

CONDITIONS RELATING TO SCHOOL CHARGES

1. Acceptance of Enrolment

- 1.1 The enrolment is confirmed when the school signs and returns the *Acceptance of Enrolment*.
- 1.2 The enrolment cannot be accepted until all outstanding fees and other monies, for previous enrolments at any IEA schools, including for a prior year, have been paid in full for all family members.

2. Registration Fee

- 2.1 No enrolment can be accepted without the applicable registration fee being paid in full at the time of enrolment.
- 2.2 All enrolling students pay the registration fee.

3. School Fees

- 3.1 Fees are due on the date indicated on invoice communication.
- 3.2 Parents are responsible for the payment of fees irrespective of any arrangement with an employer, including the government.
- 3.3 Where a parent wishes to make alternative periodical payments, the details of the proposal must be negotiated with the Principal, made in writing committing to completion of all payments. Where parents default on a payment the arrangement is immediately dissolved and regular terms apply.
- 3.4 School fees may be adjusted during the year at the discretion of the IEA Board of Governors.
- 3.5 Term 1 school fees must be paid in full before the commencement of the term or the student will be unable to attend until full settlement is made.

4. Commencement After the Start of the School Year

- 4.1 Where the commencement date, as stated on the *Acceptance of Enrolment*, is after the start of the school year, a discount will apply.
- 4.2 The conditions outlined in this document will apply in relation to the commencement date until the end of the first term of enrolment. The conditions for subsequent terms remain as stated.

5. Late Payment of School Fees

- 5.1 In all IEA schools fees must be paid prior to a student commencing at the school.
- 5.2 Where school fees are not paid by the end of Week 2 of any term, the student will not be permitted to attend school until all outstanding fees are paid.
- 5.3 Outstanding fees from one term must be paid before the student starts school in the following term.
- 5.4 Students will not receive school reports, transfer notes or other certification until all due fees are paid in full, all school property has been returned, and any other money owing has been paid.
- 5.5 All due fees must be paid in full before a student will be permitted to sit for any exams.
- 5.6 Where a student is excluded from class due to late fee payment, no deduction applies for the period of exclusion.
- 5.7 In exceptional circumstances, alternative arrangements for the payment of fees may be negotiated with the principal.
- 5.8 The school retains the right to seek legal assistance to ensure all outstanding monies are paid in full.

6. Refund of School Fees

- 6.1 Full fees are refunded only in the following circumstances:
- When the enrolment is not accepted.
 - When the student withdraws before the end of week one.
- 6.2 A 15% refund is given for ten consecutive school weeks of non-attendance where the annual fee has been paid, and no tuition or materials have been provided by the school.
- 6.3 No refund is given for consecutive non-attendance of less than ten school weeks, or for non consecutive non-attendance of ten weeks or more.
- 6.4 Where a student does not complete the school year, a refund will apply, as shown in section 7, from the cessation date or five weeks after notice is given, whichever is later.
- 6.5 Refunds are made to the person or company paying the fees.
- 6.6 In line with IEA policy, where the enrolment is transferred to another IEA school, the balance of fees will be sent to the destination IEA School.

7. Fee Adjustment Schedule

- 7.1 This schedule applies to school grades from the Early Years through to Grade 6.

Fee Amendment Schedule	Percentage of total school due after late enrolment		Percentage of total school fee refund to early departure/transfer	
	Annual Payment	4 Periodic Payments	Annual Payment	4 Periodic Payments
Term 1 Wk 1 or 2 Wk 3 or 4 Wk 5 or 6 Wk 7 or 8 Wk 9, 10 or 11	100%	100%	85%	70%
	100%	80%	79%	50%
	N/A	50%	74%	30%
	N/A	40%	70%	10%
	N/A	20%	70%	0%
Term 2 Wk 1 or 2 Wk 3 or 4 Wk 5 or 6 Wk 7 or 8 Wk 9, 10 or 11	N/A	100%	60%	70%
	N/A	80%	54%	50%
	N/A	50%	49%	30%
	N/A	40%	45%	10%
	N/A	20%	45%	0%
Term 3 Wk 1 or 2 Wk 3 or 4 Wk 5 or 6 Wk 7 or 8 Wk 9, 10 or 11	N/A	100%	35%	70%
	N/A	80%	29%	50%
	N/A	50%	24%	30%
	N/A	40%	20%	10%
	N/A	20%	20%	0%
Term 4 Wk 1 or 2 Wk 3 or 4 Wk 5 or 6 Wk 7 or 8 Wk 9, 10 or 11	N/A	100%	15%	70%
	N/A	80%	9%	50%
	N/A	50%	4%	30%
	N/A	40%	0%	10%
	N/A	20%	0%	0%