



KUNDU INTERNATIONAL ACADEMY

2021

School Fee and Admission Information

Office Opens Monday 4 January 2021

Term 1 Begins Monday 25 January 2021

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Capital District

P.O BOX 4313
BOROKO
PORT MORESBY
NATIONAL CAPITAL DISTRICT
PAPUA NEW GUINEA

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A. SCHOOL FEE POLICY

A.1 SCHOOL FEES (in Kina)

GRADE	EARLY BIRD	FULL YEAR	FULL YEAR OF 3 INSTALMENTS
11 & 12	9 801	10 890	3 630 x 3 = 10 890
7 & 9	8 001	8 890	2 964 x 3 = 8 892

A.2 PAYMENT DATES

FEE CATEGORY	PAYMENT DATES	CONDITION
Early Bird	17/01/2021	Applies to enrolment for INDIVIDUAL STUDENT ONLY. Any payment received after 17 January 2021 will fall into either full Year Discount or instalment category. Part payment will not be accepted in Early Bird category
Full year Discount	18/01/2021 to 31/01/2021	Full Year Discount fee must be paid IN FULL by January 31st, 2021 , otherwise instalment fee applies
Instalment 1	01/01/2021 to 31/01/2021	Students will not be permitted to commence classes UNLESS the 1 st instalment is paid in FULL latest by January 31st, 2021 .
Instalment 2	24/01/2021 to 25/04/2021	Students will not be permitted to commence classes UNLESS the 2 nd instalment is paid in FULL latest by April 25th, 2021
Instalment 3	26/04/2021 to 08/08/2021	Students will not be permitted to commence classes UNLESS the 3 rd instalment is paid in FULL latest by August 8th, 2021

A.3 SCHOOL FEE DISCOUNTS

Sibling Discount

Where a family has more than TWO children attending our school, then all siblings will be given a 10% discount on the full fee based on full – time enrolment.

GRADE	10% SIBLING DISCOUNT (FULL YEAR)	10% SIBLING DISCOUNT (3 INSTALMENTS)
11 & 12	9 801	3 267
7 & 9	8 001	2 667

A.4 METHOD OF PAYMENT

There are three (3) ways you can make payments

1. **Direct Deposit** to the school bank account. Please use a deposit form to pay and return the deposit slip to our office. It is advisable that you write the student name on the deposit slip.

Account Details:

Account Name: Kundu International Academy Limited

Account Number: 6007826658

Branch Name: Port Moresby

Branch Number (BSB): 038004

Swift Code: WPACPGPM

2. You can write **Cheques**

3. You can use **EFTPOS** in the school administration office

Please note that the school does not accept cash for payment of school fees

A.5 OVERDUE FEES

OVERDUE FEES	OVERDUE BY	ACTION BY SCHOOL
Instalments 1, 2, 3	One week (Grace Period)	Immediate Suspension. The school reserves the right to suspend students without further notice if school fees are not paid on the due date

A.6 SCHOOL FEE REFUND

All refund will incur an Administration Fee. Refunds will be calculated from the date the Principal or Dean of Admission and the Parent signed the Withdrawal Form. A student is not considered to have withdrawn until the school has been officially notified in writing.

Students who withdraw from the school will be charged full fees through until the end of the term in which they withdraw. Also students who withdraw in term 4 are not eligible for refund. Students who take extended holidays during the school year or are suspended for disciplinary reasons or non-payment of fees do not receive a rebate for the time that they have missed school. Overpayment by companies will be refunded back to the company concern.

A.7 HOW APPROVED REFUNDS WILL BE RELEASED

ALL REFUNDS MUST BE APPROVED BY THE BOARD OF DIRECTORS BEFORE THEY ARE RELEASED

Where a refund of school fee has been approved, the Refund will, as a general rule, be made to the Person or Company who paid the fees. The original receipts will need to be provided in cases where a refund is due and payable.

Personal or Company Cheque

The refund will be by "Not Negotiable" cheque in favour of the Drawer of the cheque that was originally presented when the fees were paid.

Bank Cheque

The refund will be by "Not Negotiable" cheque in favour of the drawee Bank (and branch) on which the original bank cheque was drawn.

Under no circumstances will a refund of school fees be paid in cash

A.8 ADMINISTRATION & OTHER FEES

ITEM	FEE APPLICABLE
Enrolment Fee (Non-Refundable)	K100
Refund processing fee	K100
Search Fees (Copies of Receipts or other documents)	K20
Uniform Fees (Full Set)	K350 for a set (More information on section D)
Transport Fees – Return ways	K300 per term (More information on section E)

B. HOW TO ENROL YOUR CHILD

STEP 1

Do you have the following documents with you?

- 1) **Original** copy of Grade 6 school report and Grade 8 and 10 School Certificate
- 2) Birth Certificate/NID Registration/Passport (at least one)
- 3) A copy of student's **latest** school report
- 4) Transfer certificate or acceptance letter from previous school
- 5) Two (2) passport size photo

STEP 2

Complete the **Student Admission Form** (Form available from Front Office). Please print carefully.

