



ENROLMENT POLICY

1. Purpose

The purpose of this enrolment policy is to create a fair and transparent process that governs the initial and continuing enrolment of students at Mandalika Intercultural School (MIS).

2. Scope

This policy applies to all current members of the MIS community and to prospective parents/guardians seeking enrolment for their children in MIS.

3. Enrolment Objectives

To provide equal opportunity for all applicants regardless of background.
To assess applicants based on their readiness and alignment with the school's values.
To foster a diverse and culturally rich student body.

4. Eligibility

MIS operates an open access enrolment policy. People of all nationalities are welcome to apply.

5. Period of Enrolment

MIS offers flexible enrolment periods accommodating both Short-Term and Long-Term requirements as defined below.

● Short-term Enrolment

MIS Short-Term Enrolment caters to Early Years and Primary level students intending to study at the school for a limited period of time and/or are enrolling mid-term. This type of enrolment may involve programs that are shorter in duration and may be designed for specific purposes such as skill enhancement, introductory coursework, or for student's that require flexibility due to time constraints or specific learning objectives.

● Long-Term Enrolment

MIS Long-Term Enrolment caters to students dedicated to studying at the school for multiple consecutive terms, with a minimum commitment of one semester. Long-Term enrolments may receive several benefits, including:

- Priority admission to MIS and placement in classrooms.
- Eligibility for a tuition fee sibling discount, where applicable.



- Maintenance of long-term registration in case of student's absence from school for up to two consecutive terms due to illness or temporary leave.

6. Application Process

Applications can be made online by completion of the Application form on the website www.mandalikaschool.org or by contacting admissions@mandalikaschool.org and completing all requirements of the Application Process.

7. Admissions Priority List

In the event of limited classroom space, MIS grants new applicants' admissions priority based on the below categories (along with a general first come first serve basis) and in the following listed order:

Category I

- Long-Term Enrollment applicants with a sibling currently at MIS.
- Long-Term Enrollment applicants. (Junior Foundation - Secondary)
- Long-Term Enrollment applicants enrolling five full days a week. (Toddlers - Playgroup)

Category II

- Long-Term Enrollment applicants enrolling five half-days a week (Toddlers - Playgroup).

Category III

- Long-Term Enrollment applicants enrolling less than five days a week. (Toddlers – Playgroup).

Category IV

- Short-Term Enrollment applicants committed to enrol for a longer period of time.

8. Inclusion Statement

MIS is open to people of all nationalities and ethnic backgrounds allowing the school to live up to its intercultural name whilst keeping a strong sense of the Indonesian culture and heritage of the school.

At MIS, we address the diverse needs of our students, offering a strong foundation in all aspects of learning to challenge and prepare them for a successful future. We develop empathy, compassion and actively promote the qualities of respect and tolerance as well as environmental and social awareness.



In order to fulfil the purpose, MIS makes provision for students with Individual Needs (IN) and/or who may require support in English and/or counselling. These provisions are limited and particular levels of support cannot be guaranteed. Admission is contingent on a match between the student's needs and the level of service available.

The admission of any student with identified needs (language or learning) is determined on a case-by-case basis using multiple sources of information, such as school records, evaluations, ILP (Individual Learning Plans), reports from therapists, an interview, and available staffing resources.

MIS reserves the right not to admit a student if the reasonable needs of the student in this respect cannot be met by MIS.

9. Parental Disclosure of Information

It is a condition of offer that parents/guardians have disclosed all information that is relevant to the application, including details of any academic, social or behavioural issues.

Parents must also actively update the school of any changes of the information requested during enrolment. If any information is found to have been withheld, incorrect, or if the parents are unsupportive of the school's provision for their child the student's place may be withdrawn and the admission fee will not be refunded.

10. Acceptance

The Admissions Officer will send a formal Offer of Enrolment Letter and Registration Fee invoice to successful applicants with a validity of 7 days. To accept the offer and secure enrolment the parent/guardian must make payment of the Registration Fee by the due date. In the event that the Registration Fee is not received by the due date and a parent/guardian wishes to subsequently accept enrolment it may be re offered subject to available space.

11. Denial

An applicant may be denied admission for reasons such as concerns about the applicant's academic and/or behavioural record, the applicant's English language proficiency is not commensurate with the grade level to which he/she is applying to, the families financial records with the school are unsatisfactory (such as outstanding fees), or MIS is unable to offer a programme to meet the applicant's individual needs.



MIS also reserves the right to expel or suspend a child in case of misconduct or a major breach of discipline, particularly if this has a negative impact on other students in the school. Please note that the admission fees will not be refunded in this case.

12. Withdrawal

- If a child is to be withdrawn from MIS, the school must be informed in writing at least 60 days prior to the last day of attendance at school.
- Any balance of fees will not be refunded when a student is withdrawn from the school.
- The school allows a cooling off period of one term during which time a student may re enter MIS when a space becomes available. In this circumstance no new registration fee will be charged. If the cooling off period has passed, then the student will re enter the waiting list as a regular applicant and all fees will apply.

13. Unpaid Fees

If parents fail to pay school fees by the due date they will receive a penalty of 1% of the outstanding amount for each 7 day period that the fees are overdue. MIS will withhold report cards if fees are unpaid. Continuing to fail to pay school fees will result in the student being unable to continue school at MIS.

Version	Approved by:	Date of issue:
1	School Board	22 February 2025