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CONTINUUM DE L'IB  
CONTINUO DEL IB

# Fee Payment Policy

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## International School Nadi

Last reviewed November 2022



## School Mission, Vision and Values

### Vision Statement

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To educate, nurture and empower students to be well-rounded inquiring individuals able to reach their full potential and contribute as global citizens.

### Mission Statement

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To deliver a world class international education through a dynamic learning environment that encourages and fosters the intellectual, social and physical development of our students.

To cultivate an inclusive community which celebrates diversity and is dedicated to each individual's achievement of their highest level of academic and personal success.

To develop our students into resilient, empathetic and inquisitive individuals who think critically and creatively, with the courage and conviction to take positive action locally and globally.

### School Values

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- We believe in fostering an understanding of and an appreciation for all cultures
- We believe in integrity and respect for the individual where the rights of all are protected
- We believe in a balance between all facets of education- academic, cultural, sporting, and social
- We believe in a safe, caring and cooperative environment that provides for optimal teaching/learning experiences and promotes excellence
- We believe in lifelong learning

### International Baccalaureate Mission Statement

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As an International Baccalaureate (IB) continuum school, we strongly support the IB's mission statement:

*"The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.*

*To this end the organisation works with schools, governments and international organisations to develop challenging programmes of international education and rigorous assessment.*

*These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right." (IB, 2020, para.1)*

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## Purpose

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The purpose of this policy is to provide a detailed explanation of our fee system including our invoicing schedule and refund policy. It applies to all students who are enrolled at ISN. All fees are per student unless noted otherwise and are subject to change. If for any reason, there is a difficulty in paying fees we highly recommend that you contact the school Principal immediately. Wherever possible a payment plan will be considered and put into place. By delaying payment, you will be subject to interest charges and late fees and by not communicating with ISN, the student will lose their place at the school.

## ISN Fees

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International School Nadi is proud to be operating as a non-profit organisation. All funds received are used to cover school operating expenses. Examples of school expenses include, but are not limited to:

- Full tuition during normal school hours of face-to-face or online learning timetable.
- All basic stationery, textbooks, workbooks, online subscriptions, music, sporting equipment, library resources, arts and science consumables, and other shared learning material.
- [Note: textbooks are to be returned in a good condition at the end of the term / year or when unenrolling. If damaged books are returned, the security deposit will be used to cover the costs of replacing the damaged item.]
- IB affiliation fee, utilities, security services, maintenance, assessment fees, software subscriptions (e.g., Managebac, JSTOR, MAP Growth, Turnitin, anti-virus software), IT equipment, WiFi, air conditioning, refrigeration, property maintenance and repair, insurance for property and staff, staff training and professional development, sanitisation supplies, staff salaries, and recruitment expenses.

The student's ISN fee invoice may include the following items:

**Enrollment Fee:** The enrollment fee is a one-time non-refundable charge to cover all administration and capital fees to register a student with ISN and the relevant authorities. No credit terms are offered with this fee and a student cannot start tuition until this is fully paid.

**Re-enrollment Fee:** This processing fee is to be paid when a student enrolls and then leaves the school only to return again within the next 5 years. An enrolment fee will not be charged in this case, but this re-enrollment fee will cover the costs of the additional administration requirements to re-enroll the student. If a student is re-enrolled after 5 years, the full enrolment fee will apply.

**Re-enrollment fee: \$500.00**

**Security Deposit:** A refundable security deposit will need to be paid for each student. This will be included in the Term 1 school fees. This security deposit will be used to cover the costs of unreturned library books, resources as well as outstanding fees. This amount will be refunded to families once the books, resources are returned and once all fees are paid in full. This fee is subject to the refund clause on page 6. No credit terms are offered with this fee and a student cannot start tuition until this is fully paid.

