



Terms and Conditions of Admission

1. General Issues

1.1 Enquiries for admission

All applicants and enquiries regarding admission should be directed to the admissions office or by contacting admissions@beaconacademy.net.

1.2 Entrance interview and test

All applicants are required to undertake an Entrance test and interview to determine their suitability for enrollment at Beacon Academy. The Entrance Test will be conducted under the guidance of the Head of School and the interview will be conducted with a member of the Beacon Academy Leadership Team.

1.3 Acceptance

After completing the steps outlined in 1.2, the Academy may at its discretion enroll a child, place a child on a waiting list or reject an enrollment application. The Academy has no obligation to accept an enrollment application, enter a child's name on a waiting list or enroll a child as a student.

Placement of a child on a waiting list does not guarantee a confirmed place at the Academy. The Academy will provide a confirmation in writing of a child's acceptance through an 'Offer of Place' letter.

1.4 Amendments

The Academy reserves the right, with due notice, to change all or any of the following:

- The terms and conditions of admission
- The school curricula
- Enrollment procedures
- School fees

1.5 Acknowledgment

Parents / guardians, who sign the Admission Form, hereby acknowledge that they have read, understood and agree to the terms and conditions of admission as stated herein which indicate that parents/guardians:

- Declare that the information on the Admission Form is complete, true and correct;
- Understand that the Academy reserves the right to vary or reverse any decision regarding admission or enrollment made on the basis of incorrect information;
- Agree to be bound by the rules and regulations of the Academy as applicable and to be determined from time to time;
- Agree to support the ethos and philosophy of the Academy at all times whilst their child is still enrolled;
- Understand that the continued attendance of a student at the Academy is at the absolute discretion of the Board who act upon the advice of the Head of School;
- Understand that in the event of a medical emergency, the Academy will act on their behalf to administer emergency treatment and/or engage professional medical services;
- Understand that any incorrect or incomplete information provided on the Admission Form may cause the cancellation of enrollment;
- Recognise the right of the Academy to obtain additional information if required;
- Agree to the conditions outlined in the refund policy;
- Agree to pay all bank charges associated with all fees, bank transfers and purchase of materials;

- Understand that the Academy uses pictures of children for promotion, including; newspapers, magazines and banners. Should a parent wish for their child not to participate, a special request must be made in writing to the Head of School.

1.6 Conditions of enrollment

Parents / guardians understand that enrollment is conditional on the following factors:

- Genuine and full academic effort
- Prompt payment of all fees
- Good behaviour
- Attendance at all scheduled classes and compulsory school events and trips (except where there is a legitimate reason for non-attendance, supported by appropriate evidence).

1.7 Offer of Place

In the event that the Academy offers a place to a child, a non-refundable Enrollment Deposit must be paid within the time specified by the Academy. Upon receipt of the non-refundable Enrollment Deposit and the return of a signed copy of the 'Offer of Place' letter, the child's name will be confirmed on the enrollment list. The amount of the Enrollment Deposit will be deducted from subsequent tuition fees at the time when Annual or Term Tuition Fees are payable.

If the above is not completed within the time stated, the child's name will be removed from the enrollment list.

1.8 Code of conduct

Students must follow the Student Code of Conduct and support the ethos and philosophy of the Academy. Any infringement of the code of conduct is subject to the disciplinary action outlined in the parent handbook.

2. Fees and Charges

2.1 Fee structure

The due date for the payment of all fees is contained in the 'Schedule of Fees' document for the intended academic year. There are four types of fees:

Registration Fee

This is a non-refundable fee paid by all students when enrolled for the first time to the Academy.

Annual Development Fee (ADF)

This is a non-refundable fee paid by all students annually.

Tuition Fees

Tuition fees include all tuition for academic and extension work, and costs associated with school-provided co-curricular activities. These fees may be paid annually in advance of the commencement of the academic year or may be paid three times per year, in advance of the commencement of each school term.

Learning Materials Levy

This covers the learning materials issued by the school to students and includes things like textbooks, workbooks and exercise books

2.2 Discounted tuition fees

The Academy provides an Annual Tuition discount on tuition fees that are paid annually and in advance of the documented due date.



