



# Admissions & Enrolment Policy

2024 - 25



~ A Community of Learners, Making *Our* World Sustainable ~

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# Green School Bali Admissions Overview

## Getting to know each other

Green School Bali accepts applications throughout the year from students who meet our holistic entry criteria to join our Community of Learners here in Bali.

Green School Bali (GSB) places students for key start dates at the beginning of a semester in either **August** (our largest intake) and beginning of the Academic Year, and in **January**. When places open up in certain grades during the course of an academic year, we will accept new students at those times.

Places become available at GSB in two ways: through planned student growth or replacing students who leave. As an international community, annually we have a number of 'leaver' students who create new places for prospective students.

To be officially counted as an applicant to Green School Bali, you must have completed all required elements of the application form, upload all requested documents, and paid the application fee.

The process leading up to enrolment at Green School Bali is a careful exploration and review on the part of applicant families and the School. This is very much a two way process of diligent consideration and a deep understanding of mutual expectations. We select students who we believe will thrive in our international, progressive, jungle learning environment and grow and be nurtured within our Green School Bali learning programme and community.

Applicant families will be required to commit to our Green School Bali School Policies and Terms & Conditions as part of their enrolment to Green School Bali.





## The Basics

### A quick summary

This policy document contains important information for any applicant family or student, newly enrolled and continuing. The following is a summary of some very important points to get started.

- The Green School Bali Learning Programme is unique, with evidence-based programs that form part of our 'living curriculum'. We are a licensed international school in Indonesia, with Western Association of Schools and Colleges (WASC) accreditation.
- The **minimum enrolment period is one year** except for Early Years (ages 3-5) where single semester enrolments are possible when space is available. We have two primary intakes per year, in August and in January. Full year enrolments are prioritized.
- We hold a small number of reserved places for families who can make a substantial contribution to our Local Scholar Program for Balinese children and who pass the review process. More information is available separately on our reserved places.
- The Green School Diploma is a two year program (Grades 11 and 12). Students must start at the beginning of Grade 11 in order to complete all requirements to receive the diploma.
- Applications are accepted throughout the year. We give priority to applicants who have

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submitted full applications and paid the application fee by the application deadline.

- Payment and tuition deadlines are enforced as we continue to grow our dynamic school.
- All fees and charges are presented in Indonesian Rupiah, as legally required.
- The school academic year commences early to mid-August and concludes mid to late-June. Semester 2 commences in January. All courses are full time over 10 months of the year with the exception of Geckos (age 3) and Starlings (age 4) in Early Years. The School day typically runs from approximately 8.15am to 3.15pm Monday to Friday. Please refer to the ADMISSIONS GUIDE and School website for term dates.
- The School reserves the right to refuse a candidate's application if we believe that the child is not/will not be living with parents or a family member or mutually agreed guardian. Please refer to the Guardianship Policy.

## The Admissions Review process

### What makes a successful Green School Bali Application?

Green School Bali is committed to diversity, equity and inclusion. We welcome applications from a wide range of students, but always want to ensure that our School can best meet the needs of all applicants.

The 'Green School Bali Student Profile' is a holistic profile of what we look for in terms of the type of student who we believe through years of experience would 'thrive' in our learning programme and wall-less learning environment. Please refer to the ADMISSIONS GUIDE.

Our Admissions process is there to help our educational experts and Admissions team to guide applicant families to also see if Green School Bali is the right school for you and your children. Within the Admissions process, we look for students and families who want to make a change in the world, whatever their background. Here is what we like to see:

- A passion for progressive education that blends academic learning with the mastery of skills and the nurturing of values.
- Curiosity and motivation as learners, with a love for and interest in the natural world.
- An active commitment to learning, particularly for older students who need to be responsible and motivated to take advantage of the opportunities available to them.
- A desire to be part of a community including respect for others, respect for Bali and the honoring of educators as professionals and experts.
- A genuine readiness to make personal changes to make our world sustainable.



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## Other Considerations for Admissions

### **Diversity**

Our community of learners looks to find balance within the grade applied for and within the community as a whole of gender, country of passport, and passions. For families, we aim to place all siblings applying at the same time where possible and appropriate.

### **Grade Placement**

Students will be admitted to Green School Bali with their grade levels as shown in the Grade Placement Guide below. Grade placement is based on the birth date of the applicant and their age as of September 1st of the academic year. Grade Placement exceptions are made only in extraordinary circumstances and decisions made by the Head of Teaching and Learning. An offer of enrolment is made into a specific grade. If a family would like to review that placement, please refer to the ADMISSIONS GUIDE or the GRADE PLACEMENT POLICY.

