



TERMS AND CONDITIONS

ADMISSION PROCESS

Application

To apply formally for their children to join the School, parents submit an Application Form together with the Application Fee of RM500.00

Assessment

The school assesses candidates for admission to check that the curriculum and pace of learning are appropriate for them and that they have the potential to be happy and thrive in the school, contributing co-operatively towards its community.

The ability to understand and communicate effectively in English is fundamental to this. The assessment covers three (3) parts:

- a. Written Entrance Examination in English and Mathematics. These tests are age specific.
- b. Previous school reports, including achieved examination results and predicted grades. When possible, a confidential report from the candidate's current school will be used, otherwise parents will be asked to provide a copy of the most recent school report.
- c. An informal interview.

It is understood that candidates will have different school backgrounds and different levels of English; the assessment attempts to measure a candidate's potential to learn and develop. All candidates are assessed in a similar way so that decisions about the class grouping can be made.

Offers

Results will be released within 3 working days of the assessment. There are four (4) possible outcomes;

- a. An offer is made of a place in the School;
- b. It is explained that the School's programme and curriculum are not appropriate for the applicant;

If the candidate is not yet ready for admission to the School, recommendations are made before retesting.

It is not advisable to:

- a. Release specific details of examination and interview performance or other forms of detailed feedback.
- b. The candidate may be placed within a lower age group based on the admission results in the interest of the school and the child.
This decision is binding and may only be changed at the discretion of the Principal.

Acceptance

Parents are asked to respond to offer letter within seven (7) days by completing an Admission Agreement, Insurance Form and submitting a copy of the birth certificate, passport and/or identity card, if applicable. As this time a deposit is made equal to one term's course fee.

Refund of Deposit Paid on Withdrawal of Student

The deposit paid is only refundable on condition that the school receives one (1) full term's notice in writing BEFORE the term commences. The deposit will be paid on the student leaving the school. All deposits paid to the School shall under no circumstances be treated as payment of the school fees or any other fees or payment due to the School and shall not be used to set-off any other amounts due and payable by the parent.

Tuition Fee Refund Policy

On condition that the student has attended school for one (1) full year, the tuition fee for the subsequent year, is refundable under the following circumstances :

- i) Prorated tuition fees for the term will be refund if the student attends school only for two (2) weeks or less with the school charging one (1) month full fees.
- ii) If attendance is for more than two (2) weeks then prorated terms fees will be refunded minus fees for a month.
- iii) If attendance is for one (1) month or more than there is no entitlement for a refund.

PAYMENT METHOD

1. Registration fee is not refundable nor transferable and is a one-time payment upon submission of Application Form.
 2. The deposit is to be topped up as the student progresses according to the year level. It is non-transferable but refundable with terms and condition.
 3. All fees, including Miscellaneous Fees must be paid before commencement of the academic year. All fees, including Miscellaneous Fees are not refundable nor transferable and it cannot be prorated.
 4. Fees and Charges must be paid within the dates specified by the school.
 5. Payment Mode :
 - i) Debit Card/Credit Card Visa/Master Card.
 - ii) Cheque payable to CITY HARBOUR INTERNATIONAL SCHOOL.
 - iii) Bank Transfer:
 - Account Name : CITY HARBOUR EDUCATION SDN BHD
 - Account Number : 5082 9863 3087
 - Banker : Maybank Berhad
- ** A copy of the banking slip must be forwarded to the school office via email to finance@cityharbour.edu.my or *WhatsApp* to 0122224939, stating name of the student and year level.
6. *A 5% surcharge will be incurred on fees which have not been paid by the due date indicated on the invoice. For subsequent terms, fees are to be paid on or before the commencement of each term. Students are not allowed to attend class unless all fees have been duly paid.
 7. Fees shall be reviewed on an annual basis and the fees indicated on the current fee schedule is only an indication and may not be the fees applicable for the term for which the place is offered.

School Fees & Other Information

1. There are 3 terms in an academic year.
2. There are 3 payment terms in an academic year.
 - i) 1st Payment : 15 December to 31 December
 - ii) 2nd Payment : 15 April to 31 April
 - iii) 3rd Payment : 15 August to 31 August
3. All fees quoted are per child.
4. 5% discount on tuition fees for every additional child (per family). The discount is subject to revision upon withdrawal of any siblings.
5. 3% discount on tuition fees for upfront payment of full academic year.
6. Deposit is to be topped up yearly according to student's year of study.

School Hours

1. School hours are as follows:

Nursery	- 8.00am till 2.00pm
Reception	- 8.00am till 2.00pm
Year 1 to Year 10	- 8.00am till 2.00pm

8. Textbook - Students pay for textbooks required by each year group. (Refer to booklist)
9. Uniform - Every student is required to purchase 3 sets of T-Shirt.
10. Library Fines - students who fail to return books within the appropriate time may be fined. Students will be billed for damages or lost books and other resources borrowed from the Library.
11. Additional administrative fees for non-routine administrative tasks requested by the School (e.g. school trips, the issuance of archive certificates or unusual examination requirement), an appropriate fee will be assessed and agreed in advance.

*** Photographs and CIE Results for Use for Publicity Purposes**

We find it useful to take photographs of candidates for the School's admission database. These photographs are used to trigger recollection of meetings and interviews as well as for marketing purposes. Parents' agree to the use of photographs of their children on the school's website, advertising and/or school printed materials as may be required for school publicity purposes. Parents also expressly authorizes the School to receive and/or collect and/or publish the results from Cambridge International Examination (CIE) Board on behalf of the student.

*** Note : Please initial on the above asterisk points.**

Parental Declaration

I parent/guardian of child confirm that I have read, understand and accepted the above terms and conditions. I accept that any offer of placement is conditional on the accuracy of the information provided herein. False, inaccurate or misleading information could lead to a child's termination from the school. I understand that **ONE FULL TERM'S WITHDRAWAL NOTICE** is required for the refund of my child's deposit.

I have read and agreed to the condition, as stated above and agree to fulfill all requirements.

Signature : _____ Date (dd/mm/yy) : _____

Name : _____

Relationship to Student : _____

3 billing terms per academic year.

Every effort has been made to ensure the accuracy of the information on this document at time of printing, The Management reserves the right to alter or amend the information without prior notice.