



Terms and Conditions of School Fees 2011-2012 (Non-Corporate for Non-Bruneian Citizen)

Important Notice - Please Read

The fees and the Terms and Conditions in this document may be amended and varied by the School at any time and from time to time at the School's sole and absolute discretion without any prior notice or consent. Such amendments and variations shall be deemed to be incorporated herein.

There are two (2) billing semesters in each academic year. The first semester begins on 1 August and ends on 31 January (*semester 1*). The second semester begins on 1 February and ends on 31 July (*semester 2*). Together these are called '*the semesters*' and each, '*a semester*'.

Fees are payable for all term breaks and school holidays.

1. Tuition Fees

Tuition Fees do not include external examination fees, stationery or textbooks, the After School Care Club, Instrumental Music tuition, Intensive Language Programme fees and the cost of school trips or after school activities. The tuition fees payable for the 2011-2012 academic year are as follows:

Tuition Fee	Academic Year Aug – Jul B\$	Semester 1 Aug – Jan B\$	Semester 2 Feb – Jul B\$
Nursery	7,656	3,828	3,828
Kindergarten	10,236	5,118	5,118
Reception to Year 6	15,312	7,656	7,656
Year 7	15,312	7,656	7,656
Year 8 to Year 11	16,104	8,052	8,052
Year 12 to Year 13	16,848	8,424	8,424

2. Boarding Fees

The Boarding fees payable for the 2011-2012 academic year are as follows:

Description	Academic Year Aug – Jul B\$	Semester 1 Aug – Jan B\$	Semester 2 Feb – Jul B\$
Boarding Fee	17,688	8,844	8,844

3. Boarding Bus Fees

The Boarding bus fees payable for the 2011-2012 academic year are as follows:

Destination	Academic Year Aug – Jul B\$	Semester 1 Aug – Jan B\$	Semester 2 Feb – Jul B\$
Miri	2,400	1,200	1,200
Kuala Belait	1,800	900	900
Seria	1,600	800	800

4. Application Fee

An application fee of B\$200.00 per student is payable when the Application for Admission to Jerudong International School form is submitted to the Admissions Office. This fee is non-refundable and covers the administrative work involved when processing an application. Students who have left Jerudong International School but seek re-

admission are required to repeat the application process and pay the application fee. Payment of this fee does not guarantee admission to the School.

5. Refundable Deposit

The deposit is refundable when the student leaves the School, provided always that all outstanding bills have been paid in full and that written notice of withdrawal of not less than eight (8) school teaching weeks has been given to the School. The School reserves the right to deduct any outstanding bills, levy a penalty fee (see Penalty Fee) or other fees or charges from the refundable deposit when the student leaves the School without prior notice or consent.

Deposits shall be payable as follows:

First child	B\$1,100
Second child	B\$825
Third child and subsequent children	B\$550 per child

6. Annual Facility Fee

The annual facility fee shall be payable at the following rates and shall be applicable to all students regardless of the dates of enrolment and withdrawal:

Nursery to Year 5	B\$200 per academic year
Year 6 to Year 13	B\$300 per academic year

7. Point of Admission

Students joining the School and the Boarding House at any time during the first seven weeks of semester 1 or the first two weeks of semester 2 are required to pay the tuition fee, the boarding fee and the bus fee for the whole semester.

Students joining the School and the Boarding House at any time after the first seven weeks of semester 1 or after the first two weeks of semester 2 will be required to pay the semester tuition fee, the boarding fee and the bus fee on a pro rata basis. For the purpose of calculating the pro rata tuition fee, the boarding fee and the bus fee, each semester is deemed to have twenty weeks. Parents will be credited the tuition fee, the boarding fee and the bus fee for each complete and unbroken week* that the student has missed, calculated on the following basis:

***Note:** No credit will be given for any partial week missed by the student. No credit will be given except if the whole weeks missed by the student run and occur consecutively. No credit will be given for term breaks and school holidays.

Description	B\$ per week
Tuition fee - Nursery	191
Tuition fee - Kindergarten	255
Tuition fee - Reception to Year 6	382
Tuition fee - Year 7	382
Tuition fee - Year 8 to Year 11	402
Tuition fee - Year 12 to Year 13	421
Boarding fee	442
Miri bus fee	60
Kuala Belait bus fee	45
Seria bus fee	40

This figure is then subtracted from the whole semester's tuition fee, the boarding fee and the bus fee.

For example: If a student of Year 7 misses the first nine weeks of semester 1, the tuition fees payable will be \$7,656 – (\$382x4) = \$6,128. (Note: Week 1 to Week 5 of semester 1 are school holidays).

8. Withdrawal Policy

Notice of the intention to withdraw students from the School, the Boarding House or the use of the bus must be made in writing and given to the Admissions Office, at least eight (8) school teaching weeks (excluding term breaks and school holidays) before the intended withdrawal date (herein called the Mandatory Withdrawal Notice Period). For this purpose, each school teaching week consists of five (5) school teaching days, stretching from Monday to Friday (both inclusive). The Mandatory Withdrawal Notice Period is calculated from the day after the written notice of withdrawal is received by the Admissions Office. This requirement is applicable irrespective of the time of withdrawal, including at the end of any academic year.

For example:

- If a student leaves on Wednesday 14 December 2011, notice must be received by the School before Wednesday 12 October 2011.
- If a student leaves on Friday 6 July 2012, notice must be received by the School before Friday 4 May 2012.

