



Terms & Conditions

2026-2027

All parents/guardians are advised to read the terms and conditions on the admissions to EML International School (the "School")

1.0 THE SCHOOL:

- 1.1 The School: For the purpose of the Application Fee, Entrance Fee, Monthly/Termly Fees, the Facility
- 1.2 Vision: An Inclusive Educational Setting Where Growth Knows No Limits
- 1.3 Mission: To Create an Inclusive Learning Space based on Appropriate Developmental Practices which puts the Child at the Core of the Community

2.0 ADMISSION:

- 2.1 Application for Enrolment: This will be available all year round, and children will be accepted within two weeks of an application being made as long as all documentation is fulfilled, and spaces are available within the groups provided and there are no further assessments required. A wait list will operate alongside the enrolment process and when places will be available parents and guardians will be notified.
- 2.2 Registration: A parent or guardian who wishes to enroll their child must fully complete the online application form provided, including all additional documentation. An inaccurate or insufficient application could lead to rejection of the application.
- 2.3 Entrance Criteria: A child aged 3 years as of January 1 of the year of enrolment up to 5 years as of January 1st of the school year (KG1-KG3) are eligible for enrolment. Children may enter PRE-K once they turn 3 yo after January 1st of the enrolment year. The school reserves the right to refuse entry into the school if in the opinion of relevant specialist staff and the principal cannot meet the educational and social needs of the child concerned.
- 2.4 Acceptance of Place: The parents and guardians will be given two weeks to confirm acceptance of a placement from the Waitlist. The place is only secured after the receipt of a signed Acceptance Letter issued by the school and accompanied by the Non- Refundable Entrance Fee BND 200. If placement is not accepted by the specific date the place is withdrawn and the child's name is removed from the list and the application is no longer valid. If the placement is declined by the parent, the child's name is removed from the list and the application is no longer valid. Should the parent wish to re-apply they will need to repeat the process and pay the relevant fees.
- 2.5 Unsuccessful applicants: Parents have the right to appeal against an unsuccessful application.

3.0 STANDARD FEES AND OTHERS:

- 3.1 Items covered: standard fees include all consumable items and stationery, books. Books lost or damaged beyond repair will be charged at BND 25.
- 3.2 Fees: The yearly fee is BND 5040 for all levels. The parents will be asked to select a payment schedule: payment at 10 months (Standard), payment at 12 months. All school fees including support fees cover school holidays unless the correct notice is given.
- 3.3 Payment of Education Fees at 12 months schedule: If the 12 months fee payment is selected, in the event that a notice of withdrawal is given, the school will bill the amount that is paid less monthly for the number of months the child has been in school for that year inclusive of notice period. (e.g: Child's last day is June 30th. The school will bill the amount that was paid less from January to June. This amount is calculated as such : $5040/10=504$. $504 - 420 = 84$. BND 84 is the amount that is paid less monthly for a 12 month fee schedule. The amount billed will be $6 \times 84 = 504$).
- 3.4 Non-Payment of Tuition fees: Parents and guardians who have not settled their accounts by the 5th of the current month will receive one gentle reminder and thereafter will be charged 2% of the standard fee applicable to their child. If no full settlement is received by the 5th of the following month a final reminder will be issued stating the child will be withdrawn from their group.
- 3.5 Withholding: The School reserves the right to withhold all school reports, leave certificates and school records until the accounts are settled.
- 3.6 Learning/ Reading Support: Learning /Reading Support fees will be built monthly. Replacements will be provided if regular sessions cannot be covered.
- 3.7 Part month fees: Students joining the first half of the month will be required to pay the applicable full fees while students joining in the second half of the month will be required to pay half of the applicable fees.
- 3.8 Should you require to defer the enrolment of your children you will need to continue to pay 20% of the fees to remain enrolled. If not, a leave form will be issued and the notice period will be required. You will be then put on the waitlist and a place may be given when a space opens up. This applies for all children enrolled (currently enrolled or are confirmed to start). Deferment is up to 6 months after which the child is automatically withdrawn. All fees will apply for re enrolment.

4.0 NOTICES:

- 4.1 Withdrawal from the school: Parents/Guardians who wish to remove the child from the school will have to give 8 (eight) school teaching weeks before the intended withdrawal date. Each school teaching week consists of five (5) school teaching days, stretching from Monday to Friday (both inclusive) for Kg1, Kg2 and Kg3 and Monday to Thursday for N. The Withdrawal Notice Period is calculated from the day after the Notice of Withdrawal form is received. The form can be requested and the school will email it to the parents. This requirement applies regardless of the time of withdrawal, including at the end of any academic year. A one-month fee is incurred if inadequate notice is given. All fees are payable. In absence of such writing the school reserves the right to charge a one-month fee in lieu and all other due fees.
- 4.2 The school provides a leaving certificate and an academic report for leaving students. It takes approximately two working weeks to complete the above documents. Documents will only be released when all outstanding fees have been settled and all library books have been returned.
- 4.3 Withdrawal at the request from the school: The school reserves the right to request the parent or guardian to withdraw the child from the school at any time if the school can no longer meet the needs of the child.

5.0 HEALTH AND MEDICAL:

- 5.1 The Students Health: In the event of an emergency where the child requires immediate treatment, an attempt will be made to contact the parents/guardians. However, the school retains the right to take action in the best interest of the child. Any medical costs incurred are the responsibility of the parent.
- 5.2 Waiver of Liability: A parent/ guardian agrees waiver of liability on the school for any injuries, illness, or loss of property of the child in or out of school grounds.
- 5.3 Bruneian children must have insurance covered by the setting. PR and Foreign children must submit a copy of privately purchased insurance which needs to state the children are covered during time in an educational establishment.

6.0 GENERAL:

- 6.1 The Use of Photographs and Images: Parent guardian gives consent to the school to take photographs of the children at the school and use these for website publication and social media purposes.
- 6.2 Trips will be organised regularly and all children will be invited. A fee may be charged to cover transport and other related expenses.