

FEE PAYMENT POLICY

Purpose

This policy ensures transparency, accountability, and fairness in financial practices, contributing to the effective operation of the school.

1. Fee Structure

Mandalika Intercultural School (MIS) accepts short term and long term enrolments and therefore has short term and long term fee structures.

a) Short Term Fees

Short Term Fees are charged on a per day or per week basis and are payable in advance of commencement of attendance at MIS.

b) Long Term Fees

Long Term Fees consist of 3 components.

Registration Fee - a one time, non refundable fee which is paid to secure a place at MIS after your son/daughter is offered and accepts a place. The fee is 4,750,000 for Early Years and is 9,500,000 for Primary and Secondary.

Tuition Fee - covers the cost of academic instruction and general school activities. Tuition Fees are payable on a full term, semester or annual basis. The school's budget is calculated based on confirmed enrolment numbers and financial commitments are made to teaching staff, administration and operational costs on that basis. As a change to fee revenue would affect the school's operational budget requests for prorated Tuition Fees as a result of unexpected departures, illness or extended holidays will not be granted. There is no fee reduction made if a child is absent from school during the school term.

Resources Fee - a non refundable annual payment that covers classroom teaching and learning resources, sports equipment, library resources and other resources used in the school.

The Resources Fee is 4,750,000 for Early Years (Toddlers to Senior Foundation) and 9,500,000 for Primary and Secondary. Due date is the 1st July of each year.

c) Additional Fees - These may include fees for school trips, co or extra curricular activities, special teaching programs, transportation and meals.

2. Payment Policy

Invoices for Short Term Fees will be issued upon enrolment and are payable in advance to secure a place at MIS and must be received prior to attendance.

Invoices for Long Term Tuition and Resources fees will be issued at the beginning of a billing cycle.

Parents and guardians are responsible for ensuring timely payment.

- Payment can be made via bank transfer, credit/debit card or cash at the school's administration office.
- Payments are due at the dates specified on the invoice. Late payments incur a late payment fee of 1% of the total amount calculated for each week the fees remain outstanding. If fees continue to be outstanding after 1 month the school may enforce a policy that prohibits class attendance and/or the release

of reports.

3. Refund Policy

In the event of premature and permanent departure of a student from the school during a term

- Tuition Fees paid each term or semesterly are non refundable
- Any withdrawal or change of program must be informed in writing one (1) term before the intended date of withdrawal or change of program.
- Tuition Fees paid annually are subject to a refund in accordance with the number of full terms which will not be attended in that year.
- The Resources Fee is non refundable.

Version	Approved by:	Date of issue:
1	School Board	9th December 2024