

## **Section 3: Student Admissions and Enrolment**

### **Admission Criteria**

Bali International School is an educational institution designed to serve the needs of children eligible to attend an international school in Indonesia.

To be eligible for admission to Bali International School, a student must be a legal child of a foreign expatriate parent who is temporarily employed and residing in Indonesia and in possession of a work and stay permit. The applicant must possess a foreign passport and possess, or be in the process of obtaining, a stay permit (KITAS). Alternatively they must be the legal child of Indonesian parents and possess a letter of dispensation to attend BIS from Depdiknas.

### **Admission of Students who require Learning Support**

Parents of prospective students are advised that the school is able to serve only those students with learning disabilities who are able to function in the regular program with minimal support. Admission decisions are made on an individual basis.

The school's Student Learning Support policy states that:

Bali International School shall provide learning needs support for a maximum of five (5) class periods weekly for mission-appropriate students, whom have been **identified as requiring support** beyond that available in the regular educational program as the school recognizes the importance of including students who have different ways of learning and different ways of achieving an educational outcome.

The school defines student-learning support as the need for general academic learning support and the need to learn the English language (EAL). Procedures and practices are articulated differently in the primary and secondary school curricula respectively.

Bali International School reserves the right to de-enroll a student if the student fails to make satisfactory progress in the learning support program and is unable to function in the regular program with minimal support.

### **Registration and Waiting List**

A student must receive a letter of admissions from the school Director or designate and then be registered before being placed on the school's roll. This requirement includes families with siblings already in school. All questions relating to school admissions should be asked directly of the school Director / executive assistant.

In the Primary school the class sizes average 16-20 students and in the Secondary school the average is 20-24 students. If class numbers pass maximum class sizes as determined by the school, an official waiting list will be prepared. This waiting list remains in numerical sequence according to the date of registration.

### **Enrolment Procedures**

BIS welcomes interested families and is keen to have visitors come look at our school. All enrolment information can be requested to be sent electronically or as a download through the school web site. Parents/guardian are responsible to ensure that all requested forms are completed and updated as requested.

## IB Requirements

One of the requirements of IB World Schools is that all stakeholders; parents, students and teachers are familiar with the “General regulations” for IB programs. You may view the “General regulations” on the school website.

## Placement on Enrolment

This will be ‘age appropriate’ placement. Placement will not be determined by previous grade placement from the home country, but will be calculated on the birth date of the student. For example commencing August 2009, a student must be:

- 5 by August 31<sup>st</sup> to enter Kindergarten
- 6 by August 31<sup>st</sup> to enter Grade 1
- 7 by August 31<sup>st</sup> to enter Grade 2 etc.

All student placement or enrolment at the beginning of the school year is the responsibility of the school.

## Pre-School Start Dates and Rollover to Full-Day Programme / Kindergarten

The early childhood education (ECE) programme at BIS begins once a child turns three years old. This is a first criteria, and is supported by emotional readiness and of course, space available in the class.

Criteria for rollover from half day to full-day programme in PS:

- Sufficient space in the afternoon programme (maximum 16 students in a single class)
- Child is four years of age; once a child turns four, the rollover may occur for the *next* school term
- Emotional readiness for a full day programme
- Permission of the PS teacher under direction of the Primary Principal
- The family understands and is ready to pay for PS-Full-day tuition rate pro-rated for the period of attendance

Criteria for rollover into Kindergarten

- Sufficient space in the kindergarten programme (maximum 18 students in a single class)
- Child is five years of age by January 31<sup>st</sup>; if a child turns five at any point during the first semester, the earliest the rollover could take place is January (Semester Two)
- Emotional readiness for a foundation programme
- Permission of the PS and Kindergarten teacher under direction of the Primary Principal
- The child has received regular schooling for 12 months prior
- The family understands and is ready to pay for Kindergarten tuition rate pro-rated for a half year of attendance
- The child will remain in Kindergarten for 1.5 school years

## Departure/Withdrawal

The school provides copies of all school reports as well as an updated summary of recent progress. In addition, a Leaving Certificate is provided. We can provide assessment documentation for the student’s destination school if appropriate. This complete package is given to the parent on departure, provided that reasonable notice of departure has been given to the school and all fees have been paid.

