



Terms and Conditions of School Fees 2024-2025 (Standard)

Important Notice - Please Read

The fees and the Terms and Conditions in this document may be amended and varied by the School at any time and from time to time at the School's sole and absolute discretion without any prior notice or consent. Such amendments and variations shall be deemed to be incorporated herein.

There are two (2) billing semesters in each academic year. The first semester begins on 1 August and ends on 31 January (*semester 1*). The second semester begins on 1 February and ends on 31 July (*semester 2*). Together these are called '*the semesters*' and each, '*a semester*'.

Fees are payable for all term breaks and school holidays.

Tuition Fees may increase from 3% to 6% per annum. The exact amount will be advised in due course.

1. Tuition Fees

Tuition Fees do not include external examination fees, stationery or textbooks, the After School Care Club, Instrumental Music tuition, Intensive Language Programme fees and the cost of school trips or after school activities. The tuition fees payable for the 2024-2025 academic year are as follows:

Tuition Fee	Academic Year (Aug - Jul) B\$	Semester 1 (Aug - Jan) B\$	Semester 2 (Feb - Jul) B\$
Pre Nursery	13,176	6,588	6,588
Nursery	16,212	8,106	8,106
Reception to Year 6	24,372	12,186	12,186
Year 7	24,612	12,306	12,306
Year 8	26,376	13,188	13,188

2. Application Fee

An application fee of B\$200.00 per student is payable when the Application for Admission to Panaga School is submitted to the Admissions Office. This fee covers the administrative work involved when processing an application.

If, following assessment, a student is offered a place in Panaga School this fee will be reimbursed as a deduction from the tuition fees.

If, following assessment, a student is not offered a place in Panaga School, or, if a student withdraws after receiving an offer to enter Panaga School, then the application fee will not be refunded.

Students who have left Panaga School but seek readmission are required to repeat the application process and pay the application fee.

Payment of the fee does not guarantee admission to the School.

3. Point of Admission

Students joining the School at any time before **Monday 9 September 2024** of semester 1 or before **Monday 17 February 2025** of semester 2 are required to pay the tuition fee for the whole semester.

Students joining the School at any time on/after **Monday 9 September 2024** of semester 1 or on/after **Monday 17 February 2025** of semester 2 will be required to pay the semester tuition fee on a pro rata basis. For the purpose of calculating the pro rata tuition fee, each semester is deemed to have twenty weeks. Companies will be credited the tuition fee for each complete and unbroken week* that the student has missed, calculated on the following basis:

***Note:** No credit will be given for any partial week missed by the student. No credit will be given except if the whole weeks missed by the student run and occur consecutively. No credit will be given for term breaks and school holidays.

Tuition Fee	B\$ per week
Pre Nursery	329
Nursery	405
Tuition fee - Reception to Year 6	609
Tuition fee - Year 7	615
Tuition fee - Year 8	659

This figure is then subtracted from the whole semester's tuition fee.

For example: If a student of Year 7 joins on **Monday 9 September 2024** of semester 1, the tuition fees payable will be: \$12,306 - (\$615 x 2) = \$11,076. (**Note:** Credit for 2 weeks from **Tuesday 27 August 2024** to **Friday 6 September 2024**).

4. Withdrawal Policy

Notice of the intention to withdraw students from the School must be made in writing and given to the Admissions Office, at least eight (8) school teaching weeks (excluding term breaks and school holidays) before the intended withdrawal date (herein called the "Mandatory Withdrawal Notice Period"). For the purpose here, each school teaching week consists of five (5) school teaching days, stretching from Monday to Friday (both inclusive). This requirement is applicable irrespective of the time of withdrawal, including at the end of any academic year.

For example:

- If a student leaves on **Friday 13 December 2024**, notice must be received by the School before **Friday 11 October 2024**.
- If a student leaves on **Friday 4 July 2025**, notice must be received by the School before **Friday 2 May 2025**.

For each complete and unbroken unattended teaching week remaining in the semester, a pro-rata credit of the tuition fee will be given, calculated on the following basis:

Tuition Fee	B\$ per week
Pre Nursery	329
Nursery	405
Tuition fee - Reception to Year 6	609
Tuition fee - Year 7	615
Tuition fee - Year 8	659

Note: No credit will be given for any partial week missed by the student. No credit will be given except if the whole weeks missed by the student run and occur consecutively. No credit will be given for term breaks and school holidays.

5. Due Date for the Payment of Fees

All fees mentioned in this document (except the Instrumental Music Tuition fee) shall be paid five (5) days before the start of each semester. The fees are calculated from 1 August of each academic year. Companies will receive two invoices once a year for the fees for the whole academic year.

A discount of 2% shall be given if payment of a whole academic year's tuition is made by **Friday 23 August 2024**. The discount will be added to the final bill if there is no completion of one whole academic year.

A late payment charge at the rate of 1.5% per month shall be levied on any overdue fees.

If there are any outstanding fees and late payment charges that have not been settled in full by the Company after the first six weeks of each semester of an academic year, the student shall not be accepted into class after the mid-term break until all outstanding fees and late payment charges are settled in full. The student will also be unable to sit for any examinations. The School will not provide leaving certificates, school reports or release examination results until all outstanding fees and all late payment charges have been settled in full.

Parents can request the Accounts Department to send invoices payable by companies directly to the company address by post.

6. Instrumental Music Tuition

Students are able to enrol in the School's Instrumental Music Programme, for which additional fees shall be chargeable. For more information on this programme and the fee structure, please email to the Admissions Office at admissions@panagaschool.net.

7. Payment Method

All fees may be paid through internet banking via SCB.

Bank Name: Standard Chartered Bank	
Account No:	01-001-224889-01
Address:	G01-02, Wisma Haji Mohd Taha, Jalan Gadong, BE4119, Brunei Darussalam
Swift Code:	SCBLNBB

All bank charges shall be borne by the remitter.