

Panaga School Fees Policy

Introduction

Panaga School provides learning for the children of the employees of BSJV companies for whom a similar style of education to that which they have previously experienced is unavailable in the local educational market. This learning is supported by an International Curriculum that empowers children with the knowledge, skills and understanding that will enable them to be productive members of an ever-changing, culturally diverse world community.

Purpose

To provide consistency of approach and a transparent process for fees to Panaga School.

Content

Fee structures, as detailed in this policy are published on the school website and on admissions forms for all members of our community to access.

Fee Structure and General Information

School Fees

School fees will be published on the school website in advance of the academic year, after annual review. Fees may be subject to increase during annual review. There are three terms in the school year and fees will be charged on a per term basis. Half term calculations will be used when students arrive or leave school part way through a school term. Refer to school calendar on website, with the first day of term dictated by the first day returning from school holidays.

Year Group	Term Fee *
M1 & M2	B\$ 4274 per term
Primary 1 – Primary 7	B\$ 4274 per term
Pre-Nursery and Nursery	B\$ 2091 per term

*For applicable BSP subsidies, please contact your HR representative for information regarding reimbursement of your contractual educational entitlement.

Costs for activities outside the core curriculum, such as residential field trips and visits, in which you agree in advance that your child may participate, are not included in the school fees and will be charged for accordingly. It is expected that children attend visits as core components of our curriculum. There is no guarantee that alternatives to these visits can be offered for students not attending.

Payment Schedule

Timing	Parent Required Response
4 weeks prior to end of term invoices for following term generated. Payment obligations remain with the parent regardless of invoice correspondence. It is parent responsibility to ensure accuracy of email addresses held at the school office and invoice obtainment.	* Ensure payment prior to the end of week 4 of the new invoiced term.
<i>* Failure to pay school fees will result in cancellation of student enrolment.</i>	

Payment Methods

Fees are payable prior to a child starting a school term. Payment should be made payable to.

Beneficiary: Brunei Shell Petroleum Co Sdn Bhd

Beneficiary Bank Details:

Standard Chartered, Kuala Belait, Brunei

SWIFT Code: SCBLBNBB

A/c No: 01001-418601-00

Pro Rata Information

A full term fee will be payable in the event that a child enters the school during the course of the first half of a term. If a child enters the school after the half-term holiday in a given term, a half term fee will be charged. If a child leaves at the half-term holiday in a given term (final departure without returning to school), a half term fee will be charged. A half term fee is defined as 50% of a full term fee. Pro rata invoices under this arrangement will only be arranged once a parent has completed the school's final departure form for their child.

Families with a final leaver date part way through mid-term can apply for an additional pro rata fee structure. In such instances, an appointment is required with the Head Teacher or Principal to determine pro rata and gain approval for such a fee structure.

Fee Refunds

The school is unable to refund fees once paid so it is the responsibility of the parent to inform the school of their child's withdrawal before the start of their final half term.

Author

School Leadership Team

Review Date – October 2017