### **Students Applying for Early Years (Geckos, Starlings or Kindy)**

Students entering Early Years must be toilet independent. Parents may be requested to complete a Developmental Checklist. All applications for Early Years will be reviewed by the Admissions Committee including the Head of Lower School prior to a place being offered.

### **Students Applying for Primary School (Grades 1-5)**

Students applying for Primary School must submit current and previous school reports, teacher recommendations and submit a video as part of the application review. All applications for Primary School will be reviewed by the Admissions Committee including the Head of Lower School prior to a place being offered.

### **Students Applying for Middle School (Grades 6-8)**

Students applying for Middle School must submit current and previous school reports, teacher recommendations and submit both an essay and a video as part of the application. All applications for Middle School will be reviewed by the Admissions Committee including the Head of Upper School prior to a place being offered.

### **Students Applying for High School (Grades 9-12)**

Students applying for High School must submit current and previous school reports, teacher recommendations and submit both an essay and a video as part of the application review. An interview (online or in-person) is also required for consideration for the High School Diploma programme. All applications for High School will be reviewed by the Admissions Committee including the Head of Upper School prior to a place being offered.

### **Additional Educational Needs | Student Support**

Applicants with additional educational needs often referred to as student support or learning support, are admitted to Green School Bali on a case-by-case basis. The needs of the child are considered alongside the current levels of staffing, expertise and resources within the school.

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Green School Bali will only admit students for whom it can make an adequate provision of social, emotional, behavioral and academic support. Additional adult support or specialist resources may be considered necessary in order for the school to make adequate educational provision for a student. Please see our section on Student Support in the separate ADMISSIONS GUIDE and TERMS AND CONDITIONS for more information.

**English Language Needs** Students in Primary, Middle & High School are expected to have a level of English Proficiency that allows the child to engage actively in our programmes. Green School English is a programme dedicated to supporting students who need English language support to get to that level. The application process and term dates are slightly different to the Green School Bali Learning Programme. Please see our website for the latest details on our next **Green School English** programme dates.

## Admissions Timeline and Fees

### Important dates and deadlines in our admissions cycle

For our **New Families**, Green School Bali accepts applications throughout the year, but due to the dynamic nature of our international community, offers become available where new 'spaces' are added to the school and where our student 'leavers' provide withdrawal notice based on our TERMS AND CONDITIONS AGREEMENT. And please refer to our website for the latest term dates for Academic Year 2024-25.

For our **Continuing Families** considering their re-enrolment for the next Academic Year or Semester following their minimum enrolment period commitment, please note the Key Dates for notice of Intention to Continue or Withdrawal Notice as per the schedule below. Payment of Tuition and Fees by the deadline is required to secure space for the following Semester. Also known as our Intention to Continue process, re-enrolment for the following Academic Year for Continuing Families also includes the signing of an annual enrolment TERMS AND CONDITIONS AGREEMENT and signing of our COMMUNITY CODE OF RESPECT.

All applications should be fully completed through our online application portal by the submission deadline dates (as outlined below) for consideration for the next enrolment cycle.

We do accept applications throughout the year, but late application submissions will follow the offer cycle as outlined below.

- Applications received fully submitted (with all documents, checklist items and application fees submitted) by the Application deadline are reviewed based on chronological order from the date of receipt of the full application.
- Late applications are reviewed based on chronological order based on the date of receipt and with consideration of the Academic Year/semester applied.



Please note families with applications that require Student Support services, are more likely to receive decision outcomes in our Round 2 offers, which follow our process to review 'leavers' for the upcoming year and align with our final understanding of hiring and resource allocations.

<b>AUGUST 2024 Entry (Semester 1)</b>	<b>Application Deadline</b>	<b>Offers Begin</b>	<b>Tuition Fee Deadline</b>
<b>Round 1</b> Early Offers	September 15, 2023	December 1, 2023 onward	March 1, 2024
<b>Round 2</b> Enrolment Offers	December 15, 2023	March 1, 2024 onward	14 days after invoice
<b>Round 3</b> Late Offers	Ongoing	May 1, 2024 onward	14 days after invoice

<b>JANUARY 2025 Entry (Semester 2)</b>	<b>Application Deadline</b>	<b>Offers Begin</b>	<b>Tuition Fee Deadline</b>
<b>Round 1</b> Enrolment Offers	June 15, 2024	August 1, 2024	14 days after invoice
<b>Round 2</b> Final Offers	August 15, 2024	End of Sept onward	14 days after invoice

1. Where a deadline date falls during a weekend or holiday, the next day of school following will be acknowledged as the deadline.
2. Minimum Registration Fee must be paid within 7 days of receiving the official offer to reserve the space.
3. After receiving the registration fee, the family will be invoiced and has 14 days to pay and secure their placement.
4. For 2025/26, the dates will be the same as this cycle but within the new year.

