BAVA INTERNATIONAL SCHOOL

CNR TAURAMA RD & TURUA AVE, MANU AUTOPORT, BOROKO
PO BOX 5398,BOROKO, NATIONAL CAPITAL DISTRICT
PAPUA NEW GUINEA

PH: (+675) 325 8715 EMAIL: office@bavaschool.com
FAX: (+675) 325 8197 WEBSITE: www.bavaschool.com

ELEMENTARY | PRIMARY | PRESCHOOL | CHILD CARE SERVICES

2027 ENROLMENT FORM

Name of children and date of birth:

Child 1: _____ Grade: _____ DOB: _____ Sex: □M □F
Child 2: _____ Grade: _____ DOB: _____ Sex: □M □F
Child 3: _____ Grade: _____ DOB: _____ Sex: □M □F

Parent/Guardians occupation & addresses (ALL FIELDS ARE COMPULSORY):

Father's Name: _____ Occupation: _____
Address: _____
Lot No: _____ Sec. No: _____ Location: _____
Work Phone: _____ Home Phone: _____ Mobile: _____
Email: _____ Work Email: _____

Mother's Name: _____ Occupation: _____
Address: _____
Lot No: _____ Sec. No: _____ Location: _____
Work Phone: _____ Home Phone: _____ Mobile: _____
Email: _____ Work Email: _____

Please specify a contact in case of emergency (ALL FIELDS ARE COMPULSORY):

Name: _____ Phone: _____
Relationship To The Child: _____ Email: _____

Does your child suffer from any occurring illnesses? If YES, please provide details:

_____

Your Doctor's Name: _____ Tel :_____
Address: _____

Please tick all that apply:

☐ In case of emergency, I/We give permission for my/our child to be taken to the above-mentioned doctor.

☐ I permit my child to participate in group swimming lessons under teacher supervision.

☐ The above student/s will be using the school bus transport services (ensure Address is filled out)

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TERMS AND CONDITIONS

- Registration/Enrolment Fee is NON–REFUNDABLE. This must be paid with the term/year school fees.
- If a child enrols anytime from Week 1 to Week 5 of a school term, the full Term Instalment fee will be charged.
- For those enrolling from Week 6 onwards throughout a term, they will be billed only for the remaining weeks of that term.
- If a child is enrolled in Term 2, 3 or 4 the First Instalment Payment will be applied for that term.
- No child is given access to the school until their assigned fees are paid in full (Full Year or First Instalment).
- If paying by instalments, each fee instalment is due prior to the commencement of the corresponding school term.
- A grace period of only one week into the new term is permitted. Failure to pay outstanding term fees in full after this period will see your child suspended from class and the school environment unless a prior arrangement is made with school management.

REFUND POLICY

- No school fee refunds are permitted once enrolled for the school year, unless the paying parent/guardian is transferred to another Province or some other unforeseen and unfortunate circumstance has occurred. A refund fee will apply in eligible cases.
- If the child has been medically certified ill, a refund may be considered at the principal's discretion.
- A Student Withdrawal form must be filled out, signed and submitted to the school before Week 5 of any term to be eligible for any remaining school fee refunds. 5 weeks minimum notice must be provided to the school of withdrawals. 5 weeks of the current Term's fees will be forfeit, calculated from the start of the week the withdrawal form was submitted.
- No school fee refunds will be eligible in Term 4.
- Students withdrawn before the end of Term 2 or Term 4 will not be eligible for a Mid-year or End-of-Year Academic Report.
- If a school fee payment was made by the paying parents' or guardian's employer, any refund will be made directly back to the employer/company, only after meeting the above criteria. Only in cases where the employer has provided written instructions that fees can be repaid to the parent, will refunds be processed to personal accounts.

I/We have read and clearly understood the above Terms and Conditions and Refund Policy and hereby agree to abide by them during this current school year of 2027.

(MUST BE SIGNED BY THE PERSON RESPONSIBLE FOR PAYING THE SCHOOL FEES)

Signed by Parent/Guardian:_____

Witnessed and signed by officer in attendance: _____

Principal/Registrar: _____ Date: _____

OFFICE USE ONLY - 2027 ENROLMENTS

Electronic bank transfers for payment are encouraged. EFTPOS payment is also available at our office.
A non-refundable deposit of **K300.00** per child is required upon enrolment.

Details: _____

Company Address: _____

_____

ENROLMENT FEE PAID: _____ / _____ / 20_____

☐ ENROLMENT: K_____

☐ ANNUAL: K_____

☐ INSTALMENT: K_____