



## Terms and Conditions of School Fees 2019-2020 (Bruneian Citizen with Yellow IC)

### 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.

Tuition Fees may increase from 3% to 6% per annum. The exact amount will be advised in due course.

### 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 2019-2020 academic year are as follows:

Tuition Fee	Academic Year Aug – Jul B\$	Semester 1 Aug – Jan B\$	Semester 2 Feb – Jul B\$
Nursery	8,280	4,140	4,140
Kindergarten	10,212	5,106	5,106
Reception to Year 6	11,580	5,790	5,790
Year 7	15,924	7,962	7,962
Year 8 to Year 11	17,004	8,502	8,502
Year 12 to Year 13	17,736	8,868	8,868

**\*Note:** In order for students who are Bruneian citizens to be eligible for the concessionary fee, his or her original birth certificate and the parents' identity cards must be presented to the Accounts Department for verification.

### 2. Boarding Fees

The Boarding fees payable for the 2019-2020 academic year are as follows:

Boarding Fees	Academic Year Aug – Jul B\$	Semester 1 Aug – Jan B\$	Semester 2 Feb – Jul B\$
Weekly Boarding (Up to 5 nights per week)	15,420	7,710	7,710
Full Boarding (Up to 7 nights per week)	Additional 6,000	Additional 3,000	Additional 3,000

Weekly boarders who wish to stay in the Boarding Houses for extra nights at the weekend will be charged \$90 per night.

### 3. Boarding Bus Fees

The Boarding bus fees payable for the 2019-2020 academic year 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 readmission 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 must be paid in full for each child enrolled into the School, upon acceptance of the offer of a place in the School. If, after acceptance of a place, and before a child commences School, a parent changes their mind or a parent leaves Brunei for employment or other reasons, then the deposit will not be refunded.

After a child commences studies at JIS, 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\$500 per academic year
Year 6 to Year 13	B\$600 per academic year

## 7. Point of Admission

Students joining the School and the Boarding House at any time before Monday 9 September 2019 of semester 1 or before Monday 17 February 2020 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 on/after Monday 9 September 2019 of semester 1 or on/after Monday 17 February 2020 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.

Fee	B\$ per week	Fee	B\$ per week
Tuition fee - Nursery	207	Weekly Boarding fee	385
Tuition fee - Kindergarten	255	Full Boarding fee	535
Tuition fee - Reception to Year 6	289	Miri bus fee	60
Tuition fee - Year 7	398	Kuala Belait bus fee	45
Tuition fee - Year 8 to Year 11	425	Seria bus fee	40
Tuition fee - Year 12 to Year 13	443		

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 joins on Monday 9 September 2019 of semester 1, the tuition fees payable will be  $\$7,962 - (\$398 \times 2) = \$7,166$ . (Note: Credit for 2 weeks from Tuesday 27 August 2019 to Friday 6 September 2019).

## 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 the purpose here, 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 Friday 13 December 2019, notice must be received by the School before Friday 11 October 2019.
- If a student leaves on Friday 3 July 2020, notice must be received by the School before Friday 1 May 2020.

Last day of school	Notice of withdrawal to be given by
Friday 18 October 2019	Tuesday 27 August 2019
Friday 13 December 2019	Friday 11 October 2019
Friday 20 March 2020	Tuesday 20 January 2020
Friday 3 July 2020	Friday 1 May 2020

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:

For example:

If a student of Year 7 leaves on Friday 13 December 2019 with adequate written notice, the tuition fees payable will be  $\$7,962 - (\$398 \times 4) = \$6,370$ .

Fee	B\$ per week	Fee	B\$ per week
Tuition fee - Nursery	207	Weekly Boarding fee	385
Tuition fee - Kindergarten	255	Full Boarding fee	535
Tuition fee - Reception to Year 6	289	Miri bus fee	60
Tuition fee - Year 7	398	Kuala Belait bus fee	45
Tuition fee - Year 8 to Year 11	425	Seria bus fee	40
Tuition fee - Year 12 to Year 13	443		

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 Thursday 29 August 2019 and last day of school is Thursday 31 October 2019, but notice is only given on Friday 6 September 2019, then the penalty fee for a Year 7 student is calculated as follows:
  - 9 September to 31 October 2019 is thirty-three 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\$398. Therefore the penalty fee payable is two weeks  $\times$  B\$398 = B\$796. [Note: 21-25 October 2019 are term breaks].
2. If the last day for notice of withdrawal is Monday 20 January 2020 and last day of school is Friday 20 March 2020, but notice is only given on Thursday 23 January 2020, then the penalty fee for a Year 7 student is calculated as follows:
  - 23 January to 20 March 2020 is thirty-eight school teaching days (seven school working weeks). The weekly tuition fee for a Year 7 student is B\$398. Therefore the penalty fee payable is one week  $\times$  B\$398 = B\$398. [Note: 24 January - 28 January 2020 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 30 August 2019. The discount will be added to the final bill if there is no completion of one whole academic year.

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 emailed in June/July while the e-invoice for semester 2 is released in December/January. E-statement is sent to parent(s)/guardian(s) at the end of each month. 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\$1,800 per term shall be chargeable for students who are enrolled on the Intensive Language Programme. For the purpose of calculating this fee there are three terms 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 Admin Officer at Music Faculty or the Head of Instrumental Music, Mr Nicholas Smith at [music@jis.edu.bn](mailto:music@jis.edu.bn). The Music Faculty telephone number is +673 241 1000 (extension 5220).

## 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 internet banking via SCB, BIBD or Baiduri Bank.

If payment is made through telegraphic transfer, please cite the following information and provide the payment details to the Accounts Department by fax at +673 241 1013 or email at [accounts@jis.edu.bn](mailto:accounts@jis.edu.bn):

Bank Name:	SCB	Bank Name:	Bank Islam Brunei Darussalam Berhad
Bank Account No:	01-001-224889-00	Bank Account No:	00-001-01-0056668
Bank address:	G01-02, Wisma Haji Mohd Taha Jln Gadong, BE4119, Brunei Darussalam	Bank address:	Lot 159, Jln Pemancha, BSB BS8711, Brunei Darussalam
Bank swift code:	SCBLBNBB	Bank swift code:	BIBDBNBB

**All bank charges shall be borne by the remitter.**

## 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 Accounts Department 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 2019 in full because the school commences on 27 August 2019.** For more information about the education allowance, please contact the Ministry of Finance, Education Allowance Unit by telephone on 238 3461.