



INTERNATIONAL SCHOOL MANILA

SCHOOL FEES AND PAYMENT SCHEDULES

School Year 2023-2024

Please KEEP THIS COPY AS A REMINDER regarding DUE DATES for the settlement of your account.

	<u>First Semester</u>	<u>Second Semester</u>
Period Covered	1st Quarter - 07 August to 06 October 2nd Quarter - 09 October to 15 December	3rd Quarter - 08 January to 21 March 4th Quarter - 01 April to 06 June
Tuition Due Date	07 July 2023	07 December 2023

Basic Fees

1. Tuition Fee

Regular Program	Annual Fees		First Semester		Second Semester	
	USD	PLUS PHP	USD	PLUS PHP	USD	PLUS PHP
Preschool (Preschool 3-4)	\$8,860	Plus ₱ 280,200	\$4,430	Plus ₱ 140,100	\$4,430	Plus ₱ 140,100
Elementary School (Kindergarten-Grade 4)	\$13,820	Plus ₱ 438,800	\$6,910	Plus ₱ 219,400	\$6,910	Plus ₱ 219,400
Middle School (Grades 5-8)	\$15,040	Plus ₱ 480,000	\$7,520	Plus ₱ 240,000	\$7,520	Plus ₱ 240,000
High School (Grades 9-10)	\$16,080	Plus ₱ 510,900	\$8,040	Plus ₱ 255,450	\$8,040	Plus ₱ 255,450
High School (Grades 11-12)	\$17,940	Plus ₱ 570,700	\$8,970	Plus ₱ 285,350	\$8,970	Plus ₱ 285,350
Specialized Learning Support Program (SLSP)	\$44,100		\$22,050		\$22,050	

2. Matriculation Fee

\$ 4,500

3. Facilities Enhancement Fee

\$ 4,500

4. Application Fee

\$ 600

Additional Program Tuition Fees If applicable

US Dollar

1. English as an Additional Language (EAL) Fee

Year 1

\$ 1,625 per semester

Year 2

\$ 1,100 per semester

2. Learning Support Services (LSS) Fee

Level 1 Support

\$ 840 per semester

Level 2 Support

\$ 1,890 per semester

Level 3 Support

\$ 2,940 per semester

3. Speech Language Program

Level 1 Support

\$ 575

Level 2 Support

\$ 1,200

Other Fees

1. Educational Assistance Fee	\$ 4,600 per semester
2. Full Psychological Educational Evaluation Fee	\$ 1,300
3. Psychological Educational Re-Evaluation Fee	\$ 700
4. Musical Instrument Rental	\$ 160 per instrument
5. Extra Car Sticker (first Car Sticker free)	₱ 100 per sticker
6. ID (initial student, 2-parent, 1-driver, 1-house help ID free)	₱ 100 per piece

FEES POLICIES

1. **Tuition Fees:** Payable in advance for the whole year or per semester. Quarterly payments can also be arranged but have an additional charge of US\$100 per quarter. **The USD portion should be paid in US dollars and the PhP portion should be paid in Philippine pesos to eliminate conversion costs. 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 costs.**

2. Only the Tuition Fees may be paid by the semester or quarter. All other fees must be paid in full on the due date. An additional **one percent (1%)** surcharge per month is added on all school fees that remain unpaid after the due dates.

3. **Matriculation Fee:** For **ALL** students entering Kindergarten (**NEW and currently enrolled Preschool students going into Kindergarten**), **NEW** students entering Grades 1 to 12, and **NEW** students entering the **Specialized Learning Support Program**. This is required to hold a place, and **should be paid in full upon acceptance**. The matriculation fee can only be refunded if the application or acceptance is subsequently cancelled, or if the child does not enroll. Students who have paid this fee, withdraw and subsequently return to the School are covered by the following guidelines (based on withdrawal notification submission date):

- 3.1 If a student is withdrawn for 0 – 12 months, no matriculation fee shall be paid upon re-enrollment.
- 3.2 If a student is withdrawn for more than 12 months up to 24 months, 50% of the matriculation fee shall be paid upon re-enrollment.
- 3.3 If a student is withdrawn for more than 24 months, full matriculation fee shall be paid upon re-enrollment.

