



THE BRITISH SCHOOL OF BAHRAIN

Terms and Conditions of Admission:

Parents are advised to read in full the School's terms and conditions before submitting an application. Parents who submit an application to the school will be subject to the terms and conditions detailed below. If you are unsure about any information contained within this page, please speak to a member of the Admissions Team who will be able to advise you further.

1. Deposits Payments

1.1 To reserve a place in the school, applicants must pay the full prescribed fee as indicated in the conditional offer letter.

1.2 Parents must allow at least 3 working days for Bahrain bank cheques or direct bank transfers to clear and up to 30 working days for a foreign country bank draft to clear.

1.3 Parents will be liable to pay all necessary bank and/or transfer charges for any application processes.

2. Payment of fees

2.1 Parents are required to settle the Registration, Book/Resources deposit fee and the Term Tuition fees in advance, before enrolment.

2.2 Parents are encouraged to pay their Tuition fee in advance as per the due dates to avoid late penalty fee of 10% and forfeiting of siblings discounts, as and where applicable.

2.3 Parents have the option to pay their fee in instalments; this will attract a service charge of 25% per child and instalments must be paid by direct debit, standing order or Post-dated cheques. An instalment plan will be issued prior to enrolment. This will be in liaison with the Head of Accounts & Finance and subject to management committee's approval.

2.4 Dates on which payments are due are clearly indicated on the Invoice and it is the responsibility of individual parents to ensure fees are paid on time.

2.5 The School reserves the right to suspend or expel any student who has overdue fees.

2.6 Students who have overdue fees may be refused entry to the School premises and suspended from attending classes and/ or using School facilities. This includes the right for the School to refuse letter requests and cancel student name from the enrolment register.

2.7 The preferred method of payment is by cash or cheque directly at the School's Accounts Department. Cheques should be made payable to "The British School of Bahrain". Visa and MasterCard credit/debit cards are also accepted at the School's Accounts Department, but will incur a convenience fee of 2.6%.



2.8 It is requested that no direct deposits are made to the School's bank account. Parents who pay by electronic transfer are requested to quote the invoice number and student name as transaction reference and submit a receipt of this transaction to the accounts department either by hand or via email.

2.9 Any student who is suspended, expelled or withdrawn by the School for breach of the School's terms and conditions is not entitled to any refund; he/she will also be liable to pay the remainder of the fee, in its entirety, at the discretion of the School.

2.10 The School will take such action, including recourse to the legal process, as it deems necessary to recover all outstanding debt. Any such action will also include the recovery of reasonable costs incurred by the School in relation to the recovery procedures.

2.11 The School also reserves the right to charge a 10% late fee surcharge where a payment is made after the applicable instalment due dates. Parents/Students will incur a penalty charge for each missed instalment.

2.12 The whole remaining fee becomes immediately payable for students who are in breach of their agreement without prior written consent from the School; this is at the discretion of the School.

2.13 Invoices for the Annual fees are generally handed out at the time of enrolment for new students and for existing students, posted ten weeks prior to the end of the Summer term, with payment due six weeks prior to the end of that term. In the event of the invoice still not having been received eight weeks prior to the end of term, the Accounts Office should be contacted and a duplicate invoice obtained. **Misplacement or non-receipt of the original invoice will not be considered a valid reason for failure to pay the fees by the due date.**

2.14 Tuition fees for the term are payable in full regardless of sickness or absence for other reasons (including study leave). Where payment has been made by cheque and the issued cheque is not honoured by the bank for whatever reason, a further administration charge of BD25 will be levied.

2.15 In the event of the non-payment of school fees by the due date, the School reserves the right to remove the student from the school roll and offer the place to a student on the waiting list.

2.16 Parents/Students must remember at all times that the school's agreement is with the Individual parents/students and they are liable to pay the school all the prescribed fees, as and when necessary. The employer of the parents will have nothing to do with the school.

3. Other charges

3.1 Other fees are payable in individual cases. These include:

- GCSE and 'A' Level examination entry fees
- ESL, Additional Mathematics
- Specific School outings
- International trips
- Extracurricular activities

Fees for these and arrangements for payment will be notified separately.



3.2 Please note that total GCSE and A-level fees can amount to several hundred Bahrain Dinars and will increase if the Examining Board increases their fees. Entry into examinations and activities for which fees are due will be denied where relevant charges or tuition fees have not been paid.

4. Refund policy

4.1 Refunds will only be processed in accordance with the terms and conditions outlined in clauses 4.2 to 4.11, and provided students requesting a refund have complied fully with the School's terms and conditions.

