

# Enrolment Procedure and Guidelines

**Important Notice.** The fees and Terms and Conditions outlined in this document are subject to potential amendments and adjustments by the school, SMSS, at its sole discretion and without prior notice or consent. Any such modifications shall be considered integral parts of this agreement.

## ENROLMENT FLOW

### Step 1 - Application.

- Complete *Student Enrolment Form* and submit to Front Office together with all the required documents; pay Registration Fee (\$50 for Preschool and Primary, \$60 for Secondary)

### Step 2

- Interview and/or Entrance Assessment

### Step 3

- Confirmation of Acceptance and Enrolment; pay Refundable Deposit (\$500) and process Student Pass (if needed)

### Step 1. Application

Fill in the *Student Enrolment Form* (accessible at the Administration Office or can be downloaded from our school's official website: [www.smsarjana.edu.bn](http://www.smsarjana.edu.bn).) Please submit the completed form to the Front Office along with the items listed below (please indicate by ticking the respective box)

- Registration Fee - Non-Refundable (B\$50.00 for Preschool and Primary Sections and B\$60.00 for Secondary Section)
- Photocopy of student's birth certificate / Identity Card
- Photocopy of parents' or legal guardians' Identity Card and/or Passport
- Photocopy of student's Health Card and Immunisation Record
- Photocopy of Certificate of Endorsement of Legal Guardianship (if any)
- Two RECENT passport size photographs
- Photocopy of last academic report (where applicable)
- Photocopy of Leaving Certificate from previous school
- Photocopy of testimonial from previous school (if any)
- Photocopy of PSR Examination Slip and/or any equivalent Year 6 completion document (for Year 7 enrollee only)
- Completed Student Pass Application Form (for foreign student or as applicable)  
\* enrolment will be cancelled if student does not have valid Student Pass

**Note:** The *Ministry of Education* (MoE) requires the following:

1. Minimum age of 3-years old by 1st January for acceptance to Kindergarten 1 (Preschool)
2. Mandatory completion of Preschool K3 to enrol for Year 1

## **STEP 2 – Interview and/or Entrance Assessment**

The date and time for the in-person student interview and/or Entrance Assessment will be scheduled and communicated to parents accordingly. Parents will receive notification of the outcome within a period of 10 working days

## **STEP 3 – Confirmation of Enrolment**

*Confirmation of Enrolment* will be contingent upon the assessment conducted by the Deputy Principal for Academics, taking into account the results of both the interview and/or Entrance Assessment. Prospective students who have not met age-appropriate academic and/or social milestones during the assessment may be subject to additional terms and conditions. To complete the enrolment:

- Pay *Refundable Deposit* (RD) B\$500 (one-time payment only)
- Submission of valid *Student Pass Endorsement* of the child (for foreign student or as applicable)

## **CONDITIONS OF ACCEPTANCE**

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### **Enrolment Procedure**

All prospective students must undergo an entrance assessment and/or interview prior to admission confirmation. Class placement will be determined based on the results of the entrance assessment and/or interview. The registration fee is non-refundable, and enrolment will not be processed without the payment of this fee.

### **Enrolment/ Registration Fee**

A fee of B\$50.00 (Preschool and Primary Section) or B\$60.00 (Secondary Section) per student is due upon submission of the *Student Enrolment Form* at the Front Office. This fee, which covers administrative processing, is nonrefundable whether the student is accepted or not. Students seeking re-enrolment after leaving Seri Mulia Sarjana School must undergo the registration process anew and pay the *Registration Fee*. It is important to note that payment of this fee does not guarantee admission to the school.

### **Refundable Deposit**

When enrolling a child at SMSS, a *Refundable Deposit* (RD) must be paid in full. This deposit is refundable upon the student leaving the school, provided that all outstanding school fees and bills are settled completely. To initiate the refund process, parents or guardians must submit a *Student Withdrawal Form* to the Front Office at least one calendar month before the departure date. SMSS reserves the right to forfeit the *Refundable Deposit* if a student leaves without providing sufficient prior notice, as required one month before the projected last day of attendance.

