



Cebu International School Fee Sheet & Agreement For School Year 2020-2021

ENROLMENT FEES

GRADE	DOLLAR FEE	TUITION FEE	FACILITIES & DEVELOPMENT FEE	TOTAL PESO FEES	ENTRANCE FEE
EY 1 to 3	500	154,900	94,800	249,700	20,000
K to G1	1,700	279,800	179,100	458,900	100,000
G2 to G3	2,900	337,700	217,700	555,400	135,200
G4 to G5	2,900	341,000	219,500	560,500	189,300
G6 to G8	3,110	397,600	245,900	643,500	270,400
G9 to G10	3,110	570,800	283,200	854,000	270,400
G11 to G12	3,110	591,400	283,200	874,600	270,400

Note: The total amount due upon enrolment is the DOLLAR FEE plus the PESO FEES, plus the applicable ENTRANCE FEE.

DOLLAR FEES

The Dollar Fee is an annual fee charged in USD in addition to the peso total indicated above. This fee allows the school to pay their dollar bills and eliminate currency conversion costs and permits the school to comply with BSP currency regulations. **The Dollar Fee is payable only in USD.** Payments that are not in the prescribed currency will be converted as appropriate based on the school exchange rate which includes a mark-up to cover the currency conversion cost.

ENTRANCE FEES

The Entrance Fee is payable from *EY1 to G1 for new and returning students*, after which it is payable for *NEW STUDENTS ONLY*. Students who return to CIS after having left will not be charged the Entrance Fee if they paid the said fee during their previous attendance in the school.

RESERVATION FEE

A Php40,000 reservation fee must be paid in order to secure/guarantee an opening in the grade required for your child/children at CIS. The reservation fee for a returning student is payable from **March 09 to April 30, 2020**, while that for new student shall be ongoing for as long as placements are still available. The reservation fee is non-refundable, but is deductible from the Tuition Fees upon enrolment.

PRORATION OF SCHOOL FEES

FIRST SEMESTER

Charged FULL school fees (Dollar Fee, Entrance Fee and Facilities Fee) except for pro-rated Tuition Fee.

SECOND SEMESTER

Third Quarter: Charged three-fourth (3/4) school fees (Dollar Fee & Facilities Fee), and FULL Entrance Fee & pro-rated Tuition Fee.

Fourth Quarter: Charged one-half (1/2) school fees (Dollar Fee & Facilities Fee), and FULL Entrance Fee & pro-rated Tuition Fee.

OTHER CHARGES & EXPENSES

The above-listed fees cover the regular curriculum of the school. In the elementary school, the listed fee is inclusive of basic school supplies which are provided by the school. Other charges and expenses incurred by the students may be charged as additional cost, such as, but not limited to:

- A Php5,000 application fee for new students (non-refundable)
- Homeroom Fund levied on all students for use in major school activities
- Limited transport service to & from school by an outside provider (optional, at cost)
- After School Activities - refer to the "Clubs and Activities" section of the Student-Parent Handbook (students select which club they would like to do)
- Educational travel on a cost-recovery basis

- International Baccalaureate (IB) Fees for those who chose to sit the external exams.

The amount to be levied on these activities will be advised upon enrolment or when the need arises.

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) & ADDITIONAL LEARNING SUPPORT (LS) FEES

EAL and LS Fees are assessed for students who require additional support for English acquisition and/or learning support. These fees help CIS to subsidize the intensive additional teacher resources that these students require in order to succeed in our program. Student's English levels are assessed during admissions, and those needing additional support are assessed a one-time fee for the level of additional EAL services they require. The admissions assessment also identifies any additional learning support needs, with a LS fee assessed based on the required support level, reviewed annually. Learning needs requiring additional support may also be identified during the school year for re-enrolling students. If such needs require additional support, these will be discussed with parents at that time. The fees levied are as follows:

EAL Fees (one-time fee)

Beginner	265,000
Intermediate	157,700
Advanced	108,300

Additional Learning Support Fees (annual fee)

Full Learning Support (<i>on an IEP</i>)	48,000
Partial Learning Support (<i>additional in-class support but no formal IEP</i>)	28,000

Refunds are as per the Refund Policy outlined below. Please note there are no refunds for absences, withdrawals, dismissals or partial attendance within quarters.

