



Port Vila International School

2024 Schedule of School Fees

Port Vila International School is an independent school and is financially dependent wholly on fees and levies paid by students attending the school. School Fees and levies must be paid within timeframes as set out in this policy. This Schedule should be read in conjunction with our Enrolment Terms and Conditions.

Application Fee

Every applicant, regardless of age or circumstance, wishing to become a student at PVIS is required to submit a completed application form and pay a non-refundable Application Fee of Vt10,000. Applications will not be reviewed or assessed until this fee is paid. Please note, an application does not guarantee an enrolment place.

Registration Fee

Once a child has been offered an enrolment place at PVIS, a Vt25,000 non-refundable fee is required for each enrolment. This fee is applicable irrespective of the time to be spent at the school. A place is not considered confirmed until the Registration Fee is received. This payment confirms your intention to enroll at the school or holds a space on the waiting list, if classes are full.

Guaranteed enrolment for a start date later than Term 1, may require payment of 50% of the Scheduled Fee for each Term prior to commencement (e.g. guaranteed enrolment in Term 2, will require 50% of Term 1 Fees to be paid in advance).

Notice of withdrawal

In the event that a student is withdrawn part-way through a term, no adjustment will be made for the Tuition Fees paid for that term.

To adequately plan and staff the School timely notification of enrolment changes is needed. A Notice of Withdrawal of a student (for the following term or later) must be provided in writing to the Principal:

- Departure from Term 2, 3 or 4: at least six weeks or half a Term, whichever is greater, prior to the date from which the student shall be withdrawn from PVIS ("the date"). If notice of withdrawal is not given in accordance with this clause, then one quarter (1/4) of the student's total yearly Tuition Fees for the year in which the date falls shall be payable in lieu. Please note the aforementioned.
- Discontinuing enrolment in Term 1 of the following year: notice must be provided in writing before the last day of Term 3. If notice of withdrawal is not given in accordance with this clause, then one quarter (1/4) of the student's total yearly Tuition Fees for the year in which the date falls shall be payable in lieu. Please note the previous point
- Full school fees are payable if a student takes a period of leave of a term or more and full fees are payable to guarantee a place to held. Special circumstances of a family will be considered if a request is made in writing to the Principal in advance for a Leave of Enrolment Absence

Payment Methods

Payments can be made in the Office by cash or cheque, Bred Connect QR Code or by direct deposit to our Bank Account. Card payment facilities are available at Reception. Bank charges associated with the use of the card will be added to the amount when processed. Payments are accepted in full, or as part of a term or annual payment plan. Payment plans can be arranged with the Business Manager and/or Principal.

Early Education Centre (EEC) Fees

Fees in the EEC are determined by the number of days that a student attends the Centre. **Please note, no discounts are applicable to EEC Fees.**

EEC Resource Levy – Vt21,500. This will be invoiced with your first fees notice. This is for all the craft material and other consumables. Charged on commencement.

Early Learning Program (ELP)	Per Term (VT)	Total Annual Fees (VT)
Option 1: Full ELP Program 5 Full days: Mornings and Little Explorers Monday to Friday 7:30 am - 1:40 pm	149,427	596,988
Option 2: All Mornings 5 mornings a week Monday to Friday 7:30am - 11:30am	105,987	423,948
Option 3: Three Mornings per week 3 mornings per week 7:30 am - 11:30 am (any 3 days)	78,589	314,356
Little Explorers' Afternoon Program 3 afternoons per week 11:30 am - 1:40 pm (any 3 days)	Vt30,900 for 3 days per week term Note: Little Explorers can only be selected on days of morning enrolments; to make a full day enrolment.	

Preschool	Per Term (VT)	Total Annual Fees (VT)
Preschool (5 days) 7:30 am - 1:40pm	149,427	596,988

Tuition Fees – Primary and Secondary

Term Fees are payable **by the end of Week 2 of each term**. Port Vila International School applies a differentiated Fee Schedule as a strategy to ensure inclusivity and diversity within the student body. PVIS is committed to the differentiated fee schedule as part of our Strategic Purpose, Mission, and Vision.

This differentiated Fee Schedule means that only those students whose school fees are funded by external organisations will pay the full fee rate. Students whose parents are personally responsible for the cost of school fees will receive a discount (Discount A) and our Ni-Vanuatu families and students who have been enrolled for more than three years will receive an additional discount (Discount B).