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Fees are annually reviewed and published on our website usually in Term 3 of each school year.

New Student Admissions Fees	Per Individual Child
Application Fee	IDR 4,000,000
(One-time) Registration Fee	IDR 36,000,000
<b>Total Admission Fee (Non-refundable)</b>	<b>IDR 40,000,000</b>

### Application fee

All applications are required to be submitted together with the Application Fee. An Application Fee is required for each enrolment cycle and is **not refundable** even if a place is not provided to the student. Once this fee has been paid and all application materials are submitted, the application review process commences.

### Registration Fee

Registration fee is payable once, and is invoiced on acceptance of an enrolment offer or invitation to be added to the waitlist pool. The registration fee is **not refundable**.

## Enrolment Options and Requirements

### Candidate Lists

An applicant will be placed on the Green School Bali Candidate List after:

1. The initial application has been received (completed and signed online Application Form, all supporting documentation, and the Application Fee paid).
2. A thorough application review has been conducted by the Head of Learning Neighborhood (approximately 4-6 weeks).
3. Once the Admissions Committee has determined whether the applicant has met the entry requirements for Green School Bali.

**The candidate will then be offered a place in School if and when there are appropriate spaces available OR, if no places are available, they will be asked if they want to be placed in the Waitlist pool and provided a Waitlist Offer.**

### Offers & Acceptance of Offers



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Parents of successful candidates, where there is space available, will receive a formal offer letter by email. To accept the offer:

1. ACKNOWLEDGE, PAY REGISTRATION FEE, and SIGN TERMS AND CONDITIONS: **Within 7 days**. This action will reserve the placement, and then you will receive an invoice.
2. PAY TUITION and FEES and REFUNDABLE DEPOSIT: When Green School Bali receives registration fee and signed enrolment TERMS AND CONDITIONS AGREEMENT, Admissions will issue an invoice for Tuition and Fees and Refundable Deposit. This invoice must be paid **within 14 days** to confirm enrolment.
3. CONGRATULATIONS

If placement cannot be accepted within the time frames described above, candidates can ask to be put on the Waitlist Pool.

## Waitlist Pool

Where a space is not available in the grade applied to, a 'candidate' may be given a Waitlist Pool offer. To accept a Waitlist Pool offer, you must pay registration fees and sign the TERMS AND CONDITIONS AGREEMENT.

Priority on the Waitlist Pool will be given to:

- A child of a full-time faculty member
- A qualified sibling of a current Green School Bali student who has completed the application process
- A returning student who has completed the application process
- A qualified graduate from our our Green School English camp upon recommendation from teacher
- A candidate will be placed on a Waiting Pool in the order of the date of application.

The Waiting Pool list rolls over each Semester. Parents of candidates remaining on the Waiting Pool list will be required to submit new supporting documents after one Semester and a completed new application after one academic year (though an application fee will not be required). Waiting Pool list positions are not disclosed to parents. The applicant's place at the Green School Bali is prioritized for the next semester **but it is not guaranteed and will be subject to re-review as stated above and based on availability.**

## Minimum Enrolment Period

The minimum enrolment period for all candidates is two semesters from the start of the enrolment period, except for Early Years which requires a minimum of one semester and Grade 11/12 which requires a two year commitment. Withdrawal within the minimum enrolment period does not allow for the refund of any registration, tuition or fees paid for the period of the first two semesters of enrolment.

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For mid-Semester enrolment starts in approved grades throughout the year, the minimum enrolment will be that Term + the two required semesters to fulfill the minimum enrolment period.

In the extreme case of extenuating family and medical circumstances, a family should contact Admissions for consideration of their late withdrawal request to discuss this case. There is no guarantee of refunds or enrolment credits and all requests are considered on a case-by-case basis.

## Withdrawals of Enrolment

### Giving Notice

A **newly enrolled student** has 7 days to decide to take their offer of place before the Registration Fee and Terms and Conditions is due. Newly enrolled students can only withdraw if they had received, reserved, and confirmed their enrolment prior to the withdrawal deadlines below.

For **continuing students**, who **have fulfilled their minimum enrolment period**, a notice of withdrawal for the next semester should be made by the deadlines outlined below to our Admission team in writing via email with a 'Confirmation of Withdrawal Notice.' Verbal notifications, WhatsApps, or emails are not accepted as we require direct confirmation using the Withdrawal Form to fulfill the requirements of the Terms and Conditions. Where the School is notified of a withdrawal after this deadline, the School is not obligated to refund any fees or deposit paid.

