

Claims for refund in the following circumstances are not refundable.

A school fee rebate refund for the period a student missed school is not refundable to parents/companies in the following situations:


- Students who take extended holidays during the school year;
- Students who are suspended for non-payment of fees;
- Students who are suspended for disciplinary action.

A school fee rebate refund for the period a student missed school is also not refundable to parents/companies due to unforeseen circumstances such as:

- Pandemic/endemic health and safety, for example COVID-19, upon advice from PNG National Health Department to close schools for a specific period of time during a school term of the academic year.
- Security and safety risks, for example, local and/or national election related problems, upon advice from PNG National Education Department to close schools for a specified period of time during a school term of the academic year.

These unforeseen circumstances compel our school to close normal school operations as instructed and mandated by the relevant government authorities, or closure as required by the College.

Parents are requested to pay all college fees directly into the College's Bank A/C No. **1000591145, St. Joseph's International Catholic College at BSP, Boroko** – This is for security reasons. After paying fees at the Bank, please bring your Bank Receipt to the College for a College Receipt to be issued to the family.



GREGG SOWENI
Chairman - College Board



BR ANTONY SAMY PANCRAS
Executive Director

Date 3rd September 2022



St. Joseph's International Catholic College

2023-2024

COLLEGE FEE POLICY



THE COLLEGE OF FAITH AND FAMILY

VISION

College of Faith and Family

MISSION STATEMENT

To educate and develop creative minds, to develop and maintain good and strong hearts and so transform lives.

MOTTO

Courage to Act

2023-2024 COLLEGE FEES

| GRADES | ANNUAL FEES | EARLY BIRD 10% DISCOUNT | 3 X TERM PAYMENTS |
|----------------------------------|-------------|-------------------------|-------------------|
| Pre-School | K10,101 | K9091 | K3367 |
| Prep | K12,222 | K11,001 | K4074 |
| Grades 1 – 6 | K13,560 | K12,204 | K4520 |
| Grades 7 & 8 | K14,616 | K13,154 | K4872 |
| Grade 9 & 10 PNG Curriculum | K15,204 | K13,684 | K5068 |
| Grades 9 & 10 NSW Curriculum | K21,258 | K19,133 | K7086 |
| Grades 11 & 12 PNG Curriculum | K15,945 | K14,351 | K5315 |
| Grade 11 & 12 NSW Curriculum | K23,385 | K21,045 | K7795 |

Early Bird Discount:

A 10% discount applies to fees paid in full on or before Monday, 30th January 2023. **Companies and institutions are eligible for the 10% discount.** The 10% discount does not apply to the third, fourth, fifth child, etc. who have already been granted the respective family discounts. The 10% discount will be forfeited if the child withdraw or transfer out during the year.

Instalment Payments:

Are paid in three instalments at the beginning of Terms 1, 2 & 3; there should be no fees due at the beginning of Term 4.

Outstanding Fees:

It is expected that all student fees be paid on time. Those students with one term outstanding will result in suspension of the student from the college regardless of what grade they are in. For students in grade 8, 10 & 12 that also means they will not be able to sit exams while under suspension. All fees for the whole year should be paid in full by the start of Term 3. Students who have outstanding fees will not receive transfer certificates if transferring. Parents facing difficulty with fees should immediately see the Executive Director to discuss their situation.

Family Discount:

If there are more than two children from the same nuclear family attending the college, the 1st and 2nd child pay full fees and are eligible for the above early bird 10% discount; 3rd child is eligible for a 40% discount, 4th child 30% discount, 5th and subsequent child 10% discount on their full fees but are not entitled to the above early bird 10% discount before the start of Term 1.

Late Enrolments:

When a space is reserved in a class, not on the Waiting List, for a new student to enrol into the college but to arrive at a later date, the fee for the whole year must be paid in full. New students who enrol after the third week of Term 1, pay pro-rata fees over the whole year. Thus a student enrolling after five weeks in Term 2 will pay 25/40 of the whole annual fee. (There are 40 weeks in a school year). Students enrolling in the first three weeks of Term 1 must pay the full annual fee. Students from the previous year who return after the commencement of the New Year must pay the full annual fee. St. Joseph's does not normally encourage enrolment during Term 4.

New Enrolments:

- K50 deposit must accompany all new applications.
- K50 is an application fee and it is non-refundable.
- K50 is not part of the school fees if the child is accepted. Full school fees will apply.

Refunds:

Students who withdraw from the college will be charged full fees through until the end of the term in which they withdraw. Students who withdraw in Term 4 are not eligible for refund. A student is not considered to have withdrawn until the college has been officially notified in writing. A refund of college fees will be made on a pro-rata basis for the remaining terms of the school year. Overpayment by companies will be refunded back to the company concern.

Students in Grades 10 and 12 who complete their final exams are not eligible for a refund.