



Cebu International School
Fee Sheet & Agreement
For School Year 2019-2020

ENROLMENT FEES

GRADE	DOLLAR FEE	TUITION FEE	FACILITIES & DEVELOPMENT FEE	TOTAL PESO FEES	ENTRANCE FEE
PS2 (half day)	\$ 140	₱ 45,500	₱ 27,900	₱ 73,400	₱ 5,200
PS2 (whole day)	170	56,900	34,800	91,700	5,200
PS3 (half day)	230	90,700	55,600	146,300	5,200
PS3 (whole day)	280	113,400	69,400	182,800	5,200
PS4 (half day)	230	143,100	87,600	230,700	5,200
PS4 (whole day)	280	178,700	109,400	288,100	5,200
Kindergarten	280	204,800	125,400	330,200	5,200
G1, G2	2,760	323,100	209,300	532,400	104,000
G3, G4	2,760	326,200	209,300	535,500	156,000
G5	2,760	329,400	212,800	542,200	208,000
G6, G7, G8	2,990	382,300	236,400	618,700	260,000
G9, G10	2,990	548,800	272,300	821,100	260,000
G11, G12	2,990	548,800	292,100	840,900	260,000

Note: The total amount due is the DOLLAR FEE plus the PESO FEES.

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 *PS2 to G1 for 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 had 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 11 to April 30, 2019**, 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.

LEARNING NEEDS FEES

The cost of a Learning Needs Assistant's salary will be paid by the parents of students who require 1-1 direct support.

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

Listed Fees as indicated above covers the normal curriculum of the School while for Elementary, the listed fee is inclusive of the cost of the standard school supplies to be provided by the school. Other charges and expenses incurred by the students may be charged as additional cost, such as, but not limited to:

- For new student, an application fee of Php4,000
- Homeroom Fund levied on all students and is used in major school activities
- Limited transport service to & from school by an outside provider
- Clubs & Activities – please refer to the “Clubs and Activities” section of the Student-Parent Handbook
- Educational travels on a cost-recovery basis
- International Baccalaureate (IB) Fee for those who intend to sit for the external exams

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

EAL FEES

The EAL FEE is a ONE-TIME fee assessed to support the intensive teacher resource requirements that EAL students need to succeed in the program.

EAL Fees are levied as follows:

BEGINNER	275,600
INTERMEDIATE	164,000
ADVANCED	112,600

Absences, withdrawals, dismissals or partial attendance within the quarter by the student covers the whole quarter or trimester.

EARLY PAYMENT INCENTIVES

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 14, 2019.
- 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 OPTION

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 2, 2019 (Wednesday)
Third Quarter	December 4, 2019 (Wednesday)
Fourth Quarter	March 4, 2020 (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	BOPIPHMM

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 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 18,2019

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