4. **Facilities Enhancement Fee:** For **ALL** students entering Kindergarten (**NEW and currently enrolled Preschool students going into Kindergarten**), **NEW** students entering Grades 1 to 12, and **NEW** students entering the **Specialized Learning Support Program**. This **should be paid in full upon acceptance**. The facilities enhancement fee can only be refunded if the application or acceptance is subsequently cancelled, or if the child does not enroll. Students who have paid this fee, withdraw and subsequently return to the School are covered by the following guidelines (based on withdrawal notification submission date):

- 4.1 If a student is withdrawn for 0 – 12 months, no facilities enhancement fee shall be paid upon re-enrollment.
- 4.2 If a student is withdrawn for more than 12 months up to 24 months, 50% of the facilities enhancement fee shall be paid upon re-enrollment.
- 4.3 If a student is withdrawn for more than 24 months, full facilities enhancement fee shall be paid upon re-enrollment.

5. **Application Fee:** For all NEW students, **should be paid in full upon submission of application**. This is non-refundable and non-transferable.

6. For **NEW PRESCHOOL** students seeking placement for SY 2023-24, a \$1,000 non-refundable, non-transferable reservation fee must be paid once a seat is confirmed to guarantee a place in the Preschool program for the SY 2023-24. This is deductible from the annual tuition fee due. The tuition and all other fees must be paid prior to the student starting class. If the expected enrollment date is deferred to beyond the beginning of the new school year, then all school fees must be fully paid prior to the beginning of the new school year to guarantee and hold the seat.

7. For **NEW** students **ENTERING ISM after the start of a semester**, the Tuition Fee and other Additional Program fees are prorated as follows:

First Semester:

First Quarter:

Students entering **August 07, 2023 up to September 08, 2023**, Full semester tuition is charged

Students entering **September 11, 2023 up to October 06, 2023**, Two-Thirds semester tuition is charged

Second Quarter:

Students entering **October 09, 2023 up to November 10, 2023**, One-Half semester tuition is charged

Students entering **November 13, 2023 up to December 15, 2023**, One-Third semester tuition is charged

Second Semester:

Third Quarter:

Students entering **January 08, 2024 up to February 09, 2024**, Full semester tuition is charged

Students entering **February 12, 2024 up to March 21, 2024**, Two-Thirds semester tuition is charged

Fourth Quarter:

Students entering **April 01, 2024 up to April 30, 2024**, One-Half semester tuition is charged

Students entering **May 02, 2024 up to June 06, 2024**, One-Third semester tuition is charged

8. **Student Withdrawal: Refund of school fees in case of student withdrawal is per quarter; it will not be prorated for part of a quarter**, regardless of the number of days attended.

9. Please take note that the School shall suspend the student's right to attend classes and other school activities for those students whose school fees remain unpaid by September 08, 2023 for the first semester, and by February 09, 2024 for the second semester. It shall likewise suspend the student's right to receive report cards or transcript of records while the student's account remains unpaid. Moreover, this may result in forfeiture of the student's place or reservation for the next school year.

10. For check payments, over-the-counter bank payments and wire transfers, kindly indicate the STUDENT'S NAME, STUDENT'S ID NUMBER, AND TELEPHONE NUMBER. Please provide the School with a copy of the deposit slip or bank advice, where applicable, for prompt credit to the student's account.

11. Please contact the Treasury Office for bank payment information. All school fee money transactions at the ISM campus are conducted at the Cashier's window, Business Office area.

12. Checks will no longer be accepted from those who have issued CHECKS DISHONORED by banks for insufficient funds, closed accounts, and other reasons. Likewise, peso checks will no longer be accepted starting May 30, 2024, and US\$ checks drawn from US banks will no longer be accepted starting May 03, 2024 to allow for clearing of checks. The settlement of any outstanding balance of withdrawing students after said dates can only be made in CASH.

13. Concessionaire fees such as bus and canteen fees can be arranged directly with the third-party providers.

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

If you have any questions on the School Fees and Payment, please contact the Treasury Office.