TUITION PERIOD ACADEMIC YEAR	WITHDRAWAL DEADLINE
AUGUST 2024 - SEMESTER 1	1 March 2024
JANUARY 2025 - SEMESTER 2	1 September 2024
AUGUST 2025 - SEMESTER 1	1 March 2025
JANUARY 2026 - SEMESTER 2	1 September 2025

## Summary of Enrolment Fees

### Tuition Fees and Billing Cycle

Tuition and fees are due annually, minus any discounts. Please refer to our TUITION AND FEES SCHEDULE for details for the current Academic Year. Our Finance team can provide applicant



families with a quotation. Please email [accounts@greenschool.org](mailto:accounts@greenschool.org) to make this request. Fees are updated annually usually in Term 3 of the Academic Year (please check website).

## Local Scholars Levy and Parent Programs

Every Green School family plays a role in supporting a new generation of Indonesian changemakers, by contributing to the Local Scholar Program. The mandatory levy per family of (in IDR) 8,500,000 is payable annually with tuition fees. This levy supports Green School Bali's Local Scholar Program.

In addition, an annual Membership fee (for up to two parents) to Green School Bali's Parent Programs is payable at (in IDR) 2,300,000 inclusive of non-educational VAT tax. This levy goes towards supporting the Green School Parent Association (GSPA) and membership to The Bridge (the School's parent co-working, co-creation and co-learning space).

<b>Local Scholar Annual Levy (in IDR)</b>	8,500,000
<b>Membership to Parent Programs (in IDR)</b>	2,300,000 gross (GSPA 280,000 and Bridge 2,020,000)

## Refundable Deposit

Green School Bali reserves the right to hold this Deposit for the duration of the student's enrolment. When the student leaves Green School Bali, this Deposit is refundable in accordance with the School's withdrawal deadlines and refunds policies subject to any outstanding payments owed including outstanding tuition fees, charges for materials, resources, sport uniforms, reimbursements and damages. Any refund of this Deposit shall be without interest and without taking into account fluctuations in exchange rates.

<b>Deposit Refundable</b>	IDR 30,000,000/child
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## Grade Placement Guidance

### Holistic Placement

It is GSB practice to place a student with their age-cohort as we honour the holistic role of education and thus pays attention to the importance of having students with their social-, physical- and emotional- peers.

We understand that students have a range of academic abilities that can differ to those of their

peers, but as a learning programme centered on values, skills and knowledge, we believe that students are best placed within their social and emotional peer group. There are many ways to enrich, challenge and support students to thrive at Green School, not just academically. For these reasons, **Green School would rather enrich and diversify the learning experience for a student who remains placed with their age cohort, than consider full grade advancement.**

GSB believes that a diagnosed Learning or Social or Emotional Difficulty should never, *on their own*, be the reason for retention (i.e. repeating a grade). A better plan is to move the student with their age cohort and ensure student-centered access points to the curriculum with the support they receive.

For families applying, we require you to thoroughly read and understand our GRADE PLACEMENT POLICY before applying and accepting your offer to fully understand our approach and policy.

EARLY YEARS	Age for Admissions
Pre-K Geckos (5 Full days, 3 or 4 Full days or 5 Half days per/week )	3 years old by Sept 1
Pre-K Starlings (5 Full days, 3 Full days or 5 Half days per/week)	4 years old by Sept 1
Kindergarten	5 years old by Sept 1
PRIMARY SCHOOL	Age for Admissions
Grade 1	6 years old on Sept 1
Grade 2	7 years old by Sept 1
Grade 3	8 years old by Sept 1
Grade 4	9 years old by Sept 1
Grade 5	10 years old by Sept 1
MIDDLE SCHOOL	Age for Admissions
Grade 6	11 years old on Sept 1
Grade 7	12 years old by Sept 1
Grade 8	13 years old by Sept 1
HIGH SCHOOL	Age for Admissions



Grade 9	14 years old by Sept 1
Grade 10	15 years old by Sept 1
Grade 11&12 must be a two year commitment	16 years old on Sept 1

A comparative table showing the grade equivalents in different educational systems can be found in the ADMISSIONS GUIDE.



## Important Related Documents and Policies

- TUITION AND FEES SCHEDULE (includes Billing Cycle)
- Enrolment TERMS AND CONDITIONS AGREEMENT
- COMMUNITY CODE OF RESPECT
- GRADE PLACEMENT POLICY
- GUARDIANSHIP POLICY
- ADMISSIONS GUIDE - How to Apply to Green School Bali
- Green School Bali Website Admissions Page