INTERNATIONAL SCHOOL MANILA

SCHOOL FEES AND PAYMENT SCHEDULES

School Year 2025-2026

Please KEEP THIS COPY AS A REMINDER regarding DUE DATES for the settlement of your account.

	First Semester	Second Semester
Period Covered	1st Quarter - 07 August to 10 October 2nd Quarter - 13 October to 12 December	3rd Quarter - 05 January to 13 March 4th Quarter - 16 March to 04 June
Tuition Due Date	**11 July 2025**	**12 December 2025**

Basic Fees

1. Tuition Fee

Regular Program	Annual Fees USD PLUS PHP	First Semester USD PLUS PHP	Second Semester USD PLUS PHP
Preschool (Preschool 3-4)	$9,420 Plus ₱ 297,400	$4,710 Plus ₱148,700	$4,710 Plus ₱148,700
Elementary School (Kindergarten-Grade 4)	$14,700 Plus ₱ 465,600	$7,350 Plus ₱ 232,800	$7,350 Plus ₱ 232,800
Middle School (Grades 5-8)	$16,020 Plus ₱ 509,300	$8,010 Plus ₱ 254,650	$8,010 Plus ₱254,650
High School (Grades 9-10)	$17,100 Plus ₱ 542,100	$8,550 Plus ₱271,050	$8,550 Plus ₱271,050
High School (Grades 11-12)	$19,080 Plus ₱605,600	$9,540 Plus ₱302,800	$9,540 Plus ₱ 302,800

Specialized Learning Support Program (SLSP)

Preschool 3-4	$30,140	$15,070	$15,070
Kindergarten-Grade 12	$46,810	$23,405	$23,405

2. Matriculation Fee — $ 4,500

3. Facilities Enhancement Fee — $ 4,500

4. Application Fee — $ 600

Additional Program Tuition Fees *If applicable

	US Dollar
1. English as an Additional Language (EAL) Fee	
Year 1	$ 1,625 per semester
Year 2	$ 1,100 per semester
2. Learning Support Services (LSS) Fee	
Level 1 Support	$ 840 per semester
Level 2 Support	$ 1,890 per semester
Level 3 Support	$ 2,940 per semester
3. Speech Language Program	
Level 1 Support	$ 575 per semester
Level 2 Support	$ 1,200 per semester

Other Fees *If applicable

1. Educational Assistance Fee	$ 4,600	per semester
2. Full Psychological Educational Evaluation Fee	$ 1,300	
3. Psychological Educational Re-Evaluation Fee	$ 700	
4. Speech-Language Evaluation Fee	$ 250	
5. Musical Instrument Rental	$ 160	per instrument
6. Car Sticker (the first is provided for free)		
• For the 2nd to 4th Car Stickers	₱ 100	per additional sticker
• For the 5th Car Sticker and above	₱ 500	per additional sticker
7. ID (initial student, 2-parent, 1-driver, 1-house help ID provided for free)	₱ 100	per piece

FEES POLICIES

1. **Tuition Fees**: Payable in advance for the whole year or per semester. Quarterly payments can also be arranged but have an additional charge of US$100 per quarter. **The USD portion should be paid in US dollars and the PhP portion should be paid in Philippine pesos to eliminate conversion costs. Payments that are not in the prescribed currency will be converted as appropriate based on the school exchange rate, which includes a mark-up to cover the currency conversion costs.**

2. Only the Tuition Fees may be paid by the semester or quarter. All other fees must be paid in full on the due date. An additional **two and a half percent (2.5%)** surcharge per month is added on all school fees that remain unpaid after the due dates.

3. **Matriculation Fee**: For **ALL** students entering Kindergarten **(NEW and currently enrolled Preschool students going into Kindergarten)**, **NEW** students entering Grades 1 to 12, and **NEW** students entering the **Specialized Learning Support Program**. This is required to hold a place, and should be paid in full upon acceptance. The matriculation fee can only be refunded if the application or acceptance is subsequently cancelled, or if the child does not enroll. Students who have paid this fee, withdraw and subsequently return to the School are covered by the following guidelines (based on withdrawal notification submission date):

3.1 If a student is withdrawn for 0 – 12 months, no matriculation fee shall be paid upon re-enrollment.

3.2 If a student is withdrawn for more than 12 months up to 24 months, 50% of the matriculation fee shall be paid upon re-enrollment.

