IB CONTINUUM
CONTINUUM DE L'IB
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Fee Payment Policy

International School Nadi

Last reviewed July 2026

School Mission, Vision and Values

Vision Statement

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

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

- 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

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)

Table of Contents

Purpose	**3**
ISN Fees	**3**
Late Payment Penalties and Payment Plans	**5**
ISN Fee Conditions	**5**
Fee Invoicing Schedule	**7**
Fee Payment Information	**7**

Purpose

This policy outlines ISN's fee structure, invoicing procedures, and refund guidelines for all enrolled students. All fees are assessed per student unless otherwise specified and may be subject to change at the school's discretion. Should you experience difficulty meeting fee obligations, we strongly encourage you to contact the Principal immediately, as ISN is committed to working with families to establish reasonable payment arrangements whenever possible. Failure to remit payment by the due date will result in a late fee penalty. Additionally, students whose accounts remain outstanding and whose families have not communicated with the school regarding payment may be required to remain at home until all outstanding fees are settled.

ISN Fees

International School Nadi is 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.
- 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, staff training and professional development, sanitisation supplies, staff salaries and recruitment expenses.

The school 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 enrols 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-enrol 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 is required for each student and will be charged on the first invoice upon enrollment. This deposit covers potential costs associated with unreturned library books, damaged resources, and outstanding fees. The deposit will be refunded upon the student's withdrawal or graduation from ISN, provided that all library materials and resources have been returned and all fees are paid in full. This refund is subject to the refund policy outlined on page 6. No payment plans are available for this fee, and enrollment cannot commence until the deposit has been paid in full.

Security Deposit Amount: $250.00

Tuition Fee: Effective from 2025, ISN implemented a fee structure from multiple individual fees to a single, comprehensive fee. The comprehensive fee includes tuition fees, resource levy, homeroom camps, curriculum excursions, swimming lessons, MAP Growth tests, E-Assessment Levy, Diploma Levy and yearbook.

For all new students an invoice for tuition shall be issued after enrolment approval and payable 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 in Week 6 of the preceding term; for example, the Term 2 invoice will be issued on Week 6 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, extracurricular activities, non-domestic or special school trips, etc. Fees differ according to year level and are indicated on the school fees schedule.

Development fee: This non-refundable fee that supports the ongoing development of the school building and facilities. It is applicable to ECH - DP 2 students. The development fee is billed in advance for the following year. The invoice for the following year will be issued in Week 6 of the preceding year; for example, the 2027 invoice will be issued in Week 6 of Term 4 in 2026.

English as an Additional Language Levy (EAL): This fee applies to students who are assessed for English language proficiency in the enrollment stage or during the year. Eligible students include those whose mother tongue is not English or who attended a school where English was not the primary language of instruction within the last five years.

Late Payment Penalties and Payment Plans

Late Payment Fee: A 15% Late Payment Penalty fee will be applied for school fees paid after the due date.

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, a 5% penalty will be charged again on the fee balance and the student will not be permitted to attend school 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

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 weeks 9 - 10 of the preceding term. Fees must be paid by the end of the first week of the term holiday, or a payment plan must be arranged. Failure to do so will result in a 15% Late Payment Penalty and suspension of lesson attendance and online platform access until arrangements are made.

Unpaid Fee Penalty:

School fees must be paid in full by the due date on your invoice, or an approved payment plan must be in place. **If fees remain unpaid by the last day of the first week of the school holiday, a Late Payment Penalty of 15% will be applied.** If fees are not paid in full and no payment plan has been approved, the Business Office will contact you via email to remind you that students without current fee payments will not be permitted to attend lessons on the first day of term. If the student attends school, they will be directed to wait in the administration office until either a caregiver collects them or outstanding fees are paid 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. The 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. The other fees (which are not comprehensive fees) except security deposit will not be refunded. If families depart school after week 5, the remaining weeks (in the term) fees will not be refunded.

Refer-a-Friend Programme:

Many caregivers refer their friends' children to ISN and we would like to further show our appreciation for 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 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 departs 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's notice has been given and the student has attended 1 full school year of tuition.

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.

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

- In the event of there being outstanding fee payment, the security deposit will offset the outstanding debt.
- In the event of school property being lost or damaged purposefully by a student, the security deposit will be used to cover the costs of replacing the missing or damaged item (e.g., textbooks, teaching equipment, IT equipment, etc.).
- When less than one calendar month's notice has been given prior to withdrawal.

Waitlist

In the event that a year group reaches its capacity, any applications submitted thereafter will be placed on a waitlist in line with the Admissions Policy. When a vacancy arises at the appropriate grade level, the available spot will be offered to the next child on the waiting list.

Upon approval of an application, the family will receive an invoice. They will have 5 working days to pay both the enrollment fee and the school fee required to secure the open space. If payment is not received in full within this timeframe, the school will offer the spot to the next student on the waitlist.

Fee Invoicing Schedule

Invoicing will take place at the below times:

- In Week 6 of the preceding term invoices will be sent to families. These invoices should be paid in full by no later than the last day of the first week of the school holiday or the date indicated on the invoice.
- In the event of a payment plan being requested, reminders will be sent to parents according to the payment schedule.

Fee Payment Information

- Fees must be paid before or by the due date indicated in the invoice (i.e., prior to the commencement of each Term).
- For security purposes, the school accepts payment by EFTPOS card, cheque, or direct deposit to the school bank account.

  Bank Account Details:

  Bank: ANZ Nadi Fiji

  Account Name: International School Nadi

  Account Number: 3705837

  Swift code: ANZ BFJFX

  BSB: 010 890

  ISN does not accept school fee payments in cash.

  Please ensure that you fill in the correct narration when making direct deposits to indicate for whom the fees apply. For example: "Joe Citizen-PYP3-0001234" [where 0001234 is the invoice number]

- When school 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.