

APPLICATION PROCEDURES & FEE SCHEDULE ACADEMIC YEAR 2024/2025

This Fee Schedule was adopted by SCIA Management on 26 January 2024. All fees are billed and payable in USD (\$).

Application Procedures	Fees	Payment Timeline
Step 1 Application New students applying will complete: - Admission Test / Observation - Admission Interview (Parents and Students)	Application Fee: \$250 Non-refundable and non-transferable.	Payable in full upon submission of application form.
Step 2 Enrolment & Payment Successful applicants will receive Letter of Offer and Parent Agreement from SCIA. Upon accepting the offer from SCIA, this payment needs to be made: Enrolment Fee A one-time payment for new students	Enrolment Fee Nursery : \$750 KG – Grade 12: \$2,700 Non-refundable and non-transferable.	Payable in full upon acceptance of endorsement.
Step 3 Annual Capital Fee and Tuition Fee Annual Capital Fee This annual fee is applied to all students, new and returning, and used for maintaining and upgrading the SCIA campus and facilities.	Annual Capital Fee Nursery : \$1,200 KG – Grade 12: \$2,700	Payable in full in before attending school.

Tuition Fees with Payment Options

Payment Type:	Annual Payment	Semester Payment (Twice a year)		Term Payment (Four times a year)			
		Before Term 1	Before Term 3	Before Term 1	Before Term 2	Before Term 3	Before Term 4
Payable by:	Before Term 1	Before Term 1	Before Term 3	Before Term 1	Before Term 2	Before Term 3	Before Term 4
Nursery Half Day (N1 & N2)	\$8,680.00	\$4,470.20	\$4,470.20	\$2,278.50	\$2,278.50	\$2,278.50	\$2,278.50
Nursery Full Day (N1 & N2)	\$10,200.00	\$5,253.00	\$5,253.00	\$2,677.50	\$2,677.50	\$2,677.50	\$2,677.50
KG (K1 & K2) and Grade 1 – 3	\$14,500.00	\$7,467.50	\$7,467.50	\$3,806.25	\$3,806.25	\$3,806.25	\$3,806.25
Grade 4 – 6	\$15,800.00	\$8,137.00	\$8,137.00	\$4,147.50	\$4,147.50	\$4,147.50	\$4,147.50
Grade 7 – 10	\$17,500.00	\$9,012.50	\$9,012.50	\$4,593.75	\$4,593.75	\$4,593.75	\$4,593.75
Grade 11 – 12	\$18,500.00	\$9,527.50	\$9,527.50	\$4,856.25	\$4,856.25	\$4,856.25	\$4,856.25

Tuition Fee includes the following:

- Textbooks, instruction, class handouts, student insurance, snacks (N1 – K2), orientation (not including overnight or overseas trips), post-exam school activities (AXE and WHEEL Week), and 1 complimentary Co-curricular activity (CCA)*.
*Material top-up fee may be required for selected CCA programmes.
- Uniforms: 2 sets of school uniform (top & bottom) and 2 sets of PE uniform (top & bottom).



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Tuition Fee Discount

Discount Type	Discount on Tuition Fee	Remarks
Early Bird Discount (For new students applying for AY24/25)	15% - Apply by 31 st Mar 2024 10% - Apply between 1 st Apr – 30 th Jun 2024 5% - Apply between 1 st Jul – 31 st Jul 2024	Application Fee is payable upon applying
Pro-Family Discount	5% - 2 nd child of the family 10% - 3 rd child of the family 15% - 4 th and subsequent child of the family	Applied to 2 nd and consecutive younger sibling(s) enrolled at SCIA

Terms and Conditions

- **Payment method:** Payments may be made through (a) Cash, (b) Cheque (c) Bank transfer or (d) Mastercard/Visa (for cash and cheque, please make an appointment in advance).
- **Fee Schedule:** This fee schedule applies to all SCIA branches.
- **Information:** All invoices, statements and other billing correspondence will be generated in English and Khmer language. Parents needing clarification or assistance may approach our Student Recruitment staff directly.
- **Proration:** For new students joining in mid quarter/year, Tuition Fee will be prorated on weekly-basis and Capital Fee will be prorated on termly-basis.
- **Refund on withdrawal:** Refund will only be processed on submission of the completed withdrawal form and only for full term (tuition and capital) not attended - i.e., no partial quarterly refunds will be given. Administrative charges are deducted at 20% for Tuition and Capital Fee before refund.
- **Payment overdue above 30 days:** School will send a warning letter to the parents/guardians. Students may be excluded from examinations or assessment and may have their attendance privileges revoked until the outstanding amount is settled. The school reserves the right to disenrol a student with fees more than 30 days overdue and to refer the debt for recovery through legal action or third-party collection agents, including internationally where necessary.
- **Reservation of right to amend:** School reserves the right to change or add to this Fee Schedule from time to time for legal, safety or other substantive reasons or to assist the proper delivery of education at the school.
- **Students class allocation:** School reserves the right to allocate the students (existing and new) to their respective classes.
- **Force Majeure and Impossibility:** In this Fee Schedule “force majeure” means any event beyond a party’s control, including for the avoidance of doubt an epidemic or pandemic of any disease, strikes, other industrial disputes, war, riot, civil unrest, compliance with any law or governmental order, rule, regulation or direction (including that of a local authority), accident, fire, flood, storm, terrorist attack, chemical or biological contamination, failure of utility services or transportation, or any instances of impossibility of performance. If force majeure prevents or delays the school’s fulfilment of any of its obligations, including the ability to provide classes on its campus, the school shall give parents and legal guardians notice in writing specifying the nature and extent of the circumstances giving rise to the force majeure. If the School has acted reasonably and prudently to prevent and minimize the effect of the force majeure, the school will have no liability in respect of those obligations it is unable to fulfil for the duration of the force majeure. The school will not be responsible for making any refund of fees for education interrupted by such causes. The school shall make every effort to provide educational services for the duration of the force majeure, including but not limited to providing online learning opportunities.

Updated: 11 June 2024



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