

**COLLEGE STUDENT FEES
FOR THE SCHOOL YEAR 2025**

(Please take note of the PAYMENT SCHEDULE & Finance policies on the next page)

Course	Tuition Fees	Boarding Fees	Practicum Fees (If applicable)	(PGK) Total Fees
Advanced Diploma of Tropical Agriculture				
Year 1	9,240.00	4,711.50	Nil	13,951.50
Years 2 & 3	9,625.35	4,711.50	550	14,886.85
Advanced Diploma in Building				
Year 1	9,240.00	4,711.50	Nil	13,951.50
Years 2 & 3	9,625.35	4,711.50	550	14,886.85
Advanced Diploma of Business				
Year 1 & 2	9,240.00	4,711.50	Nil	13,951.50
Year 3	9,625.35	4,711.50	550	14,886.85
Advanced Diploma in Ministry and Theology				
Years 1, 2 & 3	9,625.35	4,711.50	550	14,886.85
Bachelor of Education (Primary & Early Childhood)				
Years 1 - 4	9,625.35	4,711.50	550	14,886.85
SRC Fee (all students shall pay to the Cashier during registration)				10.00
HECAS assistance shall be K1,394.40 for the 1st semester and K1,394.40 for the 2nd semester. (See attached policy)				

You may deposit the school fee payments to the following bank accounts and fax, post, or email to us a copy of the slip:

1. Account Name: Sonoma Adventist College
Account No.: **290 1178 403**
Bank Name: Westpac Bank
Kokopo, ENBP

2. Account Name: Sonoma Adventist College
Account No.: **1000 689 124**
Bank Name: Bank of South Pacific
Kokopo, ENBP


Dr. Jennifer Litau
Principal



STUDENT FEE COLLECTION & FINANCE POLICIES **FOR THE SCHOOL YEAR 2025**

1. The total fees for the school year may vary depending on the number of subjects taken by the student, the study discipline, and the year of study.
2. **The payment schedule below should be strictly followed.**
 - a) **50% OF THE SEMESTER ONE FEES FOR THE SCHOOL YEAR IS REQUIRED TO BE PAID BEFORE 15th February 2025 for THE 1ST SEMESTER REGISTRATION.** For continuing students, the outstanding balance from the previous year must also be paid. The amount of K1,394.40 shall be deducted from the requirements for students who have HECAS assistance.
 - b) **The student can be accepted with a 75% payment of the 50% requirement but must show assurance to pay the remaining 25% before 31st March 2025 on Census date.** Students need to show mobile confirmation from DHERST for HELP LOAN online applications.
 - c) **THE OUTSTANDING BALANCE OF THE FEES FOR 1st SEMESTER IS REQUIRED TO BE PAID IN FULL BEFORE 31st MAY 2025 to be financially cleared.** Financial clearance is required to be allowed to sit for the Semester Exams. The amount of K1,394.40 shall be deducted from the requirements for students who have HECAS assistance.
 - d) **The student can be financially cleared for Semester 2 with a 75% payment of the outstanding balance for the year and the remaining balance must be paid before 30th SEPTEMBER 2025.** The outstanding balance of fees for 2nd semester is required to be cleared to sit for exams.
 - e) **Students are encouraged to apply for HELP Loan in the 1st batch to keep on top of the financial clearance of tuition fees for each year of study.**
3. The practicum fee of K550.00 is not charged and if applicable sponsors can be invoiced to pay this fee into the student's account. The students are responsible for their practicum expenses.
4. The SRC fee is non-refundable for all registered students. This shall be disbursed only upon approval from the Administration.
5. Students who make financial clearance after the official registration date shall be required to pay a K50.00 Late Fee.
6. Students who were issued a registration form by the Registrar and do not return it within one week shall be required to pay K2.00 per day for the delay of submission.
7. Students who withdraw before the final registration date shall receive a FULL REFUND of the tuition fees but a K100.00 non-refundable Enrolment Deposit shall be deducted.
8. Students who withdraw **within** four weeks after the official registration date shall receive an 80% REFUND on the semester's tuition fees.
9. Students who withdraw **after** four weeks from the official registration date shall receive NO REFUND on the semester's tuition fees.
10. Students who will be sent home for disciplinary reasons shall receive NO REFUND on the semester's tuition fees.
11. Students who withdraw or are suspended shall be charged a K100.00 fee.
12. Boarding fees are applicable for a total of 36 academic weeks starting registration. Students are required to work or pay if they are in the dormitory during the non-academic period.
13. Unused boarding portions shall be refunded in the event the student withdraws or is suspended.

Student Fee Collection & Finance Policies – The school year 2025 (Continued)

14. All credit balances of fees for continuing students will be kept as an advance payment for the next semester/year. Any refunds will be processed on graduation or complete withdrawal from the course. Parents/sponsors may write a letter requesting refunds. Refunds shall be done in the month of June during the 1st semester and in November in the 2nd semester.
15. Allowances or pocket money to the students should be sent directly to the student's bank account or through other agencies. In the event, that these funds are sent to the College School Fee Account, a processing fee of K5.00 will be charged.
16. Transport to Rabaul wharf or Tokua airport shall be provided for the boarding students based on the schedule below. Day students shall be charged.
 - a. On the week before registration and on the week of registration (total of two weeks). This applies to the first and second semesters.
 - b. One week after examinations.
 - c. Students who may request transport outside of the schedule above (a & b) will be charged accordingly.
17. Free medical check shall be provided by the school nurse when a boarding student is sick. Day students shall pay a Dispensary fee. The students shall pay for the costs of the medicines and other supplies.
18. Transport shall be provided to the boarding students who get sick and recommended by the Nurse to be brought to the medical facility in Kokopo or Rabaul. Day students shall pay for the transport services when they are sick. The medical expenses at the hospital are the responsibility of the student.