

TUITION PAYMENT POLICY FOR NEW STUDENTS

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 21st May 2021 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.
- Pelangi School is no longer able to offer sibling discounts to families enrolling more than one child at the school at this point in time.
- PLEASE NOTE: Fees will not be prorated if a student begins after the start of the quarter or if the student is withdrawn before the end of the quarter.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 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

- 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.

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.

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.

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.

Please see the *Notification Dates For Enrolment Cancellation* below, as they apply for the 2021-22 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.
- Any outstanding costs due to unpaid fees or unreturned items e.g. warung bill or library books, will be deducted from the Security Deposit.

NOTIFICATION DATES FOR ENROLMENT CANCELLATION:

If Cancelling Enrolment for:	School must be notified by:
Quarter 2	16 th August 2021, Quarter 1
Quarter 3	25 th October 2021, Quarter 2
Quarter 4	17 th January 2022, Quarter 3
Quarter 1 (2022-2023)	11 th April 2022, 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 pro-rated amount for the full 20-day school period and the registration fee. The amount retained by the school is for the complete 20-day period regardless of the number of school days the student attended.

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 daily. 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 2021-2022 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.