STEP 3

Pay your Enrolment Fee of K100.00 to the Cashier. **(This Fee is Non-Refundable).**

Your child MAY be asked to sit our school's standard entry test if required.

STEP 4

Show your receipt to the Front Office Clerk who will organise an interview with one of the Principal.

STEP 5

Complete the enrolment process with your interviewer by signing the School Policies on the "**Student - Parent Handbook**". You may take the form away and complete it at your own time. Please also read the SCHOOL FEE POLICY Carefully.

STEP 6

Hand the Student Admission Form together with the FULL PAYMENT OF YOUR CHILD'S FEES to the Cashier

STEP 7

Your child can now commence school at Kundu International Academy

C. WHAT YOUR CHILD REQUIRES TO START OFF SCHOOL

1. 1 x Scientific Calculator (Compulsory)
2. 7 x Lecture Pads
3. 1 x Grid Book 5mm Square (48 pages)
4. 4 x Biro's – Black/Blue/Red
5. 2 x 2B Pencils
6. 1 x Mathematical Set
7. 1 Pkt Colour Pencils
8. 1 x Ruler
9. 1 x Eraser
10. 1 x Pocket Dictionary
11. At least 1 x 50 Pockets Clear Folders (To keep handouts, assessment tasks e.t.c)

D. SCHOOL UNIFORM

Formal Uniform Days – Monday to Friday

Sports Uniform is to be worn during sports time only. Our sports day is usually on Mondays.

How to wear our uniform:

Sports Shoes are to be worn on Sports Days ONLY.

Formal uniform Shirts must be tucked in at all times with shoes polished. We are very proud of our uniform as it represents our school

School Uniforms can be bought at our Cashier

Each Student Requires at least 2 x Formal Uniform and 1 x Sport Uniform

Uniform Price List (Please be advised that these price may vary)

1 set for K350. 1 set will have both Formal uniforms and Sports uniforms.
The formal uniforms are; Shirt, Short/Skirt, white socks and black shoes.
The sports uniforms are; Sports T-Shirt, sports short, Sports shoes and hat

E. TRANSPORT ROUTES & FEES

SUBURB	ONE-WAY Daily Single (Pick up or Drop Off)		TWO-WAY Daily Return (Pick up & Drop Off)	
	TERM	ANNUM	TERM	ANNUM
Any way in NCD	K150	K600	K300	K1 200

We strongly recommend that parents either drop off and pick up their child in school or if they are not able to do so then arrange for their child to be picked up and/or dropped off on the school buses. We discourage students travel in and out of school on PMV's due to safety and disciplinary reasons.

F. OTHER IMPORTANT INFORMATION

SCHOOL HOURS

School **Starts at 8.00** am and **finishes at 3:50 pm.**

Every student that arrives to school after 8.00 am must report to the administration to register their lateness. The school will closely monitor student's punctuality and will seriously deal with students who have the habit of coming late.

Please start your child's day on a happy note and ensure that he or she is NOT LATE for school

DEPARTMENT OF EDUCATION 30 DAYS RULE

Students who are absent or suspended from school due to the 30 days' cumulative absence limit will no longer be eligible for the award of an Upper Secondary School Certificate (**Page 29 SCE Handbook 2007**)

Please note that your child will be WITHDRAWN from school by the Admission Officer after he or she has been away from school for over 30 days.

PARKING

There is adequate parking space inside and outside the school. Our narrow drive way entrance into the car park from Baubau Avenue Street requires all our drivers to be mindful of students crossing the road or walking in and out of the school gate.

In the interest of everyone's safety, please drive into the car park entrance to drop off your child if possible. When picking up your child in the afternoon, we would prefer that you DO NOT ask your child to wait outside the school but park your vehicle at the car park and walk to the waiting area to pick your child

SCHOOL LUNCHES

There is a school canteen that is providing a variety of lunches but we prefer lunch prepared at home.

EMAIL ADDRESSES

director@kundu.ac - School Director

principal@kundu.ac – School Principal

enquiries@kundu.ac – Main Office

SCHOOL EMERGENCY PROCEDURES

The school puts the safety of our students as priority and we have an Evacuation Plan and a Lockdown Procedure in place. In the event of a real emergency, the school will have a standard procedure to contact parents. For this reason, we ask all our parents to update their contact numbers with the school. Please do not switch off or ignore calls from the school.