**Security Deposit Amount: \$250.00**

**Tuition Fee:** For all new students an invoice for tuition shall be issued after enrolment acceptance and payable at least one week prior to starting school. For students already enrolled and receiving tuition at the school the invoice for the following term shall be issued on Week 7 of the preceding term; for example, the Term 2 invoice will be issued in Week 7 of Term 1. The school may also issue invoices on an ad-hoc basis for other items such as, but not limited to: external exam fees, sports uniforms, extra curricular activities, non-domestic or special school trips, etc. Fees differ according to year level and are indicated on the school fees schedule.

**Resource Levy:** This non-refundable fee contributes to the costs of books, materials, online subscriptions, library resources and equipment. It is billed a one-off annual fee and is included in the total for Term 1 for current enrollments or at the point of enrollment.

**Development fee:** This non-refundable fee supports the ongoing development of the school building and facilities. It is applicable to ECH - DP 2 students. The development fee is paid in four instalments across each term.

**Swimming Levy:** Students enrolled in the PYP and MYP programmes will be required to participate in the water safety and swimming programme as part of the school's Physical Health and Education programme. The swimming levy covers the costs of transport, pool hire and staffing to support the programme.

**External Assessment Levy:** Students from PYP3-MYP5 take part in MAP Growth tests twice a year. MAP is an acronym for The Measures of Academic Progress® (MAP®). Map Growth test results provide a summary of academic achievement in Mathematics, Language Usage & Reading. Online Map Growth tests adapt to your child's responses in real time which means that the tests are tailored to each child's current achievement level. Map Growth scores help teachers check student performance by measuring achievement and progress over time. Teachers use these results to tailor classroom lessons to students' individual needs and to set goals for students. The results will be shared with parents and guardians.

**Camps & Excursions Levy:** Camps and excursions are an integral part of the school curriculum and all families are required to pay these charges. These levies are non-refundable regardless of the student's attendance.

**IB E-Assessment Levy:** Students in MYP5 have the option to register for the IB e-assessments. This levy is a one-off payment that is used to cover the cost of the IB candidate registration fees and exam administration fees.

**IB Diploma Levy:** This fee is applicable to Diploma students only. The Diploma levy is included in the Term 1 invoice for both DP 1 and DP 2 students. This is used to cover the cost of IB candidate registration fees and IB exam administration fees.

## Late Payment Penalties and Payment Plans

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**Late Payment Fee:** A 15% Late Payment Penalty fee will apply to all fee payments made after the fee due date and to any student invoice on a Payment Plan.

**Payment Plan:** In the event of a Payment Plan being approved, an agreement will be signed between International School Nadi and the paying party. In the event of the paying party defaulting from a payment plan schedule for a second time, the student will not be permitted to attend lessons and access to online platforms will be suspended until such time as the outstanding fees have been paid in full.

**Please note that caregivers are responsible for purchasing:**

- School uniform and apparel. [Note: MYP and DP can be purchased at the school. PYP uniform purchased from external suppliers.]
- Personal stationery items.
- Specialised learning materials and sporting equipment (e.g., scientific calculators, swimming goggles and caps, etc.)
- All food and drink items.
- Personal laptops.
- Individualised items required by the student to access the curriculum (e.g., alternative/augmentative mobility/communication devices, etc.).

## ISN Fee Conditions

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**Annual Payment:** A discount of 5% applies to tuition fees when a full school year is paid in advance. This will not apply for students beginning after term 1. This will not apply for students who leave the school before the end of that year. Tuition fees will not be refunded under any circumstances.

**Payment Plan Requests:** Tuition fees should be paid per term, however in certain circumstances payment plans may be approved by the Principal upon application. Caregivers are encouraged to request payment plans if the family is under financial hardship. All requests for payment plans will be evaluated individually on a case by case basis. A list of requirements will be forwarded to caregivers at the time of application being made. Payment plans are made in advance, weekly, fortnightly or monthly. Due to the increase in administration resources any payment plan will be subject to a 15% Late Payment Penalty fee. Payment Plan arrangements must be made in advance, between week 9 - 10 of the preceding term. If no payment plan is requested and fees are not paid by the 1st day of term, a Late Payment Penalty fee of 15% will apply.

