



Fee Schedule 2023-2024

This fee schedule was approved by the Board of Directors on January 27, 2023. All figures are billed and are payable in USD (\$). CIS reserves the right to change discounts and promotions at any time. Please check the school website (<https://www.cisp.edu.kh>) for the most recent fee schedule.

STANDARD FEES

Grade	Application Fee	Enrolment Fee	Tuition Fee		Capital Fee
			Half Day	Full Day	
Nursery (NR)	250	1,000	5,600	6,600	1,200
Pre-Kindergarten (PK)			7,100	8,400	1,200
Junior Kindergarten (JK)		2,000	9,000	9,500	2,400
Senior Kindergarten (SK)-Grade 5			N/A	13,900	2,400
Grade 6-10			N/A	18,600	2,400
Grade 11-12			N/A	20,400	2,400

- **Application fee:** The one-time application fee is paid with new applications for enrolment.
- **Enrolment fee:** The one-time enrolment fee must be paid in full by the first tuition fee payment date. It is non-refundable and non-transferable.
- **Tuition fees:** Payable annually, tuition fees include textbooks, library books, instruction, class handouts, online educational materials, arts and crafts supplies, insurance and field trips within Phnom Penh.
- **Capital fees:** Payable annually, capital fees cover the maintenance and upgrading of school facilities. Students enrolling for the second semester will be charged 50% of the annual capital fee. Students who withdraw before the beginning of the second semester may receive a 50% refund of the annual capital fee. A withdrawal form must be received by the last day of Semester 1. No quarterly refunds or discounts will be offered.

ADDITIONAL COMPULSORY COSTS

- **English Language Learners (ELL) support:** ELL support fees are charged when students are identified as requiring additional English language support. The support and programs differ among grades. This is an annual fee of \$600. The fee will be prorated to \$300 for a single semester as needed.
- **Specialized assessment:** In the case that a student requires a specialized assessment, a fee of \$75 per test is charged.
- **Technology:** Learning equipment, including Chromebooks and calculators, can be purchased from CIS or students may bring their own if they meet specifications outlined by the school.
- **Uniforms:** Students in JK-Grade 12 are required to wear the CIS uniform. Orders and payments are made to the Payment Services Team.

- **Book deposit:** A deposit of \$150 is required for all students in JK-Grade 5. A deposit of \$300 is required for students in Grade 6-12. This covers library books and classroom textbooks. The value of library books unreturned for more than 2 months will be deducted from the deposit. Deposits must be topped up if any deductions are made. When students transition from Grade 5 to Grade 6, an additional \$150 deposit will be due.

OPTIONAL FEES

- **Extracurricular Activities (ECAs):** ECAs are optional after-school classes that enable students to explore their hobbies and interests. Fees vary based on the activities offered. Information regarding ECA sessions, fees and activities is shared with parents in advance of ECA sessions.
- **Transportation:** CIS provides a school bus service in central Phnom Penh and a school buggy service on and around Koh Pich. Parents will be invoiced once they have registered.
- **Lunch:** A school lunch service is available to all students. Fees are paid to the Payment Services Team.
- **Boarding:** Boarding options are available. Please contact the Payment Services Team for more information.

TUITION AND CAPITAL FEE PAYMENT OPTIONS

Grade	Plan A	Plan B		Capital Fee*	Plan C			
	Jun 30	Jun 30	Dec 1		Jun 30	Oct 1	Jan 11	Mar 1
NR Half Day	5,600	2,898	2,898	621	1,474	1,474	1,474	1,474
NR Full Day	6,600	3,416	3,416	621	1,737	1,737	1,737	1,737
PK Half Day	7,100	3,674	3,674	621	1,868	1,868	1,868	1,868
PK Full Day	8,400	4,347	4,347	621	2,210	2,210	2,210	2,210
JK Half Day	9,000	4,658	4,658	1,242	2,368	2,368	2,368	2,368
JK Full Day	9,500	4,916	4,916	1,242	2,500	2,500	2,500	2,500
SK-Grade 5	13,900	7,159	7,159	1,242	3,697	3,697	3,697	3,697
Grade 6-10	18,600	9,579	9,579	1,242	4,946	4,946	4,946	4,946
Grade 11-12	20,400	10,506	10,506	1,242	5,425	5,425	5,425	5,425

* Capital fees are payable in two installments by semester under Plans B and C.

- **Plan A–Single Payment:** The total balance is paid in one installment. Plan A is eligible for a 3% Early Bird Discount.
- **Plan B–Payment by Semester:** The total balance is paid in two installments. Plan B is not eligible for the Early Bird Discount.
- **Plan C–Payment by Quarter:** The total balance is paid in four installments. Plan C is not eligible for the Early Bird Discount.