EARLY PAYMENT INCENTIVE

A payment discount of 2.5% on the total enrolment payable will be granted to:

- Returning students – complete the enrolment process and pay the total fees due on or before 4:00 pm of **June 05, 2020**.
- New families entering CIS – complete the enrolment process and pay the total fees in full upon enrolment during 1st semester only.

SIBLING DISCOUNT

Families with three (3) or more legal dependents enrolled at CIS can avail of a discount of 5% for the third and subsequent dependents within a family.

PAYMENT OPTIONS

Upon enrolment, all fees must be paid in full except Tuition Fees. Tuition Fees may be paid in full or may choose quarterly payments.

LATE PAYMENT CHARGE

A fixed penalty fee of Php500 plus two percent (2%) per month on all due unpaid, compounded monthly and pro-rated based on the actual number of days overdue.

PAYMENT PLAN

PAYMENT	DUE DATE
First Quarter	Upon Enrollment
Second Quarter	October 7, 2020 (Wednesday)
Third Quarter	December 2, 2020 (Wednesday)
Fourth Quarter	March 3, 2021 (Wednesday)

METHOD OF PAYMENT

Please pay to the Cashier in cash or check, MONDAY to FRIDAY, 7:30 TO 4:00 ONLY (no noon break). Checks must be made payable to CEBU INTERNATIONAL SCHOOL, INC.

BANK INFORMATION	
Account Name	CEBU INTERNATIONAL SCHOOL, INC.
Address	Pit-os, Cebu City, Philippines 6000
Bank Name	Bank of the Philippine Islands (BPI)
Bank Address & Branch	Lahug, Cebu City Branch
Peso Account Number	3611-0017-88
Dollar Account Number	3614-0095-85
Swift Code	BOIPHMM

Major credit cards (MasterCard or VISA) are accepted for PESO SCHOOL FEES payment only provided that the credit card commission, taxes and other charges will be charged back to the parents.

REFUND POLICY

The Dollar Fee, Entrance Fee, Facilities & Development Fee, EAL and LN fees are consumed by the school once a student enters. Should the student then leave at any time before the school year ends, there is no refund of these fees.

Only Tuition Fees may be refunded on the basis of any QUARTER not attended. Payment discounts that were earlier granted will be forfeited and will be deducted from the Tuition Fee refund.

In the event of a force majeure, which prevents or delays the School's performance of any of its obligations under this agreement, the School shall give due notice in writing, specifying the nature and extent of the force majeure. The School shall use its best endeavor during the continuance of the force majeure to provide educational services. If it becomes necessary, because the School is unable to meet its obligation within the reasonable amount of time, and at the discretion of the School, refunds will be made based on the following conditions:

- Refunds will be given to students who are enrolled at the time of the incident and continue enrollment through the incident and have no outstanding financial obligation to the School.
- All fees, except the Entrance Fee, are eligible for refund based on a quarterly basis. (Refunds shall be based on the quarters not started due to force majeure).
- The School will have up to two (2) years to process and disburse refunds to qualified parties

Force majeure shall mean any cause beyond a party's control, including strikes and other industrial disputes, acts of God, war, riot, civil commotion, compliance with any law or governmental order or rule, accident, fire, flood, storm, pandemic or epidemic of any disease, terrorist attack, chemical or biological contamination which makes the School's performance of its obligations impossible.

CORPORATE ACCOUNTS

Student whose fees are being paid by a Corporation must secure a Letter of Guarantee from their parent's Corporation to this effect. The *notarized* Letter of Guarantee should be given to the School's Finance office after which Statement of Account is provided to the Corporation. School fees of corporate accounts are due in full and payment will be made thirty (30) days after receipt of billing statements or invoice. Payments received after due date will be subject to late penalty charge.

UNCONDITIONAL OBLIGATION

No portion of quarter fees paid or outstanding will be refunded or cancelled withstanding the absence, withdrawal, dismissal or partial attendance within the quarter by the student.

Approved by the Board: February 17, 2020

These policies may be revised at any time during the school year, at the discretion of the board of Trustees and the School Administration.