ Year 20 _____

Country of birth _____ Nationality _____

Language spoken at home _____ Religion _____

Please also provide a copy of your child's birth certificate or passport.

How did you hear about the Australian International School PNG?

☐ Word of mouth ☐ Facebook ☐ Instagram ☐ Brochure ☐ Internet search

☐ Other: _____

FAMILY DETAILS

Please complete where applicable.

	Parent / Guardian 1	Parent / Guardian 2
Title	☐ Mr ☐ Mrs ☐ Ms ☐ Dr ☐ Other	☐ Mr ☐ Mrs ☐ Ms ☐ Dr ☐ Other
Surname		
Given name(s)		
Known as		
Home address		
Email address		
Home phone		
Mobile		
Occupation		
Employer		
Work phone		

BROTHERS OR SISTERS

Does this child have any brothers or sisters or relatives who have or are now attending the Australian International School PNG? If so, please list them below.

Name	Term	Year

HEALTH AND MEDICAL HISTORY FORM

This form records the contact details of parents/guardians, together with medically relevant information and instructions from parents/guardians to AISPNG, for the following student:

Surname _____ Given names _____

Date of birth _____ Nationality _____

Name(s) of parent(s) or guardian(s) _____

Residential address _____

Postal address _____

Home phone _____

Work phone (father) _____ Work phone (mother) _____

Mobile (father) _____ Mobile (mother) _____

Parent/guardian email addresses _____

_____

Emergency contact other than parents (name and phone number):

_____

_____

Name and contact details of family doctor or preferred medical practitioner, and dentist:

_____

_____

All information in this document is kept strictly confidential and is used only to allow the school to provide the best possible (medical) care for your child and fellow students.

MEDICAL CONDITIONS

Please indicate whether your child has had, or suffers from, any of the following conditions. If yes, please provide details and any instructions for meeting their medical needs should medical attention be required.

#	Condition	Yes / No	Details and instructions
1	Allergies*	Yes / No	
2	Heart problems	Yes / No	
3	Asthma / respiratory	Yes / No	
4	Diabetes	Yes / No	
5	Epilepsy	Yes / No	
6	Sight impairment	Yes / No	
7	Hearing impairment	Yes / No	
8	Special dietary needs	Yes / No	
9	Hepatitis	Yes / No	
10	HIV positive	Yes / No	
11	Any other condition the school should be aware of	Yes / No	

**Includes any allergies to specific medication.*

Any other comments you consider relevant or important to help the school support your child's medical needs:

FIRST AID AND EMERGENCY TREATMENT

I authorise AISPNG staff to give basic medical attention (e.g. antiseptic for minor grazes or wounds) and basic first-aid treatment considered reasonable and/or necessary for my child, if AISPNG staff consider it required.

Please tick: ☐ Yes ☐ No

Should my child need medical or dental treatment due to an accident at school or during school activities, I authorise the school staff to arrange any necessary medical assistance, and I consent to my child being transported to a medical practitioner. I allow any medical practitioner to treat or operate on my child and to prescribe or administer any medication, anaesthetic or blood transfusion where parents/guardians cannot be reached after continued attempts within a reasonable timespan, considered safe in the medical circumstances.

Comments, special instructions or requirements:

The school will make immediate and repeated attempts to contact the parents, guardians or contact persons listed in this document if your child requires medical attention.

Signed to confirm the accuracy of the information provided and agreement to all its contents:

	Name	*Signature*	*Date*
Father / Guardian			/ /
Mother / Guardian			/ /