

School Fees and Payment Policy

Enrollment

1. A non-refundable registration fee of BND \$10.00 is required to secure a seat/slot at the academy, i.e. enrollment and class schedules are on first-come, first-served basis.
2. Initial school fee of one month is payable by all new students in order to confirm their enrollment and the child's seat/slot at the academy.
3. Monthly school fee is payable by all students regardless of absenteeism to secure the students' seat/slot for the coming months.
4. If students are to be absent for a certain period (three months or more) and requested the school fees for the respective months to be waived, the academy reserves the right to release the seat/slot to other available students.

Payment Options

1. The school fee is on monthly basis. For convenience, fee can also be paid termly (three months per term).
2. Payment must be made on the first week of every month, with a grace period extending to the 15th of the month at the latest.
3. Fee payable is in Brunei Dollars (BND) only.

Refunds

1. Monthly school fees are non-refundable.
2. If a student has attended class for any number of days in a given month or term, fees paid in relation to that month/term will not be refunded.

Methods of Payment

1. Payment must made by bank transfer, bank deposit, cheque, or in cash transaction at the academy (when relevant).
2. Parents/guardians paying by bank transfer or bank deposit must send the proof of payment (screenshots of bank receipt) to the academy's WhatsApp hotline. When paying by bank transfer or bank deposit, the student's name, surname and course name must be mentioned to avoid risk of allocating the payment to the wrong student.

Discounts

1. Siblings discounts:
 - a. A sibling discount of BND \$10.00 on school fees applies to the total fees due by all families with two siblings enrolled at school.
 - b. Same discount amount (BND \$10.00) applied to subsequent siblings, i.e. for third sibling.
 - c. Sibling discounts are only applicable to children with the same legal parents/guardians.

Payment Default

1. The academy is entitled, without prejudice to any of the affected persons rights, to suspend a student's enrollment if the school fee account remains in arrears for 30 days:
 - a. Such suspension will remain in effect until all outstanding fees have been paid. Suspension will be done by adhering to the principles of procedurally fair practice and conduct.
 - b. Suspended students will not be entitled to attend classes, and no grade will be given for any work done during the exclusion.
 - c. Certificates will not be released until payment of obligations has been made in full.
2. Any outstanding fees from the previous year must be settled before the start of the new academic year. If such fees are not settled, the student will not be allowed to come back to school. No exceptions will be allowed in this regard.

Additional Fees

1. Should the parents/guardians requested additional class to be conducted for the student, an additional fee of BND \$20.00 is chargeable for each class.

Communication

1. Communication about school fees will be sent to parents/guardians through WhatsApp, and a printed letter will be handed out to students when possible.

Reminder

1. Parents/Guardians may receive a text reminder if payment is not made by the first week of the month.
2. If the payment is not done, a second reminder is sent 5 days prior to the deadline.

Payment Receipt

1. Parents/Guardians will receive a receipt upon every payment made.

Parent/Guardian's Commitment

Parent/Guardian's Name:	Signature: