



# Terms and Conditions of School Fees (Corporate) 2011-2012

## 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	9,500	4,750	4,750
Kindergarten	12,200	6,100	6,100
Reception to Year 6	18,700	9,350	9,350
Year 7	18,700	9,350	9,350
Year 8 to Year 11	20,000	10,000	10,000
Year 12 to Year 13	20,500	10,250	10,250

## 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	23,500	11,750	11,750

## 3. Boarding Bus Fee

The Boarding bus fee payable for the 2011-2012 academic year is as follows:

Destination	Academic Year Aug – Jul B\$	Semester 1 Aug – Jan B\$	Semester 2 Feb – Jul B\$
Miri	600	300	300

## 4. 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 Miri 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 Miri bus fee on a pro rata basis. For the purpose of calculating the pro rata tuition fee, the boarding fee and the Miri

bus fee, each semester is deemed to have twenty weeks. Companies will be credited the tuition fee, the boarding fee and the Miri 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	15

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

For example: If a student of Year 7 misses the first nine weeks of semester 1, the tuition fees payable will be \$9,350 – (\$382 x 4) = \$7,822. (Note: Week 1 to Week 5 of semester 1 are school holidays).

## 5. Withdrawal Policy

Notice of the intention to withdraw students from the School, the Boarding House or the use of the Miri 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 the purpose here, each school teaching week consists of five (5) school teaching days, stretching from Monday to Friday (both inclusive). 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.

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 Miri 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	15

**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, the boarding fee and the Miri 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.

## 6. 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. Companies will receive an invoice once a year for the fees for the whole academic year.

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 Company 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 can request the Accounts Department to send invoices payable by companies directly to the company address by post.

## 7. 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.

## 8. 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](mailto:erwani.matussin@jis.edu.bn) or the Head of Music, Mr Paul Edgeler at [paul.edgeler@jis.edu.bn](mailto:paul.edgeler@jis.edu.bn). The Music Faculty telephone number is +673 241 1000 (extension 2105).

## 9. 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](mailto: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