Please note that prior to departure it is the responsibility of students and their parents to ensure that all school property is returned e.g. library books, musical instruments, classroom and school resources. A student exit form is to be completed. Records/student reports will not be given until the student exit form is complete and **all outstanding fees paid.**

Exit documentation is only made available when the school is satisfied that the above obligations have been met.

## Guardianship and Supervision Policy

BIS Board Policy requires that students who are admitted to Bali International School have in place appropriate guardianship or supervision arrangements.

Students will be allowed to attend Bali International School if the guardianship and supervision guidelines are adhered to.

In cases where the school is presented evidence that a student is not being adequately cared for and supervised in regard to guardianship, the school reserves the right to inform the appropriate Indonesian embassy or consular authorities.

### GUIDELINES

1. Students may enroll in Bali International School if one parent or an officially appointed guardian is in full-time residence in Bali.
2. If during the school year, both parents (or a single parent or guardian) plan to leave Bali while the student remains in attendance at BIS, the school requires that an alternative guardian be appointed and that the school be advised of this in writing as far in advance as possible.
3. For a variety of reasons, including the possibility of illness and other unforeseen problems the school expects that the appointed guardian live directly with the student to provide adequate care and supervision.

## Fees and Levies

### Tuition Fees

Families are invoiced for tuition fees on a yearly basis. Should they choose to use a payment plan by term or semester, a service charge will be added to their tuition bill.

- New students enrolling after the commencement of a term pay fees for the entire term.
- Students withdrawing after the commencement of a term forfeit the remainder of that term's fees
- Withdrawal prior to end of school year: **as long as one FULL TERM'S NOTICE is given**, in writing, to the school Director, the family will not be liable for fees for the next term. Failure to provide said notice will result in the school billing the family for the next term.
- For those who have selected to participate in a payment plan, fees are due two weeks before the start of the following term. If payment is not received by this date, a penalty of \$100 US per week will be imposed.

*Special Note: All requests relating to fee payment schemes and withdrawal must be made in writing to the Director. Information must include the students name, name and address of parent or company, name and address of bank with account number. Receipt number must accompany this request.*

### Registration Fees

A one-time registration fee is payable at the time of application to enter Bali International School covering a continuous period of study at BIS. Students who withdraw from Bali International School and re-enroll after less than a two-year period are classified as "continuous enrolment". An absence greater than two years is considered as "non-continuous enrolment" and a registration fee is assessed. A 50% reduction is available for each additional child enrolling at the school. Registration fees are non-refundable.

### Capital Levy

Capital Levy (CL) fees are paid annually at the beginning of each school year or pro-rata on a term basis if enrolling during the school year. Parents with three or more children at the school concurrently pay CL fees for the first two children only. For returning students the Annual Capital Levy is paid in the form of a bond in order to reserve a child's place in the school for the next school year. The bond must be paid by June 1<sup>st</sup> of the *previous* school year. If a child does not return for the next school year, the bond is forfeited.

**Other Fees**

Additional fees might include, but are not limited to: EAL, transportation, fees pertaining to additional tuition and late charges, IBO Diploma Programme fees, College Board Examinations, special curricular, extra curricular activities and school field trips. Said fees would be detailed in the annual schedule of fees sent out to all parents and available through the school web site.

**Payments**

Payment in full to Bali International School can be paid in USD by bank draft or telegraphic transfer or in rupiah (at the school's bank USD sell exchange rate).

**Student Supplies**Primary:

School supplies (that are consumable in nature) are provided by the classroom teachers. (e.g. pencils, pens, notebooks, rulers, etc.) It is highly recommend that students leave there own materials at home for use. If they do choose to bring them in to school, please make sure they are clearly labeled and the child understands they are their personal responsibility.

Students are responsible for bringing in a labeled hat and labeled water bottle as well as a pair of labeled plastic shoes (crocs or similar) for the raining season.

Secondary:

Students are expected to buy their own school supplies that are consumable in nature. (e.g. pencils, pens, notebooks, rulers, etc.) A supply list is available at the front office.