If adequate written notice has been given for the withdrawal, for each complete and unbroken unattended teaching week remaining in the semester, a pro-rata credit of the tuition fee, the boarding fee or the bus fee will be given calculated on the following basis:

Description	B\$ per week
Tuition fee - Nursery	191
Tuition fee - Kindergarten	255
Tuition fee - Reception to Year 6	382
Tuition fee - Year 7	382
Tuition fee - Year 8 to Year 11	402
Tuition fee - Year 12 to Year 13	421
Boarding fee	442
Miri bus fee	60
Kuala Belait bus fee	45
Seria bus fee	40

Note: No credit will be given for any partial week missed by the student. No credit will be given except if the whole weeks missed by the student run and occur consecutively. No credit will be given for term breaks and school holidays.

It should be emphasised that the tuition fee, boarding fee and the bus fee for each academic year are due in full for students in Year 11, 12 and 13, regardless of the fact that the final term is disrupted by examinations.

9. Penalty Fee

If a student leaves the School without giving adequate notice, a penalty fee shall be levied and charged to the final invoice of the student account. For each and every whole or partial school working week by which the withdrawal notice actually given falls short of the Mandatory Withdrawal Notice Period (as defined above), a penalty fee shall be paid based on the weekly fee rates stated in the above table (see Withdrawal Policy). For the purpose here, each school working week consists of five (5) school teaching days, stretching from Monday to Friday (both inclusive).

For example:

1. If the last day for notice of withdrawal is Friday 16 March, 2012 and last day of school is Friday 25 May, 2012, but notice is only given on Friday 6 April, 2012, then the penalty fee for a Year 7 student is calculated as follows:
 - 9 April to 25 May, 2012 is thirty-five school teaching days (seven school working weeks). The weekly tuition fee for a Year 7 student is B\$382. Therefore the penalty fee payable is one week x B\$382 = B\$382. [Note: 17 March - 3 April, 2012 are term breaks].
2. If the last day for notice of withdrawal is Wednesday 18 January, 2012 and last day of school is Friday 18 March, 2012, but notice is only given on Wednesday 1 February, 2012, then the penalty fee for a Year 7 student is calculated as follows:
 - 2 February to 18 March, 2012 is thirty-two school teaching days (six school working weeks). A partial week notice is not treated as one whole school week. The weekly tuition fee for a Year 7 student is B\$382. Therefore the penalty fee payable is two weeks x B\$382 = B\$764. [Note: 21 January - 24 January, 2012 are term breaks].

10. Due Date for the Payment of Fees

All fees mentioned in this document (except the Instrumental Music Tuition fee) shall be paid five (5) days before the start of each semester. The fees are calculated from 1 August of each academic year.

The refundable deposit shall be paid together with the facility fee, the boarding fee, the bus fee and the tuition fee in semester 1 of the first academic year in which the student is enrolled.

Parent(s)/Guardian(s) who prefer to pay the tuition fee on a monthly basis may make a written application to the Accounts Department. All monthly tuition fee payments shall be payable in the first week of each month.

A discount of 2% shall be given if payment of a whole academic year's tuition and boarding fees is made by Friday 9 September, 2011.

A late payment charge at the rate of 1.5% per month shall be levied on any overdue fees.

If there are any outstanding fees and late payment charges that have not been settled in full by the parent/guardian before the end of each semester of an academic year, the student shall not be accepted into class after the mid-term break until all outstanding fees and late payment charges are settled in full. The student will also be unable to sit for any examinations. The School will not provide leaving certificates, school reports or release examination results until all outstanding fees and all late payment charges have been settled in full.

Parents(s)/Guardian(s) will be invoiced for the tuition fee, the boarding fee and the bus fee twice in an academic year. The first invoice for semester 1 is distributed in June/July while the second invoice for semester 2 is released in December/January. A Statement of Account is issued to parent(s)/guardian(s) at the end of each month and distributed via the students. Parents can request the Accounts Department to send invoices payable by companies directly to the company address by post.

11. Intensive Language Programme

An additional fee of B\$1,500 per semester shall be chargeable for students who are enrolled on the Intensive Language Programme. For the purpose of calculating this fee there are two semesters in an academic year.

12. Instrumental Music Tuition

Students are able to enrol in the School's Instrumental Music Programme, for which additional fees shall be chargeable. More information on this programme and the fee structure can be obtained from the Music secretary, Mrs Erwani Matussin at erwani.matussin@jis.edu.bn or the Head of Music, Mr Paul Edgeler at paul.edgeler@jis.edu.bn. The Music Faculty telephone number is +673 241 1000 (extension 2105).

13. Payment Method

All fees may be paid in cash or by cheque addressed to "Jerudong International School Sdn Bhd" (post dated cheques are not acceptable) or through HSBC direct transfer. All bank charges shall be borne by the remitter.

If payment is made by direct transfer, please cite the following information to the Accounts Department by fax at +673 2411013 or email at accounts@jis.edu.bn:

Bank Name: HSBC
Bank Account No: 001-393883-001
Bank address: HSBC Chambers, Jalan Pemancha, Brunei Darussalam
Bank swift code: HSBCBNBB

14. Brunei Government Education subsidy

Parents who are entitled to apply for the Brunei Government Education subsidy must submit the Education Allowance Application Form directly to the Treasury Department through the parents' respective Ministry. Please note that the Treasury Department requires parents to submit the Education Allowance Application Form annually together with the Certificate of Enrolment, issued by the School two (2) months before the start of every academic year. The Certificate of Enrolment can be obtained from Mrs Chong Hyen Seem (Student Centre) or Miss Esther Tang (Junior and Middle School Office) by giving a copy of the parents' Brunei Identity Card.

Parents, who do not receive a full education allowance subsidy, are responsible for paying the balance of the tuition fee. Parents must pay full fees initially until such time as the education allowance is received by the School. The School will refund fees to parents when and if the School receives payment from the Treasury Department. It is likely that parents are not entitled for the subsidy in August 2011 because the school commences on 5 September 2011. For more information about the education allowance, please contact the Ministry of Finance, Education Allowance Unit by telephone on 238 3500.