A Sibling Discount of 50% of the Annual Development Fee is applied to the younger of two siblings enrolled at the Academy. Third and subsequent siblings are entitled to a 100% Sibling Discount on the Annual Development Fee.

2.3 Late payments

Parents who experience difficulty in making the required tuition fee payments according to the announced timeline must apply to the Head of School for a short extension of time. This request should be made in writing and before the due date for the payment of tuition fees. Payment of the Registration Fee, Annual Development Fee and the Learning Materials Levy are required before students can attend classes

2.4 Consequences of late payment

Unless special arrangements have been made with the Head of School for the delayed payment of tuition fees, the following conditions will apply to all accounts:

- In the event of an account being unpaid by the due date, all forms of discount, remission, scholarships and grants will be cancelled. A reminder invoice will be issued within 7 days.
- If outstanding fees are not paid within 14 days of the original due date, a final reminder notice will be issued and an Administration Fee of Rp. 500,000 will be applied.
- If outstanding fees are not paid within 21 days of the original due date, an additional Administration Fee of Rp. 500,000 will be applied, bringing the total Administration Fee payable to Rp, 1,000,000.
- In the event of non-payment of fees, including the Administration Fee, within 28 days of the original due date, the student’s enrollment will be temporarily revoked until the outstanding payments are made.

2.5 Additional charges

The following items are not covered by the fees outlined in 2.1 above:

- School and sports uniforms
- Stationery
- School bag
- Extra lessons
- Extracurricular activities
- Excursion costs
- External competitions
- External examination fees
- Special event days
- School trips / camps

2.6 Fee changes

The Academy reserves the right to increase fees from time to time. Proposed fee increases will be published in the month of January preceding the new academic year.

2.7 Withdrawals and Refunds

All cancellations from students enrolled in, but not attending, Beacon Academy are to be notified in writing and addressed to the Head of School.

There are no refunds payable, under any circumstances, on any prepaid fees including any Deposits, the Registration Fee, Annual Development Fee, Learning Materials Levy and Tuition Fees.

3. Medical and Health Policies

The Academy’s medical and health policy requires that a health form be completed for each student at the time of admission. The form must be updated each academic year. If there is a change in the health or medical condition of the child, parents must inform the school in writing immediately.

4. Re-enrollment

In April of each year the Academy will ask parents of existing students to confirm their re-enrollment for the next academic year via the completion of Re-enrollment Form and payment of a Re-enrollment Deposit. In the event that the Re-enrollment Form and Deposit are not submitted by the noted due date, a student’s enrollment place may be made available to a new incoming student.

5. Year Level Placement

The following Admission requirements and year level placements are to be adhered to. Exceptions to these guidelines are made infrequently and only upon careful evaluation of the applicant by the Head of School or a designated member of faculty. Proof of age and name of the applicant (via a birth certificate and copy of passport) must be provided to the school.

- Year 1 students must be 6 years of age by 31 December of incoming year
- Students applying for Year 2 and above are placed in a year level compatible with their age on evidence of successful completion of the preceding year level.

Apart from the chronological age criteria mentioned above, standardised and benchmarked tests in literacy and numeracy will be used to assess and identify learning needs.

6. Non-liability

6.1 The Academy takes all reasonable steps to keep and maintain the buildings, equipment and playing areas in such a condition that they do not create a hazard likely to cause injury or material damage.

The nature of children’s play activity, though, means that accidents can occasionally happen even when play is supervised and facilities are used in accordance with their intended purpose. The school, therefore, does not accept responsibility for injury or material damage that may occur as a result of such indoor and/or outdoor play.

6.2 The Academy takes all reasonable steps to ensure that field trips and excursions, whether inside or outside of Indonesia, are appropriately staffed and planned so as to minimise the risks of any delay, personal injury or material damage. The nature of such off-campus activities, though, means there may be aspects beyond the Academy’s control and influence (e.g. weather, traffic conditions etc.). The school, therefore, does not accept responsibility for delays, personal injury or material damage that may occur as a result of events beyond the Academy’s control during such field trips and excursions.

I have read and agreed to the Terms and Conditions of Admission of Beacon Academy

Signature Date

Parent Name Student Name