

General Comments

- Enrollments take place on a 'first come - first served' basis.
- Where applicable, the activity will specify which year group it is intended for. This allows you to match your child's participation to their age group.
- The school reserves the right to cancel scheduled activities or change location if circumstances so dictate, in case of insufficient participants or due to other extenuating circumstances.
- Participants can choose no more than one slot per activity (i.e. swimming lessons and private instrument). This is to ensure that all participants have an equal chance to enroll.
- There are no ECA activities scheduled on pre-scheduled/announced PD days, national holidays and on Student Led Conference Days.
- The school reserves the rights to change/swap NIS teachers between the free activities for operations reasons.

Student Courses

1. The parent/guardian of the student confirms that the responsibility for the children during a ECA activity always remains with the parents even though the children are on the school premises and take part in an after-school activity.
2. The parent/guardian of the student confirms that his / her child is properly insured (including health and civil liability) prior to participating in the ECA courses and for their duration.
3. The parent/guardian of the student understands that all reasonable care will be taken by the ECA instructor to ensure the safety of the children during the activities.
4. The parent/guardian of the student confirms that in the unlikely event of a mishap or accident he / she shall not in any way hold the ECA coordinator or the instructor responsible for any injuries or damages that may result as a direct or indirect consequence thereof.
5. The parent/guardian of the student understands that in case of an incident the school shall always try to contact the parents.
6. If a doctor is urgently needed and the instructor and NIS staff cannot contact the parents of the child concerned, the student shall be taken to SOS Medika on Jl. Puri Sakti 10, Jakarta. This is standard procedure at NIS. The costs of treatment are under all circumstances the responsibility of the parents.
7. If the child attends an ECA activity, a parent or nanny will ensure that he/she arrives at the activity on time, at which point, the duty of care is transferred again to the adult running the activity. For some activities, supervision by a parent or nanny is mandatory (i.e. some private lessons and swimming). For these activities, we expect parents or a nanny to be present at the activity. Please refer to the ECA booklet for more detailed information.
8. Unacceptable behavior will be addressed with the parents and may result in termination of your child's participation, with no refunds.
9. **Swimming:** Group allocation for students new to our swimming program are based on the Swim Assessment, held at the beginning of the term. The coach has the final decision of the child's group level. The level follows as, Water Confidence 1, Water Confidence 2, Certificate Swimming 1, Certificate Swimming 2, Diploma A Diploma B, Diploma C and 'Zwemvaardigheid', etc.
10. For safety reasons and so as not to disturb group activities, accompanying adults (parents or nanny), siblings and/or friends are not allowed into the big or small PE hall and are kindly requested to wait outside.

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11. Siblings or friends that are waiting must be supervised by an adult (parent or nanny) at all times.
12. New to our ECA programme, all NIS students may choose no more than three ECA activities per week. These may be in combination of paid or free activities.
13. Children will not be allowed to swap activities.
14. If students are absent from their activity without authorisation on more than two occasion, they will be removed from the activity and their place will be offered to a student on the waiting list.
15. Once the maximum number of children has been reached, the activity will be 'closed'.
16. Activities may be cancelled if the total number of participants does not meet the required minimum.

Parental Courses

1. The responsibility during the parental course(s) always remains with the participant even though the participant is on the school premises and takes part in a parental activity.
2. The participant is insured (health and civil liability) prior to participating in the course and for the duration of the course(s).
3. The participant understands that all reasonable care will be taken by the instructor to ensure the safety of the participants during the activities.
4. The participant confirms that in the unlikely event of a mishap or accident she / he shall not in any way hold the school or the instructor responsible for any injuries or damages that may result as a direct or indirect consequence thereof.

Registration, Payment and Refund Terms

Please see the application guidelines below for detailed instructions.

How to register

Please follow the steps below to enroll your child or yourself in the activity of choice:

1. Go to the **NIS website**, go to **Learning, Extra-Curricular Activities**
2. Register to start
3. Select the activity/activities you wish to sign up for
4. During registration you will automatically be notified in case activities overlap.
5. If an activity is already fully booked, you will automatically be put on a waiting list. 'Confirm' if you wish to be on the list* or press 'X' and choose a new activity, if you do not wish to be on the waiting list.
6. After reading the ECA Terms and Conditions, tick the box to continue
7. Click **SUBMIT** to finalise the procedure
8. **SAVE** the 2 (two) Confirmation Letters that are automatically generated (one for PARENTS; one for OFFICE) on your device
9. **PAYMENT** must be completed through a bank transfer

** you will be informed by the ECA coordinator or Front Office in case a placement becomes available.*

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To **FINALISE** registration and secure the placement(s), please choose one of the option below:

Option 1 (preferred):

→**SEND** the Confirmation Letters (PDF) AND copy of the bank transfer to info@nis.or.id before December 8.

Option 2:

→**PRINT** and **BRING** the Confirmation Letters AND the copy of the bank transfer to the Front Office at the following operation hours: Every work day from Monday 20 November – 8 December.

Registration and Payment

- If you register for the waiting list, you will be informed by the ECA coordinator or Front Office when or if a placement is available.
- Reservation by phone, email or at the Front Office is not possible.
- All fees must be paid prior to the start of the activity. Participants will not be allowed to attend classes if payments have not been completed in due time.
- Fees for ALL paid activities registered on the Confirmation Letter(s) must be paid IN FULL. It will not be possible to pay in installments.
- Payments can ONLY be done through bank transfers. An exception will be made for families new to Jakarta, who do not have an Indonesian bank account yet. These families are allowed to pay in cash IDR.
- It is not possible to swap activities once the participant has paid, unless the school has cancelled the activity.

How to pay

Payments must be completed through **bank transfer**. The only exception is for families new to Jakarta, who do not have an Indonesian bank account yet. These families are allowed to pay in cash IDR.

Bank Payments details

Please find the bank details below and select the following names and SWIFT code; please also include student's name and 'ECA':

Account no. : 408 104 01 00001
Account name : **NEDERLANDSE INTERNATIONALE SCHOOL**
Bank name : PT.BANK ANZ INDONESIA
Swift code : ANZBIDJX

In case you transfer the fee via **ATM banking**:

Account no. : 408 104 01 00001
Account name : **NEDERLANDSE INTERNATIONALE SCHOOL**
Bank name : PT. BANK ANZ INDONESIA
Swift code : ANZBIDJX

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Refund Terms

- NIS reserves the right to cancel all programs due to insufficient enrolment or staffing.
- NIS reserves the right to change or alter dates and times.
- If a program is cancelled by NIS before or during a running ECA term for whatever reason, there will be 100% refund (for the remaining lessons).
- In the situation that an ECA instructor is ill or absent, and if no other teacher / instructor is available; the lesson will be postponed. In the case that a date is set for a postponed lesson and the attendee is not able to join, a refund will not be issued.
- There will be no refund for a student who is asked to leave the program for inappropriate behaviour, or non-notification of a serious medical condition, or whose conduct is detrimental to the program. Also, no refund will be made for a student's late arrival, early vacation, family vacation or unscheduled governmental holidays.
- Due to the weather, outdoor activities might sometimes (partly) be cancelled. Please note that a refund for these cancelled lessons is also not applicable.
- All other refund decisions or requests are at the sole discretion of NIS management.

Dates to be noted

Online Registration open	: Wednesday 21 February at 09:00
Online Registration close	: Wednesday 28 February at 09:00
Start ECA Term 3	: Monday 09 April 2018
End of ECA Term 3	: Thursday 31 May 2018
Start ECA Term 3 (all paid activities continue)	: Monday 9 April 2018
End of ECA Term 2	: Thursday 31 May 2018