

**This form is to be accompanied by:**

- School Fund of \$45.00 (per academic year, applicable to all students regardless of the date of enrolment and withdrawal)
- Admission Fee : \$25.00 (non-refundable)
- Yearbook : \$5.00
- 2 pieces passport sized photographs
- 3 copies student's Brunei IC (when applicable)
- 3 copies parents' Brunei IC
- 3 copies student's Birth Certificate
- 3 copies student's and parent's passport (applicable to foreigners only)
- Child's report book from previous school (when applicable)
- Child's leaving certificate of previous school (when applicable)
- Child's Medical Record from previous school (applicable to Year 2 to Year 11 students)
- Deposit fee (applicable for new admission)**
  - i. \$150 deposit - refundable upon the receipt of one(1) month written notice and upon settlement of all current /outstanding school fees.
  - ii. Year 6, 8 and 11 classes (those who wish to transfer from St James's School) will have automatic refund upon settlement of all current / outstanding school fees.

**Year of Entry (Please Tick):**

<input type="checkbox"/> Kindergarten 1 (must be 3 years by 1 <sup>st</sup> Jan)	<input type="checkbox"/> Year 1 (must be 6 years by 1 <sup>st</sup> Jan)	<input type="checkbox"/> Year 4	<input type="checkbox"/> Year 7	<input type="checkbox"/> Year 10
<input type="checkbox"/> Kindergarten 2 (must be 4 years by 1 <sup>st</sup> Jan)	<input type="checkbox"/> Year 2	<input type="checkbox"/> Year 5	<input type="checkbox"/> Year 8	<input type="checkbox"/> Year 11
<input type="checkbox"/> Kindergarten 3 (must be 5 years by 1 <sup>st</sup> Jan)	<input type="checkbox"/> Year 3	<input type="checkbox"/> Year 6	<input type="checkbox"/> Year 9	

**School Fee:**

<b><u>Below aged 5 years old:</u></b>	<b><u>Aged 5 &amp; above : Government and BSP Employees</u></b>
Kindergarten 1    B\$108.00(x 10 months)	Kindergarten 3    B\$144.00(x 10 months)
Kindergarten 2    B\$108.00(x 10 months)	Year 1 to Year 11    B\$144.00(x 10 months)
Kindergarten 3    B\$108.00(x 10 months)	
	<b><u>Private Sector</u></b>
	Year 1 to Year 11    B\$144.00(x 10 months)

**School Uniform:**

The school uniform and P.E. uniform are available at Dayang Rabiah Ahmad Sdn Bhd, Shop No: 38, 39 Ground Floor, Jalan Pretty, Kuala Belait. The P.E. uniform must be worn with black shoes and white socks during PE and CCA activities.

<b>1. Boys Uniform:</b> <ul style="list-style-type: none"> <li>● Polo white shirt short sleeves (Year 1 – Year 6)</li> <li>● long sleeves (Year 7 – Year 11)</li> <li>● Dark blue trousers</li> <li>● Tie (light blue for years 7-9) and (dark blue for year 10-11)</li> <li>● Black shoes and white socks</li> <li>● School badge</li> <li>● Songkok (Muslim)</li> </ul>	<b>2. Girls Uniform:</b> <ul style="list-style-type: none"> <li>● White blouse with long sleeves</li> <li>● Long blue checkered skirt</li> <li>● White tudung with school's logo</li> <li>● Black shoes and white socks</li> <li>● Non Muslims should tie their hair neatly</li> </ul>
<b>3. These items are available at the administration office:</b> <ul style="list-style-type: none"> <li>○ School badge</li> <li>○ School tie</li> </ul>	



No: 1, Jalan Mckerron  
P.O. Box 79, Kuala Belait KA 1189  
Negara Brunei Darussalam

Telephone : 3334372 / 3331344 / 3334827 / 3332657 (staff room)  
e-mail: [stjames.brunei@brunet.bn](mailto:stjames.brunei@brunet.bn)

Photo

## ADMISSION TO ST JAMES'S SCHOOL

### Student Information:

Student admission number : / /

Student's Name :			
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Brunei IC No:	[ Y / P / G ]
Date of Birth:		Birth Cert No:	
Race:		Religion:	
Citizenship:		Home Phone:	
Home Address:			
Name of previous school attended:			
Class Attended:		Mobile Phone:	
Has your child been involved in any disciplinary proceedings or suspended or expelled at any previous school? <input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, please provide details:			
Does your child have any known allergies or medical conditions that the school should be aware of?			

### Administrative Information:

Application Fee Receipt No: _____	Date : _____
Start date: _____	Year level: _____
Student Pass : <input type="checkbox"/> Yes <input type="checkbox"/> No	
Student Pass Ref: _____	Date of Expiry: _____

**Additional Information:**

List any siblings who currently attend St James' School ( and their level ):

1. Name \_\_\_\_\_ Year \_\_\_\_\_

2. Name \_\_\_\_\_ Year \_\_\_\_\_

3. Name \_\_\_\_\_ Year \_\_\_\_\_

4. Name \_\_\_\_\_ Year \_\_\_\_\_

Person to be contacted in an emergency if the parents are not available:

Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Brunei IC: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Family Information:**

Father's Name :					
Date of Birth:		Brunei IC No:	[ Y / P / G ]		
Citizenship:		Religion:		Race:	
Mobile Phone:		Office Phone:			
Email Address:					
Employer:					
Occupation:		BSP Service No: <i>(for BSP Employee)</i>			
Office Address:					

Mother's Name :					
Date of Birth:		Brunei IC No:	[ Y / P / G ]		
Citizenship:		Religion:		Race:	
Mobile Phone:		Office Phone:			
Email Address:					
Employer:					
Occupation:		BSP Service No: <i>(for BSP Employee)</i>			
Office Address:					

We declare and confirm that I/We have read, understood and agree to be bound and abide by the following documents to be known as the Terms and Conditions:

- 1) Terms and Conditions of Admission
- 2) Terms and Conditions of School fees
- 3) Terms and Conditions of this Application for Admission form

I/We further agree to be bound and abide by any amendments that may be made to the Terms and Conditions from time to time by the School at the School's sole and absolute discretion. Such amendments will be made without prior notice or consent.

I/We undertake to provide all necessary documents and fees as requested by the School prior to the admission of my/our child.

I/We will ensure that my/child abides by the school regulations, a copy of which I/we have received and read. The School regulations may be amended from time to time at the school's sole and absolute discretion. Such amendments will be made without prior notice or consent.

I/we declare that the best of my/our knowledge all of the information which I/We have supplied in this application form is full and accurate. I/we undertake to inform the School immediately if any change in the particulars relating to this application or my/our wish to cancel it.

I/we further undertake:

1. To reimburse the school for the full cost if any damaged or lost school resources (books, equipment and to settle any outstanding monies).
2. To pay fees on time as they fall due on the first week of each month. Failure to settle two(2) consecutive months of school fee will receive a reminder letter.
3. That our child will not be permitted to join the class if there is an outstanding fee for more than 2 months.
4. The School will not provide leaving certificate, school reports or release examination results until all outstanding fees have been settled in full.

Signatures of parent: \_\_\_\_\_

Date : \_\_\_\_\_