

Sekolah Bogor Raya Tuition Fees Regulation

Policy No. 001/SBR/X/2024 · Last reviewed 2024

Concerning: Tuition Fees

To complete, update, and/or replace matters related to the payment of school fees or tuition fees previously established by Yayasan Danasha or Sekolah Bogor Raya (SBR), Tuition Fees are regulated by the Sekolah Bogor Raya Regulation, hereinafter referred to as the Regulation, with the following provisions:

Article 1: Types of Tuition Fees

Tuition Fees consist of, but are not limited to, the following fees:

1. School fees (Tuition Fee)
2. Facility Fees (Facility Fee)
3. Fees for out-of-class activities such as excursions, class trips, camping, paid extracurriculars, etc.
4. Other administrative fees such as registration, exam, test, and assessment fees

Article 2: Billing and Payment Terms

1. The amount of Tuition Fee invoices along with the terms and conditions of payment are determined and communicated in writing by the Finance Department with approval from the Finance & Accounting Manager and based on prices along with terms and conditions of payment that have been approved and authorized by the SBR Executive Committee (ExCom).
2. All tuition fee invoices are sent to the SBRConnect app for parents/guardians of students, complete with a billing schedule and due date. The due date is stated on each invoice.
3. Invoices and payment receipts are only available through the SBRConnect app, which can be downloaded at any time by parents/guardians. SBR does not send these via email or WhatsApp, and in order to be environmentally friendly, SBR does not print invoices or receipts.
4. Tuition Fee (Tuition Fee) invoices can be paid in 12 installments for each academic year and must be paid on the 1st of each month, starting May 1st before the following academic year begins, with the following schedule:

Installment 1 – May 1

Installment 2 – June 1

Installment 3 – July 1

Installment 4 – August 1

Installment 5 – September 1

Installment 6 – October 1

Installment 7 – November 1

Installment 8 – December 1

Installment 9 – January 1

Installment 10 – February 1

Installment 11 – March 1

Installment 12 – April 1

5. Facility Fee invoices, if any, can be paid in 3 installments and must be paid starting January 1st before the student advances to the next grade level:

Installment 1 – January 1

Installment 2 – February 1

Installment 3 – March 1

6. Due dates for other invoices are adjusted according to the provisions applicable to the relevant type of invoice.
7. Invoices for additional academic or non-academic activities such as tests, assessments, excursions, class trips, camping, extracurriculars, etc. must be paid according to the due date schedule before the activity takes place. Students are not permitted to participate in such activities if the invoice for the activity has not been paid.
8. All invoice payments are "non-refundable" (cannot be returned) and "non-transferable" (cannot be transferred to another student).
9. SBR provides sufficient notifications and reminders to all parents/guardians regarding Tuition Fee payment obligations along with the payment schedule, due dates, and sanctions in the event of late payment. Sanctions as regulated in Article 4 of this Regulation are applied automatically without prior warning.
10. To ensure that parents/guardians of students understand and comply with all payment obligations regulated in this Regulation, all relevant SBR employees are required to participate in helping to communicate, enforce, and explain this Regulation according to their respective needs, duties, and responsibilities.

Article 3: Method of Payment

1. All Tuition Fee payments must be made online through the SBRConnect app, unless there are special written instructions issued by the SBR Finance & Accounting Manager or SBR Director.
2. The SBRConnect app can be downloaded on the Apple App Store or Google Play Store.
3. Overdue invoices must be settled first before making payment on other invoices.

Article 4: Sanctions

SBR imposes administrative and academic sanctions on students who fail to comply with the obligation to settle Tuition Fee invoices on time, with the following provisions:

1. Overdue invoices are automatically subject to a fine of 2% per month, calculated from 7 (seven) days after the due date until the date of settlement.
2. The following additional sanctions are given to students who still have any outstanding invoice more than 2 (two) months past the due date:
 - 2.1. Students may not participate in out-of-class SBR activities such as: excursions, class trips, camping, paid/unpaid extracurriculars, etc.
 - 2.2. ManageBac access for parents/guardians and students is temporarily frozen
 - 2.3. If there is a Facility Fee invoice that is overdue for more than 2 (two) months from the due date, the student's place for the following academic year may be allocated to another student.
3. If a student still has any outstanding invoice more than 3 (three) months past the due date, in addition to Sanctions 1 and 2 above, the following additional sanctions are given to the student concerned:
 - 3.1. The student may not take any exams or tests
 - 3.2. The student may not receive their Report Card
 - 3.3. The student is required to participate in learning activities from home
 - 3.4. The student may receive their Report Card and resume participating in learning activities at school once all overdue invoices have been settled.
4. If a student still has any outstanding invoice more than 4 (four) months past the due date, in addition to Sanctions 1, 2, and 3 above, the following steps and sanctions are given by SBR:
 - 4.1. The student is considered to have withdrawn, and the student's status in ManageBac is deactivated
 - 4.2. The student may not participate in graduation ceremonies/activities
 - 4.3. All administrative documents related to the student are retained by SBR, including dapodik data
 - 4.4. SBR may issue a student reference letter, such as a school transfer letter (if needed), after all Tuition Fee payment obligations have been fulfilled.

This Regulation takes effect from the date it is established and ends at a time determined by the SBR Executive Team. This Regulation and/or its Appendices may be revised or amended by the SBR Executive Team as needed.

Thus, this Regulation is made and established to be complied with, implemented, and enforced by all relevant SBR employees with full responsibility.

Established in: Bogor

Date: October 28, 2024

By: SBR Executive Team/ExCom



Regina Hartati
Managing Director