



## **POLICIES FOR PAYMENTS, PENALTIES & REFUNDS**

### **I. PAYMENT OF REGISTRATION FEE**

The Registration Fee must be paid before the child enters the school for the first time. This is a non-refundable one-time payment only.

Should the child want to enter the school again after having a break of two or more semesters, the Registration Fee will be charged again.

### **II. PAYMENT OF SCHOOL FEE**

The School Fee must be paid in full for each semester in advance, before the semester starts, according to the due dates set by the Management of Jakarta Montessori School.

If the child begins attendance at school part way through the semester, the payment of the School Fee will be as follows :

For Semester 1 :

- Starting school before the 6<sup>th</sup> week : 100% of the semester's School Fee to be paid
- Starting school before the 12<sup>th</sup> week : 75% of the semester's School Fee to be paid
- Starting school after the 12<sup>th</sup> week : 50% of the semester's School Fee to be paid

For Semester 2 :

- Starting school before the 7<sup>th</sup> week : 100% of the semester's School Fee to be paid
- Starting school before the 11<sup>th</sup> week : 75% of the semester's School Fee to be paid
- Starting school before the 14<sup>th</sup> week : 65% of the semester's School Fee to be paid
- Starting school after the 14<sup>th</sup> week : 50% of the semester's School Fee to be paid

If full payment for an entire School Year (both semesters) is received in one payment before the due date for the payment of Semester 1, you will be entitled to a discount of Rp. 2,000,000.

### **III. PENALTY OF LATE PAYMENT**

Payments paid after the due dates set by the Management of Jakarta Montessori School will be subject to a penalty charge of 20% of the semester's School Fee.

### **IV. REFUND OF SCHOOL FEE**

If you have paid the full school fee for the semester, and you decide to pull your child out part way through the semester or your child will only be attending part of the semester, the school needs to have an advance written notice about it and you may have a refund of the school fee as follows :



# YAYASAN KREATIVITA MONTESSORI JAGAKARSA JAKARTA

Toddlers - Early Years - Primary - Teacher Training Centre - Montessori Consultant - Educational Materials  
Telp. +62 21 727 2162 - Fax : +62 21 727 2202 - E-mail : jms@cbn.net.id Website : www.jakartamontessori.com  
Jalan Durian No. 10, Jagakarsa, Jakarta Selatan 12620, Indonesia

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For Semester 1 :

- Attending school up to the 6<sup>th</sup> week : 50% of the semester's School Fee refunded
- Attending school up to the 12<sup>th</sup> week : 25% of the semester's School Fee refunded
- Attending school more than 12<sup>th</sup> week : No refund available

For Semester 2 :

- Attending school up to the 7<sup>th</sup> week : 50% of the semester's School Fee refunded
- Attending school up to the 11<sup>th</sup> week : 35% of the semester's School Fee refunded
- Attending school up to the 14<sup>th</sup> week : 25% of the semester's School Fee refunded
- Attending school more than 14<sup>th</sup> week : No refund available

I agree to abide by the rules and regulations as stated above.

Date : \_\_\_\_\_

Child/Children's Name : \_\_\_\_\_

Parent's Name : \_\_\_\_\_

Parent's Signature : \_\_\_\_\_