

## ENROLLMENT AGREEMENT 2021 – 2022 School Year

### Student's Data

Name :
Grade to Enroll :
Academic Year :

### Parent's Data

Name :
Address :
Mobile Phone :

An enrollment form for new students of North Jakarta Intercultural School (NJIS) should be completed by parents following the processes, procedures and terms of the new enrollment. A letter of agreement should be signed after careful perusal and returned to the Admission Staff.

#### 1. Terms and procedures of new student enrollment

We have read, understood and agreed to the terms and procedures for new student enrollment at North Jakarta Intercultural School (NJIS).

#### 2. Terms and procedures of financial matters

We have read, understood and agreed to the financial terms and procedures of North Jakarta Intercultural School (NJIS). If we violate the stipulated terms/orders/regulations, we accept the consequences for our child according to the applicable regulations.

- The Annual Capital Charge and Tuition Fee are payable in full. Payment must be settled according to the due date as specified in the invoice, otherwise the price will then need to be adjusted to the non Early Bird price.
- School fees are not transferable to another student or sibling
- Any overpayment will be credited towards the next school fees period
- A Deposit of IDR10,000,000,- (Ten Millions Rupiah) is required on time. It will be held by the school for as long as a student is enrolled/re-enrolled. It will be refunded at the end of your final term (graduation, non-re enrollment or withdrawal) once you have returned all books, calculators, or any other equipment owned by the school

### **Delinquent Payments**

In case of financial delinquency, school policy prohibits class attendance and/or the release of grades, transcripts, or other records of attendance and performance.

### **Refund Policy:**

- Students with no attendance during the school year will get a 40% refund of annual tuition fee.
- Students who have attended a minimum of one day of class will not receive any refund of annual tuition fees or capital charge.
- Annual Capital Charge is non-refundable and non-transferable

### **Note:**

A refund of tuition fee may be provided upon receipt of both of the following:

- A written withdrawal notice must be submitted to the Admission Office before the first day of school
- A written request for a refund must be submitted to Head of School
- A refund will be assessed effective the withdrawal date as stated in the withdrawal notice

### **3. Regulations**

We have read, understood and agreed to all regulations used by North Jakarta Intercultural School (NJIS) including those stipulated in the Parent-Student Handbook. If we violate the stipulated terms/orders/regulations, we accept the consequences for our child according to the applicable regulations.

**We herewith declare that we have read, understood and agreed to all the terms, procedures and regulations of North Jakarta Intercultural School (NJIS).**

Jakarta, \_\_\_\_ / \_\_\_\_ / \_\_\_\_

( \_\_\_\_\_ )  
**Parents / Guardian**