### Unpaid Fee Penalty:

If no payment plan is requested and fees are not paid by the 1st day of term, a Late Payment Penalty fee of 15% will apply. In the event of school fees not being paid in full by the 1st day of term, or not having an approved Payment Plan, caregivers will be contacted via email by the business office Bursar. The Bursar will remind caregivers that because their school fees are not yet paid their students will not be permitted to attend lessons on the first day of term. If the student does arrive at school they will be invited to wait in the administration office until either a caregiver collects them or outstanding fee payments are made in full.

**Notice for withdrawing enrolment:**

In the event of a student departing ISN and no longer being an enrolled student, caregivers are required to provide a minimum of one full month's notice. Notice must be provided in writing to the student's Homeroom teacher as well as the ISN Administrative Assistant by no later than the first day of term. Verbal notice will not be accepted. Once notice has been received the student resources will not be ordered for the following term. A request to reverse the decision may be lodged; however, admission cannot be guaranteed and there may be additional costs. Consecutive notices will not be accepted.

**Refunds:**

Tuition fees are paid in full in advance. In the event of families departing the school before the end of Week 5, the remaining 5 weeks of tuition fees will be refunded provided the exit form is completed one month in advance and school resources are returned.

**Refer-a-Friend Programme:**

Many caregivers refer their friends' children to ISN and we would like to further show our appreciation of this support of our school. Referrals of new families help ISN strengthen its diversity and further expand its learning community. For each successful referral from an existing ISN family, ISN will reward the individual referrer with a \$100 credit per referred student enrolled against the following academic year's tuition fees for his/her own children. In addition, under this scheme, we will reward your friends who join us with a \$100 credit for use on their first tuition fee billing for each student admitted. Please take full advantage of this family referral programme and encourage your friends, colleagues, and business associates to join the ISN learning community.

**Refunds**

Security deposits may be refundable. No other fee or charge is subject to a refund. Eligible refunds of the security deposit shall be made within 30 days after the student's departure from ISN. Any bank charges relating to the refund shall be deducted from the refund.

Security deposit refunds apply the following conditions:

**100% of the security deposit is refundable under the following circumstances:**

- When one calendar month notice has been given and the student has attended 1 full school year of tuition. (Note: deposit will be lost if 1 full-term notice is not given.)

**50% of the security deposit is refundable under the following circumstances:**

- When one calendar month has been given and when a student has attended one full term of tuition but less than one full year (Note: deposit will be lost if one full-term notice is not given and ISN attendance is less than one year.)

**0% of the security deposit is refundable under the following circumstances:**

- In the event of there being outstanding fee payment, the security deposit will be used to cover outstanding debt.
- In the event of school property being damaged purposefully by a student, the security deposit will be used to cover the costs of replacing the damaged item (e.g., textbooks, teaching equipment, IT equipment, etc.).

- In the event of a student departing before the end of the term no refund of the security deposit will be provided for departures after week 3.

## Fee Invoicing Schedule

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Invoicing will take place at the below times:

- In Week 7 of the preceding term invoices will be sent to families. These invoices should be paid in full by no later than the first day of school term.
- In the event of a payment plan being requested, reminders will be sent to parents according to the payment schedule.

## Fee Payment Information

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- Fees must be paid by the Invoice due date (i.e., prior to the commencement of each Term).
- For security, fees should be paid by EFTPOS card, cheque, or deposited directly into the school bank account:

Bank: ANZ Nadi Fiji

Account Name: International School Nadi

Account Number: 3705837

Swift code: ANZ BSJFX

BSB: 010 959

- Please ensure that you fill in the narrative when making direct deposits to indicate for whom the fees apply. For example: "Joe Citizen-PYP3-0001234" [where 0001234 is the invoice number]
- When fees are paid from overseas, bank charges must be included in the deposit. (Inv. is in FJD)
- International School Nadi reserves the right to not allow a student to attend school and withhold reports if fees are not paid.