



Fee Structure 2023

Tuition Fees

Grades	Total Payment to be paid IN FULL before January 20, 2023	Instalment Payments		
		1 st Payment must be paid before January 20, 2023	2 nd Payment must be paid before April 7, 2023	3 rd Payment must be paid before June 30, 2023
ELC – Edai Only	K5,800	K2,900	K1,450	K1,450
Prep – Grade 1	K6,400	K3,200	K1,600	K1,600
Grade 2 – Grade 6	K7,100	K3,550	K1,775	K1,775
Grade 7 – Grade 8	K7,600	K3,800	K1,900	K1,900
Grade 9 – Grade 10	K9,800	K4,900	K2,450	K2,450

PLEASE NOTE - Fees are payable in advance

Full Year Fees

Full Year fees must be paid **IN FULL** by **January 20, 2023**, otherwise instalment fees will apply.

Fee Discount

When the entire invoice for a family is paid in full, by the due date, January 20, 2023, there is a K300 per child discount.

Instalment Fees

1. The first instalment **must be paid IN FULL** by January 20, 2023.
2. The second instalment **must be paid IN FULL** before the April 7, 2023.
3. The final instalment **must be paid IN FULL** before the June 30, 2023.

Non-payment of school fees, by the due date, will mean students enrolments are cancelled.



Payment Methods

For security reasons, we do not accept cash.

Please pay by Direct Deposit to the school bank accounts as follows:

School Account Details:

Bank: BSP Branch: Port Moresby
Account Name: ACSIS Sunrise Bethel Christian School
BSB: 088-950
Account No: 7021389544

OR

Bank: KINA Bank: Waigani
Account Name: Sunrise Bethel Christian School
BSB: 028-021
Account No: 13512244

PLEASE NOTE THAT ALL BANK DEPOSITS MUST INCLUDE THE INVOICE NUMBER

Additional Fees

- Edai Bus – see Bus Policy
- After Hours Care program

After Hours Care Program - Time & Cost per hour	
3pm - 4pm is K10	When a child is collected between 3pm - 4pm - K10
4pm - 5pm is K20	When a child is collected between 4pm - 5pm - K20
5pm - 6pm is K30	When a child is collected between 5pm - 6pm - K30



Policy on Fees

- Invoices will be issued at the beginning of the year so that parents are aware of their payment obligations.
- It is preferred that School fees are paid **IN FULL** before the child commences the year.
- Alternatively, three instalment payments must be completed as indicated on page 1.
- Non-payment of school fees by the due date, will mean students enrolments are cancelled.
- Student places will not be held if fees are outstanding from the previous year.
- If students start during a school year the following payment schedule must be followed.
 - If a student begins in Term 2 – Term 2 & 3 fees must be paid before commencing. Term 4 Fees are to be paid as per the Instalment 3 due date
 - If a student begins in Term 3 or Term 4 – Term 3 &/or 4 fees must be paid before commencing
- There is no refund of term fees if a child leaves *during* the term.
- Unless otherwise determined by the School Council, a refund of school fees will be made for terms not attended e.g., when a student leaves in Term Two, two full terms are charged (Terms 1 & 2), and the remainder returned.
- The refund will be made by direct deposit to the person or organisation who originally paid the fee. Under no circumstances will a refund of school fees be paid in cash.
- Standard communication in regard to fees owing via emails, letters and phone calls will be used to ensure consistency to all families.
- An Expression of Interest fee for new students is to be paid upon the lodgement of the Expression of Interest Form. This fee is exclusive of the school fee and is non-refundable.



- Enrolment Confirmation Fees for new students of K200 is to be paid upon the lodgement of the Enrolment Form. This fee is exclusive of the school fee, and it will not be refunded if a parent /guardian wants to withdraw a student during the application process or after securing a place.
- At all times, it is the parents' responsibility to ensure that the fees are paid before the student commences, or by the instalment payment dates. Placements cannot be held unless full fees are paid by the due dates.
- For security reasons, we do not accept cash. Payment of school fees is to be made by Direct deposit to the school.
- A copy of the bank receipt is required to be provided to the Office so that the payment is accredited to the invoice and a receipt is written.

PLEASE NOTE THAT ALL BANK DEPOSITS MUST INCLUDE THE INVOICE NUMBER

You must contact us immediately, if you cannot meet your payment obligations.

Parent Declaration

Parent Name: _____

Parent Signature: _____ Date: _____