



SELONG BAY SCHOOL

Finance Policy

Fees, Payment Terms and Enrolment Conditions

The financial terms and conditions that apply to all families enrolled at Selong Bay School, effective from the date shown below.

Last updated August 2026

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CONTENTS

Table of Contents

1. Purpose
2. Short-Term vs Long-Term Students
3. Tuition and Fees
4. Attendance for Long-Term Students
5. Public Holidays
6. Enrolment and Commencement
7. Academic Calendar
8. Activities
9. Payment Terms
10. Currency and Bank Charges
11. Late Payment
12. Withdrawal Requirements
13. Refunds
14. Disciplinary Withdrawal
15. Late Pick-Up
16. School Closures Beyond Our Control
17. Sponsor and Third-Party Payment
18. Continued Enrolment

1 Purpose

This policy sets out the financial terms and conditions that apply to all families enrolled at Selong Bay School, including tuition, fees, payment terms, and the distinctions between short-term and long-term enrolment.

2 Short-Term vs Long-Term Students

Short-term students are those enrolled for a defined, limited period (for example, a few weeks or a single term), typically without a fixed weekly attendance pattern.

Long-term students are those enrolled on an ongoing basis for a full term or longer, with an agreed set number of days attended per week.

3 Tuition and Fees

Families agree to pay tuition, activity, lunch, and any other applicable fees in accordance with the fee schedule provided at enrolment and communicated in advance of any change, invoiced by the school by term or as otherwise agreed in writing.

The school reserves the right to review and update pricing at any time. Where pricing changes, families will be notified in advance in line with the fee schedule process above.

4 Attendance for Long-Term Students

For long-term students, the number of days attended per week is fixed at enrolment. This can only be changed by mutual written agreement between the family and school management, given at least 2 weeks prior to the change taking effect.

5 Public Holidays

If a public holiday falls on a day a long-term student is normally scheduled to attend, that day remains payable as a normal school day. It cannot be swapped or taken in lieu on another day.

6 Enrolment and Commencement

Once a letter of offer has been accepted, fees become payable from the agreed enrolment date, even if the student is not able to start attending until a later date.

Fees will only be adjusted where extenuating circumstances have been discussed with school management and an alteration to the enrolment date has been agreed in writing. Missed flights and visa issues are not considered extenuating circumstances for this purpose.

7 Academic Calendar

School dates, including term start and end dates, are set out in the academic calendar published on the school website. Families are responsible for referring to this calendar for planning purposes.

8 Activities

Some activities may incur an additional charge beyond standard tuition and fees. Details of any additional activity charges will be communicated in advance.

9 Payment Terms

Each invoice is payable in full by the due date shown on it. Where a family enrolls more than one child, any sibling discount set out in the current fee schedule is applied automatically and does not need to be separately requested.

10 Currency and Bank Charges

Fees are invoiced in the currency set out in the current fee schedule. Where a family pays from an overseas account or in a different currency, the family is responsible for any bank transfer fees, currency conversion costs, or exchange rate differences, and must ensure the full invoiced amount is received by the school.

11 Late Payment

If an invoice remains unpaid past its due date:

- The school office may follow up directly with the family.
- Penalty interest may be applied to the overdue balance, as set out in the current fee schedule.
- The student may be restricted from participating in Selong Bay School activities until payment is made.
- Online access (such as portals or communication platforms) may be restricted.
- The school may withhold student reports, records, and transcripts until the account is brought up to date.

- Continued non-payment may result in a hold on new bookings, suspension, or a review of the child's enrolment.

12 Withdrawal Requirements

Families wishing to withdraw a student must give the school office at least one full calendar month's written notice. Fees for the notice period remain payable even if the child stops attending before it ends. Any registration or enrolment fee paid to secure a place is non-refundable.

13 Refunds

Where a long-term student withdraws part-way through a term, and the required notice period under Withdrawal Requirements has been served in full, fees paid for the remaining portion of the term will be refunded on a pro-rata basis, calculated from the date attendance ceases.

A refund will also apply where the school cancels a class, activity, or program for which fees have already been paid, calculated on a pro-rata basis for the sessions not delivered.

Outside of these circumstances, fees already paid are not refundable. The registration or enrolment fee is non-refundable in all circumstances, including withdrawal, notice-period completion, or school-side class cancellation.

14 Disciplinary Withdrawal

Where a student's enrolment is ended by the school on disciplinary grounds, no refund of tuition or fees will be made for the remainder of the term. The registration or enrolment fee remains non-refundable.

15 Late Pick-Up

Where a child is collected 30 minutes or more after the end of the school day, a late pick-up fee will apply. This fee will be set out in the current fee schedule and invoiced to the family accordingly.

16 School Closures Beyond Our Control

Where the school is required to close, suspend on-campus attendance, or alter its normal operation due to circumstances beyond its reasonable control (including natural disaster, government directive, public health measures, force majeure, or similar events), fees remain

payable and no refund will apply, provided the school continues to make reasonable alternative arrangements for learning to continue, such as remote or online delivery.

17 Sponsor and Third-Party Payment

Where a family's fees are paid or sponsored by an employer or other third party, the parent or guardian remains ultimately responsible for ensuring fees are paid in full and on time. Any delay or shortfall in third-party payment does not release the family from this responsibility.

18 Continued Enrolment

A child's continued enrolment is conditional on the family's account remaining in good standing. Families are asked to notify the school office promptly if they anticipate difficulty meeting a payment, so this can be discussed together.

This policy is reviewed periodically and may be updated by Selong Bay School at any time.