AIS Indonesia
Terms & Conditions - School Fees 2026
Jakarta Campus

Fee Information

Students will generally be invoiced annually, by semester or by term, however by application, fees may be paid monthly. All invoices for new students must be finalized prior to the student commencing classes.

Fees Applicable

1. A one-time non-refundable **Application Fee** of IDR 2,000,000 upon submission of the Application form.
2. A one-time non-refundable **Registration Fee** of IDR 5,000,000 upon acceptance of admission.
3. A one-time **Refundable Notice Deposit** of IDR 5,000,000. The Refundable Notice Deposit is refundable upon the cancellation of enrolment when written notification is received one calendar month prior to the last day of attendance.
4. A non-refundable **Capital and Facilities Levy** must be paid in advance annually (Jan-Dec). For students commencing after Term 1, the Capital and Facilities Levy is charged prorate (term based).
5. A one-time non-refundable **Technology Levy** of IDR 6,500,000 applies for Year 3. The Technology Levy is also applied to new students joining Year 4 to Year 6. A Chrome Book computer is included in this levy.
6. For students commencing after Term 1, the Fees are calculated on a pro-rata (by term) basis:
   - A student who attends during Week 1 to Week 5 of the term will be charged the full fees for that term.
   - A student who attends after Week 5 of the term will be charged a prorate fees for that term.

Sibling Discounts

A sibling discount is applied to the Tuition Fee and the Capital and Facilities Levy only. It does not apply to any EAL component.

- First child – 0% discount;
- Second child – 5% discount;
- Third and following children –10% discount

FOR SECONDARY STUDENTS ONLY

- Additional **International Baccalaureate Diploma (IB) Fee/ Year 12 Certification fee** applies:

  All Year 12 students enrolled in an IBDP subject will be charged an IB Exam Fee in May. The fee will be per subject examined and any registration fee as indicated on the official IB website

- A one-time **Textbook** Deposit of IDR 4,050,000 is charged to Secondary students (Year 7 – Year 12).

  This deposit is fully refundable on return of textbooks & locker key prior to the student's final departure from the school.Textbooks and locker key will not be issued until the Textbook Deposit is paid. Fines are imposed for those books which show excessive deterioration in condition or have been lost whilst in the student's possession. Students are required to pay for lost locker keys.

Students who do not study the standard number of subjects for their Year Level (Year 12/13)

- The Tuition Fee shall be pro-rated to reflect the percentage of subjects taken ie. The full IB requires 6 subjects. A student taking 2 subjects will pay 33% of the tuition fee.
- The Capital and Facilities Levy shall be prorated to reflect the percentage of subjects taken.
- **For new students:** The Application Fee, Registration Fee, Refundable Notice Deposit and Textbook Deposit to be paid in full.

Students Who Attend On a Part-time Basis.

- The Tuition Fee shall be pro-rated to reflect the percentage of time attending ie. 3 days per week = 60% of the fee is payable.
- The Capital and Facilities Levy shall be prorated to reflect the percentage of time attending.
- **For new students:** The Application Fee, Registration Fee and Refundable Notice Deposit to be paid in full.

Parents Requiring Financial Assistance

Financial Assistance may be provided to families of students who pay their own fees. The Financial Assistance Application Form is available at the Admissions Office. The criteria and regulations for any Financial Assistance is stipulated in the application form. The School has discretionary power to award financial support on a needs basis.

Terms of Payment

All fees are payable in advance. School Fees may be paid annually or by semester or by the term. A 5% and 2% reduction is already applied to the annual and semester fee structure.

The invoice will be issued one term in advance and is payable two weeks prior to the commencement of the following term. New students are required to pay prior to commencement of classes. A late payment charge of 2% per month (24% per annum) will be applied to any overdue accounts.

- **Payments**

  For new students paying with the annual rate, payment shall be a single payment (in one invoice). For newstudents paying with the semester rate, invoices for payment will be issued twice in a year. For new studentspaying with the term rate, invoices for payment will be issued four times in a year.

  Those paying monthly will be advised of payment and invoice dates at the time of agreement to monthly payments.

- **New enrolments commencing in Term 2 or Term 4 only**

  Options for new students commencing in Term 2 or Term 4 and wishing to pay:

  Annually

  - One invoice will be issued and payment will cover four terms.

  Two options for Semester basis

  1. One invoice will be issued and a single payment should be received.
     - Payment covers the commencing term fee and the following semester's fee
  2. Two invoices will be issued, requiring two payments to be received.
     - Commencing term fee (at the term rate, due within 2 weeks)
     - The following semester's fee (at the Semester rate, due 2 weeks before the start of the following semester).

  Termly

  - One invoice will be issued and payment will cover the commencing term fee.

Withdrawal and Refund Policies

For fee refunds, written notification is to be received by the Finance Department one calendar month (30 days) prior to the last day of attendance.

1. Refunds may apply to the Tuition Fee and Bus Service Fee
   - For students who pay annually – please fill in the Refund Form available from the Administration desk.
   - For students who pay by semester – please fill in the **Refund Form and provide a letter from the employer confirming overseas employment or relocation**. The refund cannot be processed unless the supporting letter is provided.
2. The refund calculation shall be as follows:
   - A student who attends less than half a term (5 Weeks) will receive 50% refund for that term.
   - A student who attends more than half the term will not receive any refund for that term.
3. The Refundable Notice Deposit is fully refundable when the required notice period of one calendar month is given.
4. In the event that a student is **expelled**, no refund of tuition will be made, however the Refundable Notice Deposit will be refunded.