## Refundable Deposit Frequently Asked Questions (FAQ)

### **Do I need to pay the Refundable Deposit each school year my child is enrolled?**

*No. The Refundable Deposit is only required during the initial year of enrolment and will be carried forward for subsequent years until the child permanently leaves the school (e.g., voluntary withdrawal or upon graduation).*

### **Will school fees be deducted from the Refundable Deposit?**

*No. The Refundable Deposit serves as a guarantee for a spot in the school's register throughout the student's entire tenure at SMSS and will not be used to offset any school fees.*

### **Can the Refundable Deposit be paid in installments?**

*No. The deposit must be paid in full amount.*

### **What are the Terms and Conditions for a full refund?**

- Withdrawal must be formally applied by completing the Student Withdrawal Form and submitted to the Front Office at least one (1) month before the projected last day in SMSS. Verbal requests are not considered formal notice.*
- All school fees must be settled before submission of the Student Withdrawal Form.*
- Refundable Deposit will be refunded via local bank transfer within one hundred (100) calendar days, starting the day after withdrawal (last day of student in school).*

### **Are there exceptions to the Terms and Conditions?**

*Yes. Exceptions may be considered in cases where the school determines it cannot meet the student's needs due to medical reasons, subject to school deliberation and evaluation.*

### **What other information should I know about the Refundable Deposit?**

*The parent must claim the Refundable Deposit within one (1) year from the child's last day of school. Failure to do so implies consent to forfeit the deposit to the school*

## Withdrawal Notice

The *Student Withdrawal Form* must be completed and submitted to the Front Office at least one (1) month before the intended withdrawal date, including term breaks and school holidays. For example, if the last day of school is 31st August, the parent must submit the withdrawal form on or before 31st July.

SMSS reserves the right to request the withdrawal of a child at any time if it is determined that the school can no longer meet the child's needs.

For full refund of the *Refundable Deposit*, *Student Withdrawal Form* must be submitted on or before 31st of October (one month before the last day of the current school year , the 30th of November).

## SCHOOL FEES

School Fees are payable for all term breaks and school holidays. School fees shall be paid on/or before the 7th of every calendar month (e.g. payment for March shall be made on/or before the 7th of March).

Section	School Fee
Preschool	\$165.60 per month (January to October – 10 months)
Primary	\$198.00 per month (January to October – 10 months)
Secondary	\$224.40 per month (January to October – 10 months)

All monthly school fees are due for payment on or before the 7th of each month. For instance, the school fee for September should be settled by the 7th of September. It is important to note that School Fees do not encompass external examination fees, such as those for the PSR Exam and Cambridge U.K. IGCSE/GCE 'O' Levels, as well as expenses for stationery or textbooks, personal items required for CCA Clubs (conducted during curriculum hours), professional and personal material fees for ECA (offered as supplementary clubs during on Fridays and during Term Breaks), program/activity fees, and the expenses associated with school trips/excursions or after-school activities.

Any prospective school fee increases will be communicated to parents in advance through official channels. Additionally, all school fee adjustments will be subject to official approval by the *Department of Private Schools Section, Ministry of Education*.

### **School Fees Reminder for Due Payments**

If there are any outstanding fees after the 7th of each month, the Front Office shall issue a school fee reminder. Subsequent school fee reminders shall be issued accordingly. All school fees shall be fully settled by the 7th October of every school year

Any defaults will incur the following:

- 8th of each month - 1st reminder will be issued.
- 15th of each month - 2nd reminder will be issued.
- 22nd of each month - Notice of Suspension issued (student allowed to attend class for 7 days' grace period)
- 29th of each month - last day of grace period
- 30th of each month - official suspension will be enforced.

*\*In the event that the above dates fall on a school holiday and the issuance of School Fee Reminders and Notice of Suspension may be disrupted, the suspension of the student will still be carried out on the 30th of the month*

### **Payment Method**

All fees may be paid in cash or by cheque addressed to **Seri Mulia Sarjana School Sdn Bhd** (postdated cheques are not acceptable) at Front Office counters or through internet banking via BIBD. Payment hours vary during school days and term holidays.

### **School Fees Discount**

Families with four (4) or more children currently enrolled in the school will be eligible for a 5% (five) discount on school fees only from the fourth (4th) to sixth (6th) child. Discount on school fees will be forfeited if late payments are received after the 7th of each month.

### **Brunei Government Education Subsidy**

Parents eligible for the Brunei Government Education Subsidy must directly submit the *Education Allowance Application Form* to the Treasury Department via their respective Ministry. It is crucial to note that the Treasury Department mandates annual submission of the *Education Allowance Application Form* along with the *Certificate of Enrolment*, issued by the school two (2) months prior to the start of each academic year. Parents are not permitted to allow school fees to remain outstanding while awaiting payment of the Brunei Government Education subsidy.

