



Shrewsbury
International School

PHNOM PENH

SISPP ADM05 Fee Schedule

Effective October 2024-June 2026 (revised November 2024) 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.

No. 88, Mekong River Street, Phum 3, Sangkat Chroy Changvar, Khan Chroy Changvar, Phnom Penh, Cambodia.

School Fees

Fee charges for the 2024-25 and 2025-26 academic years 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):

- 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 complete and return the Acceptance Form along with a Guaranteed Place Fee of USD3,000 per child to secure the child's place. The Guaranteed Place Fee is non-refundable and can be off-set against first term tuition fees or annual tuition fees payments.

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.

Form	Age Group	Termly fee (USD)	Annual fee (USD) (3 terms)
Pre-Nursery (half day)	2-3 years	2,666	8,000
Pre-Nursery	2-3 years	4,000	12,000
Nursery (half day)	3-4 years	3,333	10,000
Nursery	3-4 years	4,666	14,000
Reception	4-5 years	4,666	14,000
Year 1	5-6 years	8,000	24,000
Year 2	6-7 years	8,000	24,000
Year 3	7-8 years	8,000	24,000
Year 4	8-9 years	8,000	24,000
Year 5	9-10 years	8,000	24,000
Year 6	10-11 years	8,000	24,000

Fig 1: Fees are payable on a term-by-term basis and in advance.

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Discounts

Lump sum payment discount

Parents who pay the complete annual tuition fee in one lump sum payment by the start of the academic year will be offered a 5% discount.

Sibling discount

Discounts apply for families with 2 or more children enrolled at the school at any one time. A discount of 5% is applied for the 2nd child and 10% for the 3rd child onwards.

Lump sum discount is applied first, sibling discount second to the balance.

Other points of importance

Annual Review

School fees are reviewed annually and any changes communicated to parents as soon as possible.

Late Payment Fee

A late payment fee will be charged after published deadlines have passed and reminders have been ignored or no resolution sought. Late fees will be charged simple interest at 2% a month on the outstanding balance.

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.

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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		

Therefore, for any parents paying on a termly basis, no refund is given where a withdrawal is made in the current term of schooling.

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 _____

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