



# ST. GEORGE'S SCHOOL

Bandar Seri Begawan

No. 11, Jalan Kumbang Pasang, Bandar Seri Begawan BA1512, Negara Brunei Darussalam

Tel. No. : (+673) 2224458 Fax No. : (+673) 2226910 E-mail: info@stgeorges.edu.bn

Website: www.stgeorges.edu.bn Facebook: www.fb.com/brusgs Instagram: sgs.brunei

passport photo  
of applicant

## REGISTRATION FORM

Reg. No:

### STUDENT PARTICULARS

Full Name:

Brunei I.C. No.:

Brunei I.C. Colour:

 Yellow  Purple  Green

Gender:

 Male  Female

Passport No. :

Expiry Date:

Bru-HIMS No. :

Place of Birth:

Date of Birth:

Birth Certificate No. :

Citizenship:

Race:

Religion:

Brunei Home Address:

Town:

Post Code:

Postal Address:

### STUDENT'S EDUCATION DETAILS

Name of Previous School:

Current Level:

Level Applied for:

Please state if the student had previously attended St. George's School.

Yes

No

Year Left?

Previous Level:

### NAMES OF SIBLINGS IN ST. GEORGE'S SCHOOL - PRESENT / PREVIOUS

1.

Class:

2.

Class:

## PARENTS' / GUARDIAN'S PERSONAL INFORMATION

### FATHER / MALE GUARDIAN

Full Name:

Brunei I.C. No.:  
 -

Brunei I.C. Colour:  
 Yellow  Purple  Green

Passport No. :

Expiry Date:  
 /  /

Citizenship:

Race:

Religion:

Occupation:

Employer:

E-mail:

Mobile No.:

Office Tel. No.:

Home Tel. No.:

### MOTHER / FEMALE GUARDIAN

Full Name:

Brunei I.C. No.:  
 -

Brunei I.C. Colour:  
 Yellow  Purple  Green

Passport No. :

Expiry Date:  
 /  /

Citizenship:

Race:

Religion:

Occupation:

Employer:

E-mail:

Mobile No.:

Office Tel. No.:

Home Tel. No.:

### EMERGENCY CONTACT DETAILS

Emergency Contact Person:

Brunei I.C. No.:  
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Relationship:

Mobile No.:

Office Tel. No.:

Home Tel. No.:

## SGS REGISTRATION PROCEDURES FOR STUDENT ENROLMENT, TERMS & CONDITIONS

1. Photocopies of the required documents must be attached to the enrolment/registration form. The requirements are:
  - i. Passport size photo of the applicant
  - ii. Copy of the applicant's birth certificate
  - iii. Latest Academic Report from the previous school
  - iv. Leaving certificate from the previous school
  - v. Identity cards of both parents and applicant
  - vi. Passport copies of both parents and applicant
  - vii. For foreign students, photocopies of parents' Passport showing valid Employment Pass
2. It is at the discretion of the school to require student applicants to sit for an Entrance Test.
3. Parents of successful applicant will be issued Letter of Offer and Contract Form with regard to school fees payment. They will be notified via phone once these two documents are ready for collection.
4. Upon acceptance, the Contract Form is filled in by the parent/guardian and given to the Bursary together with the payment of the required fees for admission.
5. For new intakes, for **KINDERGARTEN** a total of **B\$668.00** is required. (Payment must be made in cash only)

A	B\$ 400.00	Deposit
B	B\$ 168.00	Advance Payment of 1 month's Fee
C	B\$ 50.00	Admission Fee - to be paid upon registration
D	B\$ 40.00	School Fund (to be paid yearly) - transport for educational trips, funding for Annual Sports, Novelty Games, prizes for inter-class competitions, preparation for Students' Progress Report, etc.
E	B\$ 10.00	Annual M365 Student License - Microsoft School Student Email Account. This is an annual payment and is subject to adjustment based on any cost updates from Microsoft Firm(s). Subscription provides students with exclusive access to all Microsoft 365 Student License products and the school's Microsoft Teams communication ecosystem.

6. For new intakes, for **YEAR 1 to YEAR 11** a total of **B\$680.00** is required. (Payment must be made in cash only)

A	B\$ 400.00	Deposit
B	B\$ 180.00	Advance Payment of 1 month's Fee
C	B\$ 50.00	Registration Fee
D	B\$ 40.00	School Fund (to be paid yearly) - for the running of CCA clubs, transport for educational trips, funding for Annual Sports, Novelty Games, prizes for inter-class competitions, preparation for Students' Progress Report, etc.
E	B\$ 10.00	Annual M365 Student License - Microsoft School Student Email Account. This is an annual payment and is subject to adjustment based on any cost updates from Microsoft Firm(s). Subscription provides students with exclusive access to all Microsoft 365 Student License products and the school's Microsoft Teams communication ecosystem.

7. If parents wish to withdraw their child/children from school, they are required to provide a **written notice** to the school **three months in advance**.
8. Parents must present the **original receipt** of the deposit upon refund claim. If the original receipt is lost, parents are required to file a **police report** and submit the report to the school in order to process the refund claim.  
[Ref: Dasar dan Garis Panduan Wang Pendahuluan (Deposit) Di Institusi Pendidikan Swasta (IPS) - by Bahagian Pendidikan Swasta Kementerian Pendidikan MAC2020]
9. School fees for **KINDERGARTEN** is **B\$168.00** per month and for **YEAR 1 to YEAR 11** is **B\$180.00** per month, to be paid monthly **during the first five (5) working days of the current month** thereafter until **October**.

10. All school fees and other miscellaneous fees paid to the school are **NON-REFUNDABLE** and **NON-TRANSFERABLE**.
11. Once all fees have been settled, uniform details and booklist will be given. The appropriate class will also be allocated.
12. Exercise books, test pads, school badge, student's handbook and other stationery can be purchased from the school's bookstore (Bursary).
13. It is the school's policy to discharge a student if and when he/she has been **absent for two (2) consecutive weeks** without written notice of such absence to the school. Therefore, parents/guardians are reminded to always inform the school whenever their children will be absent for any reason.
14. Foreign students **MUST** apply to the Student Pass section and obtain a **VALID STUDENT PASS** prior to commencement of their study in the school.
15. St. George's School reserves the right to change, add, delete and update the course structure and organization, conditions for admission and any other matter pertaining to the school. Such changes, addition, deletion and updates may be made without prior notice.

16. SCHOOL TIME

<b>Kindergarten One - Three (Morning Session)</b>	<b>: 08.00 a.m. - 11:30 a.m.</b>
<b>Kindergarten One - Three (Afternoon Session)</b>	<b>: 01.00 p.m. - 04.30 p.m.</b>
<b>Year One - Six A</b>	<b>: 12.30 p.m. - 05:30 p.m.</b>
<b>Year Six B - Year Eleven</b>	<b>: 07.15 a.m. - 12:20 p.m.</b>

**Parent's / Guardian's Declaration**

- I hereby confirm that the information provided in this form is true and complete to the best of my knowledge.
- I am aware that it is my duty to settle the schools fees and other fees in time as stated above.
- I have read the above Agreement and agree to the terms and conditions.

Name and Signature of Parent / Guardian.

Date:

D	D	/	M	M	/	Y	Y	Y	Y
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**OFFICIAL USE ONLY**

<input type="checkbox"/> Documents Complete	<input type="checkbox"/> Documents Incomplete
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Application received by:

Date:

D	D	/	M	M	/	Y	Y	Y	Y
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Remarks:

Acknowledged by:

Date: