



GROW International School – Admission Policy

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1. Admission Policies

- **Priority Admission:** Students with siblings currently enrolled at GROW International School receive priority in the admission process.
- **Admission Decisions:** Written notification of admission decisions will be sent to all applicants within a specified timeframe.
- **Confirmation of Admission:** Parents/guardians must confirm acceptance of the admission offer by submitting a signed enrollment agreement and paying the necessary fees.
- **Waitlist Policy:** Qualified applicants not initially offered admission may be placed on a waitlist and notified if space becomes available.
- **Annual Review:** Admission policies are subject to annual review to ensure alignment with the school's evolving needs and compliance with regulations.

2. Tuition & Fees

- **Annual Fee Model:** GROW operates on a yearly tuition fee model, ensuring financial stability and long-term commitment. However, exceptions can be made for families requiring term-based enrollment, subject to administrative approval.
- **Half year-Based Enrollment Structure:** A 3% surcharge is applied on tuition fees when paying half year.
- **Term-Based Enrollment Structure:** A 10% surcharge is applied on tuition fees when paying termly.
- **Non-Refundable Fees:** A one-time, non-refundable registration fee of 5,000,000 IDR is required upon enrollment.
- **Annual Fees:**
 - Resources Fee:** 11,000,000 IDR per year, covering academic materials and classroom supplies.
 - Capital Levy:** 16,800,000 IDR per year, supporting infrastructure, technology, and safety systems.
- **Sibling discount:** Families with more than one child enrolled at Grow in Kedungu are eligible for a 5% sibling discount for each subsequent child enrolled.
- **Tuition Fees (2025-2026):**
 - Kindergarten (5YO): 87,000,000 IDR
 - Grade 1 (6YO): 97,000,000 IDR
 - Grade 2 (7YO): 100,000,000 IDR
 - Grade 3 (8YO): 103,000,000 IDR
 - Grade 4 (9YO): 106,000,000 IDR



- Grade 5 (10YO): 109,000,000 IDR
- Grade 6 (11YO): 112,000,000 IDR
- **Additional Fees:** Fees for school trips, extracurricular activities, special programs, transportation, and meals may apply.
- **Advance Payment:** Full payment for the term is required upfront to secure enrollment.

3. Payment Policies

- Invoices for tuition and additional fees will be issued at the beginning of each billing cycle. Parents/guardians are responsible for ensuring timely payment.
- Payments can be made via bank transfer, credit/debit card, or cash at the school's finance office.
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- Payments are due on the dates specified in the invoice. Late payments are subject to a 3% additional charge per month.
- Continued non-payment may result in the suspension of the student's enrollment until the account is settled.

4. Currency & Exchange Rate Policy

- All school fees are payable in the invoice currency stated on the invoice. If a payment is made in a different currency, the amount received after conversion must match the full invoiced amount.
- Any bank fees, intermediary fees, or exchange rate differences that result in a shortfall are the responsibility of the payer. If the amount received is less than the invoiced amount due to currency conversion or bank charges, the remaining balance will need to be settled by the payer.
- GROW International School is not responsible for losses caused by exchange rate fluctuations or currency conversions during the transfer process.



5. Refund & Credit Policies

- **No Refunds:** Once a term has started, tuition fees are non-refundable.
- **Partial Refund Before Term Start:** A 50% refund is available if withdrawal occurs at least two months before the term begins.
- **Annual Withdrawal Refund Schedule:**
 - Withdrawal before the academic year starts: Full refund minus registration fees.
 - Withdrawal within the first month of the academic year: 75% refund of tuition fees.
 - Withdrawal after the first month but before the end of Semester 1: 50% refund of tuition fees.
 - Withdrawal after the first term: No refund.
- **Credit Option:** If a student withdraws, credit may be applied toward future enrollment within the same academic year.
- **Case-by-Case Exceptions:** Refund exceptions may be considered for medical emergencies or job relocations, subject to documentation.
- **Partial Refund for Replacement:** If a withdrawn student's place is filled by another student (only applicable when classes are full), a partial refund may be granted.

6. Demand & Retention Strategies

- **Early Bird Discounts:** Parents committing early may be eligible for a discount.
- **Referral Incentives:** Families referring new full-year students may receive a referral credit.
- **Loyalty Credit:** If a student initially enrolls for a single term and extends for another, a small tuition credit will be applied toward the next term.
- **Transparent Policy Agreement:** All parents must review and sign this policy upon enrollment to ensure clarity and agreement.

Parent Agreement

I, _____, parent/guardian of _____, acknowledge that I have read, understood, and agree to the Term-Based Admission Policy at GROW International School.



Signature: _____

Date: _____