COMPLIMENTARY PROGRAMS

- **Bilingual Programs:** Students can enroll in the French Bilingual Program (SK-Grade 10) or Mandarin Bilingual Program (SK-Grade 5).
- **Language Labs:** Students enrolled in Khmer, French or Mandarin language classes, or in either Bilingual Program, can attend Language Labs (tutoring sessions).
- **International Baccalaureate Diploma Programme (IBDP):** Students in Grade 11-12 have the option to enroll in the full IBDP or to take IBDP courses.
- **Co-curricular Activities (CCAs):** Students can join optional CCAs throughout the year. There may be fees associated with tournaments, events and team uniforms.
- **Service Learning:** Students in Grade 6-12 engage in experiences throughout the year (including a 5-day intensive service activity program for Grade 6-11) designed for individuals to learn more about themselves along with their local community. These experiences reflect the required curriculum of CAS (Creativity, Activity & Service), a fundamental component of the IBDP.

TUITION DISCOUNTS

- **Early Bird Discount:** Tuition fees paid on or before April 28, 2023 will receive a 3% discount. The Early Bird Discount only applies to Plan A.
- **Sibling Discount:** The second sibling enrolled at CIS is eligible for a 5% discount. The third or fourth siblings are eligible for a 10% discount. The sibling discount applies to students newly enrolled at CIS for the 2023-2024 school year. Families with students enrolled at CIS prior to the 2023-2024 school year will continue to receive a 10% discount for second or younger siblings.

BILLING AND PAYMENT

- **Due dates:** Payments must be made on or before the due dates listed above to prevent any late fees. All fees and outstanding balances must be settled before report cards or academic records can be issued.
- **Late charges:** A 5% late charge will be applied to outstanding payments after the deadline. An additional 1% will be charged each additional week the payment is late.
- **Late payment:** If outstanding fees have not been resolved 2 weeks after the late fee payment notice has been issued, the parents will be required to discuss continued enrolment at the school.

OTHER TERMS AND CONDITIONS

New students

- New students are required to pay all fees within the first 2 weeks of acceptance to CIS in order to secure their class placement.
- New students can begin classes 2 school days after payment has been made.
- Additional charges may be required for certain educational travel and activities on a cost-recovery basis.
- The application and enrolment fees will not be charged for returning students if these students have returned before four full semesters have passed since their withdrawal. Following four full semesters, all applications are subject to application and enrolment fees.
- Newly enrolled students will receive one free backpack.

Tuition adjustments for late enrolments

- After October 20, 2023: 50% discount from the first semester's tuition or pay 75% of full year's tuition
- At the beginning of the second semester: 50% discount from the full year's tuition or pay 50% of full year's tuition
- After April 7, 2024: 50% discount from the second semester's tuition or pay 25% of full year's tuition

Deposits for returning students

- All students returning to CIS for the 2023-2024 school year will be required to pay a placeholder deposit of \$750 on or before April 28, 2023.
- This deposit is non-refundable and non-transferable. It will be applied to the family's school account. This deposit can only be applied to the following school year and may not be deferred.

Refunds

- A 90% refund of tuition fees will be offered if a Withdrawal Form is received by the first day of school and if all fees have been paid in advance.
- A 40% refund of tuition fees for the first semester and a full refund of tuition fees for the second semester will be offered if a Withdrawal Form is received by September 30, 2023.
- A full refund of any second semester tuition fees paid will be refunded if a Withdrawal Form is received by December 1, 2023.
- A 40% refund of second semester tuition fees paid will be offered if a Withdrawal Form is received by February 28, 2024.
- No other partial refunds on tuition fees will be granted. All refunds are subject to a 10% transaction fee.

Force Majeure

- In the event of force majeure or an extended school closure due to circumstances that the school could not predict or control, CIS will make every effort for continuity of operations. However, tuition and fees are non-refundable in this case.
- Circumstances include and are not limited to Acts of God, fire, flood, storms, war, civil unrest, military or police action, rebellion, banditry, riots, explosions, epidemic/pandemic, and any other event or circumstances beyond the reasonable control of the school.
- Circumstances also include COVID-19. The school makes a concerted effort to minimize the risk of transmission of infection. However, CIS cannot guarantee that there will be no COVID-19 infection in the school community. Tuition and fees will not be refunded in relation to COVID-19.

Family referrals

- Families who refer other families to CIS receive a \$200 credit upon the child's successful enrolment to CIS. Credits will be applied to their school account.
- Families may make multiple referrals. Credit will be given for each successful family referral.

Return of educational resources

- If a student does not return a musical instrument or electronic device, the value of the item will be deducted from their school account.

Updated: March 6, 2023