



ENROLMENT POLICY

1. Purpose

The purpose of this Enrolment Policy is to establish a fair, transparent, and lawful process governing the initial and continuing enrolment of students at Mandalika Intercultural School (MIS), consistent with Indonesian regulations and the school's educational mission.

2. Scope

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

3. Enrolment Objectives

MIS seeks to:

- Provide equitable access to education for applicants of all nationalities and backgrounds;
- Assess applicants based on readiness, suitability, and alignment with the school's educational values;
- Maintain a diverse and culturally rich learning environment;
- Ensure that student needs can be reasonably met within available school resources.

4. Eligibility and Access

MIS welcomes applications from students of all nationalities and backgrounds.

Admission is subject to:

- Availability of places;
- Assessment of academic, social, behavioural, and language readiness;
- The school's capacity to meet the student's educational and wellbeing needs; and
- Compliance with MIS policies and procedures, including payment of all required fees.

MIS does not operate unconditional or automatic admission.

5. Period of Enrolment

MIS offers flexible enrolment periods to accommodate both Short-Term and Long-Term enrolment needs.



5.1 Short-Term Enrolment

Short-Term Enrolment applies to students enrolling for a limited duration and/or enrolling mid-term.

Short-term students follow the MIS curriculum and are subject to all school policies, procedures, and behavioural expectations applicable to their year level.

Short-Term Enrolment does not constitute trial, tutoring, or non-curriculum programmes.

5.2 Long-Term Enrolment

Long-Term Enrolment applies to students enrolling for multiple consecutive terms, with a minimum commitment of one semester.

Long-Term Enrolment may provide:

- Priority admission where applicable;
- Eligibility for sibling tuition discounts;
- Eligibility for approved Temporary Leave arrangements (Section 12).

6. Application Process

Applications may be submitted by:

- Completing the online application form at www.mandalikaschool.org, or
- Contacting admissions@mandalikaschool.org and completing all required documentation.

Submission of an application does not guarantee admission.

7. Admissions Priority (Where Space Is Limited)

Priority is determined by category and application date.

Category I

- Long-Term applicants with enrolled sibling
- Long-Term applicants (Junior Foundation – Secondary)
- Long-Term applicants enrolling five full days per week (Toddlers – Playgroup)

Category II

- Long-Term applicants enrolling five half-days per week (Toddlers – Playgroup)



Category III

- Long-Term applicants enrolling fewer than five days per week (Toddlers – Playgroup)

Category IV

- Short-Term applicants.

Final placement remains subject to suitability and capacity.

8. Inclusion and Individual Needs

MIS is committed to inclusive education and seeks to support students with:

- Individual learning needs;
- English language development needs; and/or
- Social or emotional support needs.

Support services are limited and cannot be guaranteed at all levels or in all cases.

Admission of students with identified needs is determined on a case-by-case basis using available information including:

- School records,
- Professional evaluations,
- Parent interviews, and
- Available resources.

MIS reserves the right to decline admission where needs cannot be reasonably supported.

9. Parental Disclosure and Ongoing Information

Parents/guardians must disclose all relevant academic, behavioural, and learning-related information and update the school as needed.

Failure to disclose may result in withdrawal of the students place. Fees are non-refundable in such cases.

10. Acceptance of Offer and Initial Payment Requirements

Successful applicants will receive:

- A formal Offer of Enrolment Letter, and
- An invoice for the Registration Fee and an initial tuition payment equal to 50% of the applicable term tuition fee.



Offers are valid for 7 calendar days.

Enrolment is secured only upon payment.

If payment is not received by the due date:

- The offer may lapse; and
- The place may be released

The remaining fees must be paid prior to attendance.

11. Grounds for Denial, Suspension, or Expulsion

Admission may be denied if:

- Academic, behavioural, or language readiness is not appropriate for the applied grade level;
- Outstanding financial obligations exist from prior enrolment;
- Required documentation is incomplete or inaccurate; or
- MIS cannot reasonably meet the student's needs.

MIS may suspend or expel a student for serious misconduct.

Fees are non-refundable in cases of suspension or expulsion.

12. Temporary Leave of Absence and Return Guarantee

MIS may approve a temporary leave of absence of up to one academic term, subject to

- written request submitted at least 30 days prior to the last day of attendance, and
- written approval by School Management.

Where approved, parents may retain the student's place by payment of a Return Bond (50% of the tuition fee for the following term) by no later than 14 days prior to the last day of attendance.

Where the Return Bond is paid:

- The student's place will be guaranteed;
- No new registration fee will apply;
- The Return Bond will be credited to future tuition.



If the student does not return to MIS for the immediately following term:

- The Return Bond is forfeited;
- The student is considered withdrawn and if rejoining MIS must reapply as a new applicant subject to standard admissions procedures and the fees applicable for new enrolments.

Leave beyond one term requires full withdrawal and reapplication.

13. Withdrawal

- A minimum of 60 days written notice is required.
- Fees paid are non-refundable unless stated otherwise.
- Re-enrolment is subject to space availability and standard admissions procedures.

14. Payment of Fees and Attendance

All fees must be paid in accordance with issued invoices.

If fees are not paid by the due date;

- a late fee of 1% per week applies;
- MIS does not guarantee to hold the students place

If fees remain unpaid for more than 30 days

- The student may be excluded from attendance
- Reports and activities may be withheld
- The place may be offered to another applicant

If fees remain unpaid for more than 45 days;

- Enrolment may be terminated;
- Reapplication will be required under new enrolment conditions.

15. Financial Hardship

MIS may consider flexibility in cases of genuine hardship.

Requests must be submitted prior to the invoice due date.

Requests after the due date will not be considered.



16. Immigration and Visa Responsibility

Parents/guardians are solely responsible for ensuring that students hold appropriate visas and residency permits required for study in Indonesia.

MIS does not assume responsibility for student immigration compliance.

17. Authority and Policy Governance

Final enrolment decisions rest with School Management under authority delegated by the School Board.

This policy is subject to periodic review and may be amended by the School Board.

Version	Approved by:	Date of issue:
2	School Board	13 April 2026