The fee discount categories and applicability are as follows:

Family Discount	10% discount is applied to the total family Tuition fees if there are 4 or more children enrolled
Discount A – Vt33,000 per term	Primary and secondary students whose parents or caregivers are personally paying the school fees will be eligible to apply for Discount A, which is a reduction of Vt33,000 per child term. Families receiving reimbursement for fees from a company or organisation are not eligible for this discount.
Discount B – Vt60,000 per term	Primary and secondary students whose parents or caregivers are personally (i.e. not seeking corporate reimbursement) paying the school fees and have been enrolled in the Primary (Foundation to Year 6) or Secondary School) for more than 3 years will be eligible to apply for Discount B, a reduction of Vt60,000 per child per term.
Bursary discount	At times, the School offers Primary and Secondary bursaries. Those offered may be eligible for a bursary discount on tuition fees based on Discount B school fees.

Primary School : Foundation to Year 6 -Tuition Fees		
<i>Full Tuition Fees per term</i>	<i>Tuition Fees with Discount A per term</i>	<i>Tuition Fees with Discount B per term</i>
Vt 208,472	Vt 175,472	Vt 148,472
Annual: Vt 833,888	Annual: Vt 701,888	Annual: Vt 593,888
Secondary School : Year 7 to 10 - Tuition Fees		
<i>Full tuition fees per term</i>	<i>Tuition Fees with Discount A per term</i>	<i>Tuition Fees with Discount B per term</i>
Vt 225,982	Vt 192,982	Vt 165,982
Annual: Vt 903,928	Annual: Vt 771,928	Annual: Vt 663,928
Secondary School: Year 11 & 12 – Tuition Fees		
<i>Full tuition fees per term</i>	<i>Tuition fees with Discount A per term</i>	<i>Tuition fees with Discount B per term</i>
Vt 230,411	Vt 197,411	Vt 170,411
Annual: Vt 921,644	Annual: Vt 789,644	Annual: Vt 681, 644

Resource Levy

This levy is payable at the beginning of Term 1 of each year, or when a student enrolls (non-refundable & pro-rata rates will not be applied).

Primary (Foundation - Year 6) Vt22,500	Secondary (Year 7 – 10) Vt27,500
Senior Secondary Stage 1 (Year 11) Vt42,500	Senior Secondary Stage 2 (Year 12) Vt52,500

SACE Fees – Stage 1 and Stage 2 Registration

This Annual Fee is levied by the SACE Board to cover administrative costs of curriculum, support, assessment moderation, marking of assessments and examinations. This levy will be invoiced in Term 1 of the year that your child first enrolls in a Stage 1 or Stage 2 course.

Stage 1 – Vt96,705 per child

Stage 2 – Vt159,600 per child

School Magazine

School Magazine – Vt4,500 This fee is invoiced in Term 4 for all families EEC to Year 12 to cover costs of design and production.

Additional Costs

Compulsory swimming lessons for primary students. Cost is invoiced in the relevant term.

Open Access College Courses are available to Year 11 & 12 students and costs are available on application.

In most cases, the selection of subjects for Year 11 & 12 involves a Learning Plan Meeting with parents and fees are discussed as part of this meeting. Fees are non-refundable if a student withdraws from an Open Access Course commencing.

Non-payment of fees

Each term's school fees are due to be paid by the **end of Week 2** of each term. Should parents have difficulty in making payment of school fees they should contact the Business Manager immediately or make an appointment with the Principal in the case of financial or other hardship. If the School Fees are not paid within 30 days of the due date (or formal arrangements made), a late payment fee of Vt10,000 will be charged. A further late payment of Vt10,000 will be charged if School Fees are not paid within 60 days of the date due.

Please note that parents are responsible for the payment of all school fees, irrespective of any arrangements with any employer, including the government and interest for late payment of fees will apply in all cases. In accordance with the PVIS Fees and Levies Policy, a student may only return to school the following year when all outstanding fees are paid in full (including any interest), or payment arrangements have been agreed to by the Principal and fees are being paid in accordance with that plan. The School reserves the right to suspend or terminate the enrolment of a student if any portion of the School Fees or other charges remain unpaid.