4.2 **It is the policy of the School not to refund tuition fees.** If unforeseen and pressing circumstances result in a student having to leave before the start of the new term, a 50% refund of tuition fees may be considered, provided that the School has received written notice prior to the due date for advance payment of fees for that term. Such refunds will be granted solely at the discretion of the School and only in exceptional circumstances.

4.3 A cancellation fee of BD 100/- per student shall be deducted for any such approved refund.

4.4 All applications for refunds must be made in writing by submitting a completed 'Refund Request Form' to the Admissions Department at least 60 days prior to the term start date (as detailed in the offer letter).

4.5 Where the school is unable to provide the programme of study for which the student originally applied for, offered and accepted and the applicant does not want to take up a place on any alternative programme offered, the applicant will be considered for a refund.

4.6 Refunds will only be made via the original payment method; except where the original payment was made by cash.

4.7 Parents are liable to pay any bank/ transfer charges associated with the processing of a refund application.

4.8 The School will aim to process all refunds within 6 weeks from the date the complete 'Refund Request Form' and any supporting documents are received.

4.9 If the student is eligible for a refund of their fees by bank draft or cheque, the School will not be in any way responsible for the draft after its dispatch from the School premises and will not issue a replacement draft or cheque if it is lost or misplaced.

4.10 Refunds will not be made to a third party unless the School has received (written) explicit authorisation from the applicant. This should be in the form of a signed hard-copy letter from the parent, specifically authorising the School to refund their fees to a named third party. This condition applies regardless of the source of the original fee payment.

4.11 Refunds requested which are not in accordance with the terms and conditions outlined in this policy will be made at the sole discretion of the School.



5. Term Deferral

5.1 Term deferrals will be approved in accordance with the School's Admissions Policy.

5.2 Term deferrals are subject to application, payment of a deferral fee, and the School's written approval.

5.3 Students are reminded that as per the School's Admissions Policy all term deferral requests must be made in writing at least 60 days before the Term start date.

5.4 If a deferral is approved, a fee will be charged:

(i) Full term fee for the term deferred.

5.5 Upon deferring the term, students waive their right to a refund. Where a student has deferred their term, and subsequently fails or attempts to withdraw from the school, no refund will be provided except at the sole discretion of the School.

Attendance:

A record of attendance is kept for each student. The school reserves the right to withdraw a student's candidature from examinations and withdraw them from the school, if the student's attendance record shows that they have attended fewer than 80% of their scheduled periods. The school reserves the right to suspend or expel such students, without any liability whatsoever to the school. In the event of unforeseen circumstances that prevent the student from attending their periods, the school must be informed immediately. (Please refer to the school attendance policy provided separately.)

Personal Conduct:

The School imposes a strict code of conduct on its students. The school expects its students to behave as responsible and to act within the moral and legal norms of society, whether they are on school premises or otherwise.

Changes and Amendments:

The school reserves the right to amend the time table and advertised curriculum content, tuition fees and start dates for its terms at its discretion and without any prior notice. The school reserves the right to change the advertised examining body for any or all of the courses offered. The school reserves the right to conduct classes in any of the school (or partner schools) premises, including temporarily hired or rented rooms. The school reserves the right to amend or alter its prospectus at its discretion and without any prior notice. The school reserves the right to amend or alter any or all of these Terms and Conditions at its discretion and without any prior notice.

Parents are reminded to visit the school website regularly for the details of up-to-date Terms and Conditions.



Disclaimer:

- It is the parent’s responsibility to provide valid and up-to-date contact information for them and, when appropriate, their agent. This contact information should include a working e-mail address. The school will assume that any method of communication for which the parent has provided contact information, including e-mail, is secure. The school will not be liable for any damages, financial or otherwise, resulting from the release of the student's personal information to a third party as a result of communication with an invalid or insecure contact point or the interception of communication with said contact point, be it a postal or e-mail address, a telephone or fax number or an SMS.
- The parents confirm that all the information presented in support of the application is complete and accurate and that there are no issues of an academic, behavioural or medical nature that have not been disclosed.
- The parents accept that the school reserves the right to require a student to leave if, subsequent to the submission of an application and the signing of The Terms and Conditions of Registration and Re-Registration, information is discovered or disclosed that would have led to the rejection of that application.
- The parents accept that the school shall not be held responsible or liable for the loss of or damage to any item brought into the school.
- Photographs of students often feature in the press and in BSB publications as part of the Marketing Policy of the school. If parents do not wish their child’s photograph to appear, a written request must be submitted to the Head of School before 01 September of every academic year.

I/we agree to the terms of conditions of the school and have fully understood the contents and give my consent to enrol my child in the British school of Bahrain under the above terms and conditions.

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Name of the Father	Name of the Mother

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Signature of the Father	Signature of the Mother

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Date:	Date:

For Office Use Only:

Name of the Child:	Year:
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