

# APPLICATION FORM FOR ADMISSION

## Application form must be enclosed with:

2 (two) passport size photos of Child (All Students)

Photocopy of Child's Passport & KITAS (International Students only)

Photocopy of Birth Certificate (Local Students only)

Admission Fee (All Students)

## Section A: STUDENT'S PERSONAL DETAILS

Family Name:

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Given Name:

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Date of Birth:

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Country of Birth:

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Passport No:

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KITAS No:

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Religion:

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Address:

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Mobile:

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Email:

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## Section B: CHILD'S HEALTH INFORMATION

Are there any medical conditions of which the school should be aware of? If yes, give details.

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Is the student on regular medication? If yes give details

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Family Doctor:

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Doctor's Telephone:

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### **Section C: FAMILY BACKGROUND**

Father's Family Name:

Mother's Family Name:

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Father's Given Name:

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Mother's Given Name:

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Nationality:

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Nationality:

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Address:

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Address:

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Telephone:

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Telephone:

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Occupation:

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Occupation:

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Company Name:

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Company Name:

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Business Telephone:

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Business Telephone:

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Email Address:

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Email Address:

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### **Section D: EMERGENCY CONTACT PERSON & PROCEDURES**

Name:

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Telephone:

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Relationship to the Child:

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In case your child becomes ill at school, staff will make every effort to contact you. It is therefore very important that we have an updated list of contact numbers. Should your number change, it is important that the school is informed immediately.

## **Section E: SCHOOL ENROLLMENT**

**Nursery School:**

2 to 6 years old

**Primary School:**

5 to 11 years old

**Junior High School:**

12 to 16 years old

Please note: 5 year old children wishing to continue to local SD would go to Kindergarten. Those wishing to follow the International Curriculum would join Primary.

**School Hours:**

**Nursery School:**

<b>Tiny Tots:</b> (ages 2 to 3 years)	8.30am. - 12.00pm.
<b>Toddler:</b> (ages 3 to 4 years)	8.30am. - 12.00pm.
<b>Reception:</b> (ages 4 to 5 years)	8.30am. - 12.00pm.
<b>Kindergarten:</b> (ages 5 to 6 years)	8.30am. - 12.00pm.
<b>Primary School:</b>	8.00am. - 2.30pm.
<b>Junior High School:</b>	8.00am. - 3.30pm.

### **School Holidays:**

The school is closed on all Indonesian national holidays.

### **School Uniform:**

It is compulsory that all children wear the required school uniform, which is purchased directly from the school at a price of Rp. 200.000 per set.

## **Section F: SCHOOL FEES**

<b>Admission Fee - Nursery</b>	Rp. 6.000.000
<b>Admission Fee - Primary</b>	Rp. 6.000.000
<b>Admission Fee - Junior</b>	Rp. 6.000.000

The admission fee has to be paid in advance. Once the admission fee is paid, your child is then secured a place at the school.

**Capital Levy Fee (Annual Fee)**

Rp. 3.500.000 / Per Year

The Capital Levy Fee has to be paid at the latest one week before the new school year starts in July. (Date varies depending on the Indonesian school calendar). The fee is applicable to all students.

**Tuition Fee (Monthly Fee)****Tiny Tots**

Rp. 700.000 / Month

**Toddler**

Rp. 700.000 / Month

**Reception**

Rp. 750.000 / Month

**Kindergarten**

Rp. 750.000 / Month

**Primary School**

Rp. 1.500.000 / Month

**Junior High School**

Rp. 2.000.000 / Month

Monthly fees are due between the 1<sup>st</sup> - 5<sup>th</sup> of each month. Late payments will incur a penalty of Rp 25.000 per day / Child.

If a parent falls into financial difficulty they should contact the school immediately to discuss ways to overcome the problem.

Continual late payments may result in the child being suspended until all outstanding payments are settled.

All tuition fees must be paid on time even if the child is absent due to holidays etc. None payment can result in the child's place in the school being lost.

All Tuition fees can be be paid monthly, annually, or by term.

**Tuition Fee (Discount)**

A discount of 5% will be deducted if Tuition fees are paid annually in advance.

There is 5% discount for siblings.

## **Section F: ATTENDANCE AND PUNCTUALITY**

It is important that your child arrives at school on time, as this ensures an uninterrupted start to the day. Latecomers disturb the class and must report to the school office.

Please make sure you collect your child on time at the end of school hours. After school hours all staff leave the premises. Lateness in collecting your child will mean staff having to stay behind and wait for you.

Regarding your child's safety, if you have arranged for someone new to collect your child you **MUST** inform the office beforehand otherwise the child will not be released.

Please inform the school office if your child is going to be absent from school for any reason. If you are taking your child out of the school (holidays etc.) for over one week then you **MUST** inform the school office beforehand.

## **Section G: NOTICE PERIOD**

One month's notice in writing is required should parents wish to withdraw their child from the school. There will be no refund for that month/term's fee.

There will be no fee reduction made if a child is absent from school for whatever reason during the school term.

## **Section H: DECLARATION AND AGREEMENT**

Accident/Illness: I give permission for staff to obtain emergency medical attention for my child whenever necessary and agree to accept full responsibility for all expenses incurred.

Insurance: I am aware that the school is not covered by accident/emergency insurance and therefore is not liable for injuries incurred to the child on the school grounds/ or any organised school outings under the supervision of the school.

I agree to abide to the above policies and conditions and to ensure all payments are made on time.

**Signed By**

Print Full Name:

Print Full Name:

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Signature:

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Relationship to Child:

\_\_\_\_\_  
Relationship to Child:

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