G. TENTATIVE SCHOOL CALENDAR FOR 2021

TERM 1	Week	Monday	Tuesday	Wednesday	Thursday	Friday	
	1	25-Jan	26-Jan	27-Jan	28-Jan	29-Jan	
2	1-Feb	2-Feb	3-Feb	4-Feb	5-Feb		
3	8-Feb	9-Feb	10-Feb	11-Feb	12-Feb		
4	15-Feb	16-Feb	17-Feb	18-Feb	19-Feb		
5	22-Feb	23-Feb	24-Feb	25-Feb	26-Feb		
6	1-Mar	2-Mar	3-Mar	4-Mar	5-Mar		
7	8-Mar	9-Mar	10-Mar	11-Mar	12-Mar		
8	15-Mar	16-Mar	17-Mar	18-Mar	19-Mar		
9	22-Mar	23-Mar	24-Mar	25-Mar	26-Mar		
10	29-Mar	30-Mar	31-Mar	1-Apr	2-Apr		End of Term 1
	H1	5-Apr	6-Apr	7-Apr	8-Apr	9-Apr	TERM 1 BREAK
	H2	12-Apr	13-Apr	14-Apr	15-Apr	16-Apr	
TERM 2	1	19-Apr	20-Apr	21-Apr	22-Apr	23-Apr	Start of Term 2
	2	26-Apr	27-Apr	28-Apr	29-Apr	30-Apr	
	3	3-May	4-May	5-May	6-May	7-May	
	4	10-May	11-May	12-May	13-May	14-May	
	5	17-May	18-May	19-May	20-May	21-May	
	6	24-May	25-May	26-May	27-May	28-May	
	7	31-May	1-Jun	2-Jun	3-Jun	4-Jun	
	8	7-Jun	8-Jun	9-Jun	10-Jun	11-Jun	Queen's Birthday
	9	14-Jun	15-Jun	16-Jun	17-Jun	18-Jun	
	10	21-Jun	22-Jun	23-Jun	24-Jun	25-Jun	End of Term 2
	H1	28-Jun	29-Jun	30-Jun	1-Jul	2-Jul	TERM 2 BREAK
	H2	5-Jul	6-Jul	7-Jul	8-Jul	9-Jul	
TERM 3	1	12-Jul	13-Jul	14-Jul	15-Jul	16-Jul	Start of Term 3
	2	19-Jul	20-Jul	21-Jul	22-Jul	23-Jul	National Remembrance Day
	3	26-Jul	27-Jul	28-Jul	29-Jul	30-Jul	
	4	2-Aug	3-Aug	4-Aug	5-Aug	6-Aug	
	5	9-Aug	10-Aug	11-Aug	12-Aug	13-Aug	
	6	16-Aug	17-Aug	18-Aug	19-Aug	20-Aug	
	7	23-Aug	24-Aug	25-Aug	26-Aug	27-Aug	National Repentance Day
	8	30-Aug	31-Aug	1-Sep	2-Sep	3-Sep	
	9	6-Sep	7-Sep	8-Sep	9-Sep	10-Sep	
	10	13-Sep	14-Sep	15-Sep	16-Sep	17-Sep	Independence Day of PNG & End of Term 3
	H1	20-Sep	21-Sep	22-Sep	23-Sep	24-Sep	TERM 3 BREAK
	H2	27-Sep	28-Sep	29-Sep	30-Sep	1-Oct	
TERM 4	1	4-Oct	5-Oct	6-Oct	7-Oct	8-Oct	Start of Term 4
	2	11-Oct	12-Oct	13-Oct	14-Oct	15-Oct	
	3	18-Oct	19-Oct	20-Oct	21-Oct	22-Oct	
	4	25-Oct	26-Oct	27-Oct	28-Oct	29-Oct	
	5	1-Nov	2-Nov	3-Nov	4-Nov	5-Nov	
	6	8-Nov	9-Nov	10-Nov	11-Nov	12-Nov	
	7	15-Nov	16-Nov	17-Nov	18-Nov	19-Nov	
	8	22-Nov	23-Nov	24-Nov	25-Nov	26-Nov	
	9	29-Nov	30-Nov	1-Dec	2-Dec	3-Dec	
	10	6-Dec	7-Dec	8-Dec	9-Dec	10-Dec	End of School Year

H. FREQUENTLY ASKED QUESTION

What will Parents/Guardians do when:

their child is absent from school? Please notify the Administration Office by phone or by email

their child is sick whilst at school? The school will contact their parents to pick up the sick child

they wish to talk to a teacher? Please ring the Front Office Staff to organise an interview

their child is NOT in the correct Uniform? Please write a note in the student's diary

their child needs to participate in an excursion out of school? A consent letter will be issued for parents to sign

their child is late for school? Please explain in the diary or ring/email our Front Office Staff

they are required to attend an interview with the school? Please attend, it is usually very important

their child has exceeded 30 days absence from school for any reason including fee suspension?

Please attend a compulsory interview with the Principal

the school has a Charity Drive?

Please support it. It is run by the Student Representative Council as their community project

the school has a Major Fundraising Drive?

Please support it. The proceeds are ploughed straight back into the learning needs of your child

OTHER DOCUMENTS TO READ

Handbook for Students and Parents 2020 (1 copy per family).

Both Parents and Students are required to read this Handbook thoroughly. Many issues arise in the school because important information on the school has not been read and understood.