Similarly, parents eligible for Education Allowance from private companies must annually submit the *Education Allowance Application Form* along with the *Certificate of Enrolment*, issued by the school two (2) months prior to the start of each academic year.

## OTHER IMPORTANT INFORMATION

School Hours SMSS academic year commences in January and ends by 30th November. Ramadhan (Fasting) month hours will be notified via Class Teachers.

Section	Level	Morning Session	Afternoon Session
Preschool	K1	8:00AM – 11:00AM	1:15PM - 4:15PM
	K2	7.45AM - 11.15AM	1:00PM – 4:30PM
	K3	7:45AM – 11:30AM	1:00PM – 4:45PM
Primary	Years 1 and 6	7:30AM – 12:00NN	1:00PM – 5:30PM
	Years 2 to 5	7:30AM – 3.00PM (full-day school) Lunch/ Prayer break 12:00NN – 1:30PM	
Secondary	Years 9 to 11 (Normal), and Year 10 Express	7:30AM – 12:20PM	
	Years 7, 8, and 9 Express		1:00PM – 5:30PM

*'Cemerlang' and 'Express' classes are reserved for highly academically inclined students only, slots issued by 'invitation' from the Principal's Office based on stellar academic performance*

### Students' Insurance

In our commitment to safeguard the safety and well-being of our students during school-based field trips, events, and excursions, we mandate valid insurance coverage for participation. All students of Seri Mulia Sarjana School are required to enroll in the group *Personal Accident Takaful Scheme* provided by Insurance TAIB. Please note that insurance coverage is compulsory as per school policy. If you have already obtained different insurance coverage for your child, kindly submit a copy to our Front Office for documentation purposes.

### Student Safety

For the safety of our students, individuals other than parents/guardians designated to collect a child from the school must present a letter of authorization from the concerned parents. Additionally, any school activity extending beyond the normal curriculum hours will be accompanied by an official memo from the Principal's Office, specifying the name and contact information of the Supervising Teacher-in-Charge. It is important to note that the school cannot be held liable for any unforeseen incidents that may arise from parents/guardians picking up students outside the school premises at dismissal, including making personal arrangements for social gatherings with friends

## Admission of Foreign Students

As per the regulations of the *Ministry of Home Affairs* (MoHA) and policy of *Ministry of Education* (MoE), all foreign students are legally obligated by law to have a valid Student Pass in order to be eligible for education in Brunei. The Student Pass is valid for a period of one (1) year and as long as the Parent's/ Legal Guardian's/ Sponsor's employment pass remains valid.

Exemption	Student Pass Required	
	Local	Foreigners
<ul style="list-style-type: none"> <li>- Citizens of His Majesty DYMM Paduka Seri Baginda Sultan dan Yang Di Pertuan Negara Brunei Darussalam (Sijil Kerakyatan/Mutlak Undang-Undang)</li> <li>- Permanent Residents (with valid Entry Permit)</li> <li>- Have a Resident Permit</li> </ul>	<ul style="list-style-type: none"> <li>- Stateless</li> <li>- ..bin/binti 'Ábdullah' (father unknown)</li> <li>- Brunei citizens born abroad</li> <li>- to be determined (parents have purple IC)</li> <li>- Adopted children whose parents are Brunei citizens (yellow IC)</li> <li>- Stepchildren of Brunei citizens</li> </ul>	<ul style="list-style-type: none"> <li>- Expatriate children (parents have green IC)</li> <li>- Children whose parents are holding purple IC</li> <li>- Children of parents holding foreign diplomatic passport</li> <li>- Adopted children of expatriate parents - Stepchildren of expatriate parents</li> </ul>

### Preschool Section

Spg. 688, EDR 14771 Lot 11776,  
Kampong Santul Mukim Kilanas,  
Jalan Gadong Bandar Seri  
Begawan, BF 2720 Tel. 265 0856

### Primary Section

No. 768 Kg. Jangsak, Jalan  
Gadong, Km 11 Bandar Seri  
Begawan, BF 2720 Tel. 265 2708

### Secondary Section

Spg. 340, Kampong Mata-Mata,  
Jalan Gadong Bandar Seri  
Begawan, BE1718 Tel. 245 6584



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[www.smsarjana.edu.bn](http://www.smsarjana.edu.bn)



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