



# Terms and Conditions of School Fees (Standard) 2023-2024

## 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 2023-2024 academic year are as follows:

Tuition Fee	Academic Year Aug – Jul B\$	Semester 1 Aug – Jan B\$	Semester 2 Feb – Jul B\$
Nursery	12,852	6,426	6,426
Kindergarten	15,816	7,908	7,908
Reception to Year 6	23,772	11,886	11,886
Year 7	24,012	12,006	12,006
Year 8 to Year 11	25,728	12,864	12,864
Year 12 to Year 13	27,492	13,746	13,746

## 2. Boarding Fees

The Boarding fees payable for the 2023-2024 academic year are as follows:

Boarding Fees	Academic Year Aug – Jul B\$	Semester 1 Aug – Jan B\$	Semester 2 Feb – Jul B\$
<b>Year 3 to Year 5</b>			
Weekly Boarding (Up to 5 nights per week)	17,500	8,750	8,750
Full Boarding (Up to 7 nights per week)	Additional 5,000	Additional 2,500	Additional 2,500
<b>Year 6 to Year 13</b>			
Weekly Boarding (Up to 5 nights per week)	23,500	11,750	11,750
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 \$120 per night.

## 3. Boarding Bus Fees

The Boarding bus fees payable for the 2023-2024 academic year as follows:

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

## 4. Application Fee

An application fee of B\$200 per student is payable when the Application for Admission to Jerudong International School (JIS) form is submitted to the Admissions Office. This fee covers the administrative work involved when processing an application.

If, following assessment, a student is offered a place in JIS this fee will be reimbursed as a deduction from the tuition fees.

If, following assessment, a student is not offered a place in JIS, or, if a student withdraws after receiving an offer to enter JIS, then the application fee will not be refunded.

Students who have left JIS but seek readmission are required to repeat the application process and pay the application fee.

Payment of the fee does not guarantee admission to the School.

## 5. Point of Admission

Students joining the School and the Boarding House at any time before Monday 11 September 2023 of semester 1 or before Wednesday 14 February 2024 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 on/after Monday 11 September 2023 of semester 1 or on/after Wednesday 14 February 2024 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.

Fee	B\$ per week
Tuition fee - Nursery	321
Tuition fee - Kindergarten	395
Tuition fee - Reception to Year 6	594
Tuition fee - Year 7	600
Tuition fee - Year 8 to Year 11	643
Tuition fee - Year 12 to Year 13	687
Weekly Boarding fee - Year 3 to Year 5	437
Weekly Boarding fee - Year 6 to Year 13	587
Full Boarding fee - Year 3 to Year 5	562
Full Boarding fee - Year 6 to Year 13	737
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 joins on Monday 11 September 2023 of semester 1, the tuition fees payable will be \$12,006 - (\$600 x 2) = \$10,806. (Note: Credit for 2 weeks from Tuesday 29 August 2023 to Friday 8 September 2023).

## 6. 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 Friday 15 December 2023, notice must be received by the School before Friday 13 October 2023.
- If a student leaves on Friday 5 July 2024, notice must be received by the School before Friday 3 May 2024.

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:

Fee	B\$ per week
Tuition fee - Nursery	321
Tuition fee - Kindergarten	395
Tuition fee - Reception to Year 6	594
Tuition fee - Year 7	600
Tuition fee - Year 8 to Year 11	643
Tuition fee - Year 12 to Year 13	687
Weekly Boarding fee - Year 3 to Year 5	437
Weekly Boarding fee - Year 6 to Year 13	587
Full Boarding fee - Year 3 to Year 5	562
Full Boarding fee - Year 6 to Year 13	737
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.

## 7. 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 two invoices 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 Tuesday 22 August 2023. 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 Company after the first six weeks 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.

## 8. 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.

## 9. 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 Administration Officer, Ms Helen Yap at [music@jis.edu.bn](mailto:music@jis.edu.bn). The Music Faculty telephone number is +673 241 1000 (extension 5220).

## 10. 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 2411013 or email at [accounts@jis.edu.bn](mailto:accounts@jis.edu.bn):

Bank Name: SCB  
Bank Account No: 01-001-224889-00  
Bank address: G01-02, Wisma Haji Mohd Taha  
Jln Gadong, BE4119, Brunei Darussalam  
Bank swift code: SCBLNBB

Bank Name: Bank Islam Brunei Darussalam Berhad  
Bank Account No: 00-001-01-0056668  
Bank address: Lot 159, Jln Pemancha, BSB BS8711,  
Brunei Darussalam  
Bank swift code: BIBDBNBB

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