



## SCHOOL FEES and PAYMENT SCHEDULE School Year 2017-2018

1<sup>st</sup> semester: 07 August – 15 December 2017

2<sup>nd</sup> semester: 08 January – 07 June 2018

Tuition Due (on or before): 06 July 2017

07 December 2017

### BASIC FEES

**TUITION** - This is payable in advance for the whole year or per semester. Tuition is due one month prior to the first day of school or upon enrollment. For semestral payments, payment is due one month prior to the first day of each term. Tuition may be paid via wire transfer or direct deposit to school accounts or via cheque. Cash payments are discouraged.

#### Annual Tuition

|           |             |              |             |                |             |
|-----------|-------------|--------------|-------------|----------------|-------------|
| Nursery   | PhP 260,000 | Grades 1 - 5 | PhP 360,000 | Grades 9 - 10  | PhP 430,000 |
| Pre-K / K | PhP 280,000 | Grades 6 - 8 | PhP 370,000 | Grades 11 - 12 | PhP 445,000 |

#### Semestral Tuition

|           |             |              |             |                |             |
|-----------|-------------|--------------|-------------|----------------|-------------|
| Nursery   | PhP 143,000 | Grades 1 - 5 | PhP 198,000 | Grades 9 - 10  | PhP 236,500 |
| Pre-K / K | PhP 154,000 | Grades 6 - 8 | PhP 203,500 | Grades 11 - 12 | PhP 244,750 |

**EDUCATIONAL RESOURCES** – Represents resources essential in supporting the school curricula: Library, Sports, Laboratory, Educational Information Technology and School-Owned Textbooks. To be paid in full one month prior to the first day of school or upon enrollment. Educational Resources in non-refundable.

|           |            |              |            |                |             |
|-----------|------------|--------------|------------|----------------|-------------|
| Nursery   | PhP 50,000 | Grades 1 - 5 | PhP 70,000 | Grades 9 - 10  | PhP 130,000 |
| Pre-K / K | PhP 50,000 | Grades 6 - 8 | PhP 90,000 | Grades 11 - 12 | PhP 170,000 |

**MISCELLANEOUS FEE** - This is to be paid in full one month prior to the first day of school or upon enrollment. Miscellaneous Fees cover 4 vehicle stickers, 4 parent/guardian IDs, one (1) yearbook, one (1) student ID and school-related field trip(s), and partial subsidy of overnight & out-of-town trip(s), where applicable, but exclusive of trips abroad / summer camp. Miscellaneous Fee is non-refundable.

**PhP 25,000**

### ONE TIME FEES

**CAPITAL DEVELOPMENT FEE (CDF)** - To be paid in full one month prior to the first day of school or upon enrollment. No interest will accrue on CDF deposits. The CDF is refundable once the child withdraws or graduates from CISM.

**PhP 150,000**

**APPLICATION FEE** – To be paid in full upon submission of application.

**PhP 3,500**

### SLOT RESERVATION FEE

**RE-ENROLLMENT DEPOSIT** - Applicable to RETURNING students to secure a place for the upcoming school year. Payment is due upon confirmation and acceptance of Letter of Invitation from CISM. Failure to pay the enrollment deposit by the deadline stipulated may result in the student's place being given away to new/other applicants. The deposit is non-refundable and will be applied to Educational Resources Fee.

**PhP 75,000**

**MATRICULATION FEE** - Applicable to NEW students to secure a place for the upcoming school year. Payment is due upon confirmation of Letter of Acceptance from CISM. Failure to pay the Matriculation Fee by the deadline stipulated may result in the student's place being given away to other applicants. Students who have paid this fee, withdraw, and subsequently return to CISM within 24 months will be levied 50% of the applicable Matriculation Fee upon re-enrollment. The one-time fee is non-refundable.

**PhP 75,000**

### OTHER FEES

**PTA FEE** - An annual subscription rate applicable per family

**PhP 2,500**

**CARE PROGRAM (as required)**

**PhP 100,000/year or PhP55,000/semester**

#### ADDITIONAL FEES

Extra Vehicle Sticker / Lost School ID

**PhP 300**

Transcript of Record (per copy, excluding postage)

**PhP 250**

IB Candidate Subject Fee(s)

**as invoiced by IB**

IB Assessment International Courier Cost

**as invoiced by DHL**

### SUPPLEMENTARY POLICIES

#### NEW STUDENTS ENTERING AFTER THE START OF A SEMESTER

Students who enter during the 1<sup>st</sup> Quarter, FULL Tuition (Annual or 1<sup>st</sup> plus 2<sup>nd</sup> Semester) is charged.

Students who enter on or during the 2<sup>nd</sup> Quarter, Half of 1<sup>st</sup> Semester's Tuition plus Full 2<sup>nd</sup> Semester's Tuition is charged.

Students who enter on or during the 3<sup>rd</sup> Quarter, Full 2<sup>nd</sup> Semester's Tuition is charged.

Students who enter on or during the 4<sup>th</sup> Quarter, Half of 2<sup>nd</sup> Semester's Tuition is charged.

#### REFUNDS

If a student withdraws, refund of Tuition is per quarter, calculated on an annual (in the case of Full Annual payment) or semestral basis. Refund of Tuition will not be pro-rated for part of a quarter, regardless of the number of days attended. Educational Resources, Miscellaneous, and any other Fees are NOT refundable. The CDF is refundable when the student withdraws or graduates from the school with the proper clearance. In case of default on any tuition, fees, surcharges, or penalties, the CDF will be applied against all unpaid obligations of the student to CISM. The CDF will be refunded via Philippine Peso cheque within a month after submission of the Clearance Form.

#### PAYMENT TERMS

Schools Fees are payable in advance for the whole year. For semestral payments, post-dated cheques are required to be submitted on the deadline date stated above or in the Statement of Account, whichever is earlier. If School Tuition and Fees are not paid when due, CISM shall take action to suspend the student's right to attend classes, to participate in any school and after school activities and events, to receive report cards, academic records or transcript of records.

Cheques will no longer be accepted from those who have issued CHEQUES DISHONORED by banks for insufficient funds, closed accounts and/or other reasons. Every month delay in collection shall be levied a penalty of 2% or PhP3,500 per month on all school Tuition and any other Fees which remain unpaid and outstanding after the due date stated. Failure to meet these financial obligations in a timely manner may result in forfeiture of the student's reservation or place.

**Educational Resources, Matriculation, and Miscellaneous Fees are non-refundable & non-transferable and shall not be prorated for partial attendance during a semester.**