

## **TUITION PAYMENT POLICY FOR NEW STUDENTS**

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### **Discounts**

- Students with both parents holding Indonesian passports may apply for a 15% discount on Tuition fees ONLY. Availability of this part scholarship depends upon the number of students in each class already receiving this discount. This discount is by application only; please ask for the Part-Scholarship form at the school office.
- Discount for Upfront Payment of Full Year's Fees: Pelangi School will extend a 5% discount from Tuition Fees only for an upfront payment of full year's fees, paid in full by 29<sup>th</sup> May 2023 or upon acceptance. If any of our families wish to take this opportunity, please inform our school office ahead of the payment date, in order that invoices can be adjusted accordingly. Any payment made under this offer is non-refundable/non-transferable.
- PLEASE NOTE: Fees will not be prorated if a student begins after the start of the quarter or if the student is withdrawn before the end of the quarter. Full quarter fees will always apply.
- The Registration Fee, one-time Enrolment Fee, Refundable Security Deposit and Quarterly Tuition Fees are always payable in full on entry.

### **Late Payment**

- If fees are not paid on time, a levy of Rp.250.000 per student will be assessed every week for up to one month. **If payment is still outstanding, the student(s) will be asked to stay home from school until the tuition is paid.**

### **Refund Policy**

- After the Settling In Period, the Registration, Enrolment, Facilities & Resources, Tuition and Curriculum Fees are **non-refundable** under any circumstances.
- This also applies to any pre-payment of fees made to secure places in classes for the following academic year.

### **Students making quarterly payments**

- With the exception of students receiving the WNI discount, the Refundable Security Deposits are to be paid by every student making quarterly payments, as a full year's commitment to enrolment has not yet been secured by a full year's payment.
- Payment must be made on acceptance and entry to Pelangi School and held until the student leaves the school, at which point the Security Deposit will be reimbursed as long as the school has received written notification by the dates noted in the Enrolment Cancellation table below, and there are no outstanding payments owed to the school.

### **Notice of Intention to Leave Policy / Refundable Security Deposit**

- No Refundable Security Deposit will be applied to Full Year Pre-payment of Fees.
- No Refundable Security Deposit will be applied this year for students receiving the WNI (Indonesian) discount.

Please see the *Notification Dates For Enrolment Cancellation* below, as they apply for the 2023-24 academic year.

PLEASE NOTE:

- If a student leaves the school without informing the office in writing by the advertised dates, the security deposit will be forfeited, and no refund will be received.
- Fees are deemed as due by the advertised dates. If a student's enrolment is cancelled after the date by which fees are due, these fees must be paid regardless of the intent to withdraw. In such a case, the fees will be due and the Refundable Security Deposit will be forfeited to the school.
- Any outstanding costs due to unpaid fees or unreturned items e.g. warung bills or library books, will be deducted from the Security Deposit.
- Schools share information regarding students who leave with outstanding fees. Therefore, a balance of outstanding fees may be a barrier to enrolment at another school.

#### NOTIFICATION DATES FOR ENROLMENT CANCELLATION:

If Cancelling Enrolment for:	School must be notified by:
Quarter 2	21st August 2023, Quarter 1.
Quarter 3	30th October 2023, Quarter 2.
Quarter 4	15th January 2024, Quarter 3.
Quarter 1 (2024-2025)	22nd April 2024, Quarter 4.

#### Settling In Period

When a student begins at Pelangi School, there is an initial 'Settling In' period of 20 school days. The purpose of this Settling In period is to ensure that the school is able to meet the emotional, academic and behavioural needs of the student.

- During the first few weeks of enrolment, the class teachers can meet with the parents to answer any questions they may have, give feedback or address any concerns that might arise.
- Permanent enrolment will continue after this period of 20 school days if Pelangi School and the parents agree.
- If the Settling In period does not result in permanent enrolment, parents will be refunded fees paid, minus the current standard rate for a full 20-day drop-in period and the registration fee. The amount retained by the school is for the complete 20-day period, plus registration fee, regardless of the number of school days the student attended. The amount cannot be prorated.

Current drop-in rates are charged as follows:

Class	20 days
Tiny Tots	7,400,000
Playgroup	9,400,000
TKA & TKB	11,900,000
SD Grades 1 – 6	13,900,000
Middle School Grade 7	14,600,000

### **Uniform Policy**

- **It is required by the Indonesian Department of Education that students wear uniforms.**
- There is a chance that the school can be reprimanded by the government if students are found not to be in uniform, so the school policy is that students must wear their uniforms to school each day.
- Uniforms can be purchased at the school office.
- If a student arrives without their uniform, the parents will be contacted and given the opportunity to bring a T-shirt in for their child. If they are unable to, a new t-shirt will be given to the student, and the parents will be sent an invoice, payable immediately.

### **Fee Increases**

The fees quoted in the registration documents are applicable for the 2023-2024 school year only. The fees are not guaranteed to stay at this level, and in fact, are likely to rise slightly in future years. We, at Pelangi School, will make every effort to keep costs low, but families should be prepared for possible annual fee increases as we will need to account for covering the school's operational costs each year.

### **Method of Payment**

You will be sent an invoice prior to the date that school fees are due.

Payments are to be made by bank transfer or direct deposit to the school account.