



Shrewsbury  
International School

PHNOM PENH

# SISPP ADM05 Fee Schedule

Effective August 2024-June 2025

## **Keeping Children Safe**

***Shrewsbury International School Phnom Penh is committed to providing outstanding care and education to its pupils and to safeguarding and promoting the welfare of children and young people.***

Phnom Penh City Centre, Flatiron by Meridian, Unit FR-0005 & FO-0M01, Street No.102, Phum 1, Sangkat Srah Chak, Khan Daun Penh, Phnom Penh, Cambodia

## School Fees

School fees are reviewed annually. Fees charges and capital levy for the 2024-25 academic year are as follows:

### **A. Initial Charges**

In addition to the ongoing fee payments for current students, the School applies the following initial charges during the application process and prior to any successful applicant starting their first term at Shrewsbury International School Phnom Penh (SISPP):

Early Years, Year 1 & 2.

- i. Application & Admissions Fee: An application fee of USD300 per child is payable upon submitting the application form. The application fee is not refundable. The cost of application includes the observation and in-school evaluation prior to a formal offer being made of a place on roll.
- ii. Guaranteed Place Fee: Once a place is offered, parents must complete and return the Acceptance Form along with a Guaranteed Place Fee of USD3,000 per child in order for the child's place to be secured. This sum can be offset against the first term's tuition. The Guaranteed Place Fee, which is non-refundable, includes a one-off payment of USD 300 for life membership of Shrewsbury International School Phnom Penh Alumni Association (SISPPAA) for all school graduates.

Year 3 - Year 13

- i. Application Fee: An application fee of USD300 per child is payable upon submitting the application form. The application fee is not refundable.
- ii. Admission Test Fee: An admission test fee of USD500 per child is payable upon submitting the application form. The admissions test fee is not refundable.
- iii. Guaranteed Place Fee: Once a place is offered, parents must complete and return the Acceptance Form along with a Guaranteed Place Fee of USD3,000 per child in order for the child's place to be secured. This sum can be offset against the first term's tuition. The Guaranteed Place Fee, which is non-refundable, includes a one-off payment of USD 300 for life membership of Shrewsbury International School Phnom Penh Alumni Association (SISPPAA) for all school graduates.

## B. Tuition Fees

Tuition fees include stationery, learning materials and consumables but do not include the cost of co-curricular activities, optional school trips, uniform, the school bus service, meals, personal equipment and IT devices.

Fees are payable on a term-by-term basis and in advance. Discounts apply for families with 3 or more children enrolled at the school at any one time. A discount of 5% is applied for the 3rd child and 10% for the 4th child onwards.

Form	Age Group	Fees (in USD)
Nursery	3-4 years	6,600 x 3 terms
Reception	4-5 years	7,000 x 3 terms
Year 1	5-6 years	7,500 x 3 terms
Year 2	6-7 years	7,500 x 3 terms
Year 3	7-8 years	7,500 x 3 terms
Year 4	8-9 years	7,500 x 3 terms

Fig 1. 2023/24 Basic Tuition Fee per term (USD) of Shrewsbury International School at Flatiron Campus

### Capital Levy

In order to develop and maintain its facilities, all enrolment places at the school must be supported by either the payment of an Annual Capital Levy.

For each child without Individual Premium Nomination Rights Certificate and Corporate Nomination Rights Certificate, the current Annual Capital Levy for the 2024 – 25 Academic Year is USD7,500 per child. The levy amount is reviewed each year. It is non-interest bearing, non-transferable and non-refundable.

Holders or the Nominee of Individual Premium Nomination Rights Certificate and Corporate Nomination Rights Certificate are exempt from paying the Annual Capital Levy.

## Further points of importance

### Late Payment Fee

A late payment fee may be charged after published deadlines have passed and reminders have been ignored.

### Collecting debt

2% charge may be levied on debts owed should the School need to move to the collection process.

### Instalment payments

The School accepts payments for annual tuition in three parts (as per Fig. 1).

### Scholarships

Continuation of scholarship offer and status will be reviewed annually or withdrawn if conditions of scholarship are not met (full details in our Scholarship Programme documentation).

### Cancellations of Enrolment

If a child's confirmed enrolment is cancelled fewer than 12 weeks prior to the first planned day of school, there will be no refund for the first Term's tuition paid.

### Refunds

A 'term's notice' is required to avoid any financial liability beyond the term of withdrawal. The School requires notice in writing to the Principal to confirm a withdrawal. A 'term's notice' is required to avoid financial penalty ie. to withdraw a child at the end of the academic year in July, written confirmation should be given to the Principal by the end of Term 2 as per the published school calendar). Any exceptions will be made at the Principal's discretion. It is expected that the Parent will engage the School in discussion about any potential withdrawal to allow for interventions to be implemented to support the child better meet the expectations. Parents/guardians are liable for a term's fees after notification of withdrawal whether or not they have paid the following term or not.

Notice given	Term 1	Term 2	Term 3
Before last day of school in Term 3 of previous academic year.	No refund	Refund	Refund
During summer holiday	No refund	Refund	Refund

During Term 1 (before December holiday)	No refund	Refund
During Term 2	No refund	

Fig2. Refund of full annual payment & deadlines

NB For any Special Partnership arrangements regarding fees paid, no refund is possible under this schedule.

Regular invoicing of additional charges for activities etc

If the School incurs additional costs in the provision of educational provision for your child/children, it will be added to a monthly invoice that will be settled the following month. For any spending over USD30 the School will seek permission from parents in advance.

I hereby declare I have read and understood the conditions of this Schedule:

Child's name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_