



# Engage Minds Learning

## TERMS & CONDITIONS (2026-2027)

**All parents/guardians are advised to read the terms and conditions on the admissions to Engage Minds Learning**

### **1.0 THE EML SETTING:**

- 1.1 The EML Setting: For the purpose of the Registration Fee, Monthly/Termly Fees, Material fee, the Facility
- 1.2 Vision: An Inclusive Educational Setting Where Growth Knows No Limits
- 1.3 Mission: To Create an Inclusive Learning Space based on Appropriate Developmental Practices which puts the Child at the Core of the Community

### **2.0 ADMISSION:**

- 2.1 Application for Enrolment: This will be available in January, May and September, and children will be accepted within one week of an application being made as long as all documentation is fulfilled, and spaces are available and there are no further assessments required. A waitlist will operate alongside the enrolment process and when places will be available parents and guardians will be notified.
- 2.2 Registration: A parent or guardian who wishes to enroll their child must fully complete the application form provided, including all additional documentation and the registration fee to the office. An inaccurate or insufficient application could lead to rejection of the application.
- 2.3 Registration Fee: A Non-Refundable Registration Fee of BND 85 is paid upon submission of the enrolment form. This covers the registration of the form and guarantees a place for the child. It will entitle the child a place on the waitlist in the event that all spaces are full. All returning students will have to repeat the application process including the payment of the Application for Enrolment.
- 2.4 Entrance Criteria: A child aged 2.5 and up to 5 years as of January, May and September of the year of enrolment are eligible for enrolment. The setting reserves the right to refuse entry into the setting if in the opinion of relevant specialist staff and the principal cannot meet the educational and social needs of the child concerned.
- 2.5 Acceptance of Place: The parents and guardians will be given two weeks to confirm acceptance of a placement from the waitlist. The place is only secured after the receipt of a signed Enrolment Offer Letter is issued by the setting. If placement is not accepted by the specific date the place is withdrawn and the child's name is removed from the list and the application is no longer valid. Should the parent wish to re-apply they will need to repeat the process and pay the relevant fees.
- 2.6 Unsuccessful applicants: Parents have the right to appeal against an unsuccessful application.

### **3.0 STANDARD FEES AND OTHERS:**

- 3.1 Items covered: standard fees include all consumable items and stationery, books. Books lost or damaged beyond repair will be charged at BND 15 per book/resource.
- 3.2 Fees: The yearly fee is BND 4800 for the morning full schedule, BND 3960 for any three day schedule and BND 6960 for the full day schedule. The parents are to inform the school which of the following they choose to pay: payment at 10 months (Standard) or payment at 12 months. All school holidays are paid unless the correct notice of 8 (eight) weeks is given.
- 3.3 Payment of Education Fees at 12 months schedule: If the 12 months fee payment is selected, in the event that a notice of withdrawal is given, the school will bill the amount that is paid less monthly for the number of months the child has been in school for that year inclusive of notice period. (e.g: Child's last day is June 30th. The school will bill the amount that was paid less from January to June. This amount is calculated as such :  $4800/10=480$ .  $480-400=80$ . BND 80 is the amount that is paid less monthly for a 12 month fee schedule. The amount billed will be  $6 \times 80=480$ . The same calculation will apply to three day or full day schedules).
- 3.4 Non-Payment of Tuition fees: Parents and guardians who have not settled their accounts by the 5<sup>th</sup> of the current month will receive one gentle reminder and thereafter will be charged a late fee of BND 30. If no full settlement is received by the 7<sup>th</sup> of the following month a final reminder will be issued stating the child will be withdrawn from their group.
- 3.5 Withholding: The School reserves the right to withhold all setting reports, leave certificates and setting records until the accounts are settled.
- 3.6 Part month fees: Students joining the first half of the month will be required to pay the Standard Education Fee in full while students joining in the second half of the month will be required to pay half of the Standard Education Fee.
- 3.7 Should you require to defer the enrollment of your children you will need to continue to pay 20% of the fees to remain enrolled. If not, a leave form will be issued and the notice period of 8(eight) weeks will be required. You will be then put on the waitlist and a place may be given when a space opens up. This applies for all children enrolled (that started or are confirmed to start). Deferment is up to 6 months after which the child is automatically withdrawn. All fees will apply for re enrolment.

### **4.0 NOTICES:**

- 4.1 Withdrawal from the setting: Parent/Guardian who wish to remove the child from the setting will have to give 8 (eight) weeks 'notice in writing to the management. In absence of such writing the setting reserves the right to charge a one-month fee in lieu and all other due fees. The notice period starts the day after the notice is received.
- 4.2 Withdrawal at the request from the setting: The setting reserves the right to request the parent or guardian to withdraw the child from the setting at any time if the setting can no longer meet the needs of the child.

### **5.0 HEALTH AND MEDICAL:**

- 5.1 The Students Health: In the event of an emergency where the child requires immediate treatment, an attempt will be made to contact the parents/ guardians. However, the setting retains the right to take action in the best interest of the child. Any medical costs incurred are the responsibility of the parent.
- 5.2 Waiver of Liability: A parent/ guardian agrees waiver of liability on the setting for any injuries, illness, or loss of property of the child in or out of setting grounds.
- 5.3 Bruneian children must have insurance covered by the setting. PR and Foreign children must submit a copy of privately purchased insurance which needs to state the children are covered during time in an educational establishment.

### **6.0 GENERAL:**

- 6.1 The Use of Photographs and Images: Parent guardian gives consent to the setting to take photographs of the children at the setting and use these for website publication and social media purposes.
- 6.2 Trips will be organized regularly and all children will be invited. A fee may be charged to cover transport and other related expenses.
- 6.3 Parents are advised to check the policies and procedures as informed by the school, this document is available in Storypark: Planning area under Resources /Documents folder. This document is updated regularly.