3.3 If a student is withdrawn for more than 24 months, full matriculation fee shall be paid upon re-enrollment.

4. **Facilities Enhancement Fee**: For **ALL** students entering Kindergarten **(NEW and currently enrolled Preschool students going into Kindergarten)**, **NEW** students entering Grades 1 to 12, and **NEW** students entering the **Specialized Learning Support Program**. This should be paid in full upon acceptance. The facilities enhancement fee can only be refunded if the application or acceptance is subsequently cancelled, or if the child does not enroll. Students who have paid this fee, withdraw and subsequently return to the School are covered by the following guidelines (based on withdrawal notification submission date):

4.1 If a student is withdrawn for 0 – 12 months, no facilities enhancement fee shall be paid upon re-enrollment.

4.2 If a student is withdrawn for more than 12 months up to 24 months, 50% of the facilities enhancement fee shall be paid upon re-enrollment.

4.3 If a student is withdrawn for more than 24 months, full facilities enhancement fee shall be paid upon re- enrollment.

5. **Application Fee**: For all NEW students, should be paid in full upon submission of application. This is non-refundable and non-transferable.

6. For **NEW PRESCHOOL** students seeking placement for SY 2025-26, a $1,000 non-refundable, non-transferable reservation fee must be paid once a seat is confirmed to guarantee a place in the Preschool program for the SY 2025-26. This is deductible from the annual tuition fee due. The tuition and all other fees must be paid prior to the student starting class. If the expected enrollment date is deferred to beyond the beginning of the new school year, then all school fees must be fully paid prior to the beginning of the new school year to guarantee and hold the seat.

7. For **NEW** students **ENTERING** ISM **after the start of a semester**, the Tuition Fee and other Additional Program fees are prorated as follows:

First Semester:
First Quarter:
Students entering **August 07, 2025 up to September 05, 2025**, Full semester tuition is charged
Students entering **September 08, 2025 up to October 10, 2025**, Two-Thirds semester tuition is charged
Second Quarter:
Students entering **October 13, 2025 up to November 07, 2025**, One-Half semester tuition is charged
Students entering **November 10, 2025 up to December 12, 2025**, One-Third semester tuition is charged

Second Semester:
Third Quarter:
Students entering **January 05, 2026 up to February 06, 2026**, Full semester tuition is charged
Students entering **February 9, 2026 up to March 13, 2026**, Two-Thirds semester tuition is charged
Fourth Quarter:
Students entering **March 16, 2026 up to April 30, 2026**, One-Half semester tuition is charged
Students entering **May 04, 2026 up to June 04, 2026**, One-Third semester tuition is charged

8. **Student Withdrawal**: **Refund of school fees in case of student withdrawal is per quarter; it will not be prorated for part of a quarter**, regardless of the number of days attended.

9. Please take note that the School shall suspend the student's right to attend classes and other school activities for those students whose school fees remain unpaid by **September 05, 2025** for the first semester, and by **February 06, 2026** for the second semester. It shall likewise suspend the student's right to receive report cards or transcript of records while the student's account remains unpaid. Moreover, this may result in forfeiture of the student's place or reservation for the next school year.

10. For check payments, over-the-counter bank payments and wire transfers, kindly indicate the STUDENT'S NAME, STUDENT'S ID NUMBER, AND TELEPHONE NUMBER. Please provide the School with a copy of the deposit slip or bank advice, where applicable, for prompt credit to the student's account.

11. Please contact the Treasury Office for bank payment information. All school fee money transactions at the ISM campus are conducted at the Cashier's window, Business Office area.

12. Checks will no longer be accepted from those who have issued CHECKS DISHONORED by banks for insufficient funds, closed accounts, and other reasons. Likewise, peso and dollar checks will no longer be accepted starting **May 22, 2026,** to allow for the clearing of checks. The settlement of any outstanding balance of withdrawing students after said dates can only be made in CASH.

13. Concessionaire fees such as bus and canteen fees can be arranged directly with the third-party providers.

14. These policies may be revised at any time during the school year, at the discretion of the Board of Trustees and the School Administration.

If you have any questions on the School Fees and Payment, please contact the Treasury Office.