

# ADMISSIONS POLICY

We, here at Taylor's International School would really enjoy having your child(ren) with us. In order for your child to fully benefit from our environment, we have laid down certain policies and conditions. All parents/guardians are advised to read the policies and the terms and conditions governing the admission to the "School" and the child's continued enrolment as student of the School, as set out below.

## 1. Definitions

The following definitions apply when used herein:

- 1.1. "Parent" is either parent of the child or legal guardian and the provisions herein shall be binding on them jointly and severally.
- 1.2. "School" shall mean Taylor's International School, Kuala Lumpur (TISKL) wholly owned by Taylor's International School (Kuala Lumpur) Sdn Bhd (204816-H) / Taylor's International School, Puchong (TISPC) wholly owned by Taylor's International School (Puchong) Sdn. Bhd. (938156-A), whichever applicable, as indicated by the campus applied for in the Application Form. For the purposes of the Application fee, Registration Fee, Tuition Fees, Security Deposit, Technology Fee, notice of movement and any other related issues on transfers between the two campuses, the two campuses are treated as separate entities.
- 1.3. "Head of the School" shall collectively mean the person given the delegated responsibility to lead the School by the Board of Governors, irrespective of their actual job title.
- 1.4. "Student" and "Child" may be used interchangeably in this document, which refers to the child named on the Application Form.
- 1.5. "Application Form" shall mean the Application For Admission forms for Taylor's International School, Kuala Lumpur (TISKL) and Taylor's International School, Puchong (TISPC).

## 2. Application

- 2.1. A Parent intending to enroll his/her child to the School, must submit the Application for Admission Form (the "Application Form"), duly and accurately completed and signed. False, inaccurate or misleading information could lead to rejection of the applications of admission to the School. The parent must at all times inform the School of any changes to such information. The School further reserves the right and the parent hereby authorises the School to contact the previous school (if applicable and relevant) or such medical officers or other relevant persons for further information relating to the child in considering the child for admission.
- 2.2. An application fee (please refer to the fee schedule (the "Application Fee") is payable in full with each submission of the Application Form. The Application Fee shall be payable by either cash, a crossed cheque, bank draft or bank transfer made payable to Taylor's International School, Kuala Lumpur (TISKL) / Taylor's International School, Puchong (TISPC)\*, at the time of submission of the Application Form. (\*Please refer to payment instructions stated in the Application Checklist).
- 2.3. The Application Fee covers an application for admission to the School for the Term and Academic Year applied for. The Application Fee is non-transferable and non-refundable regardless whether the child is successfully admitted to the School or otherwise. The receipt of the Application Fee by the School does not oblige the School to assess and/or admit the child. The School has the final decision.
- 2.4. Upon payment of the application fee, the application may be put on queue depending on availability of place and is subjected to terms and conditions as stipulated in 2.6 ~ 2.7.
- 2.5. Putting on queue means adding the student's name onto the application list where the application will be handled as per the application process, which takes into account various criteria as stipulated in the Admission Policy.
- 2.6. If there is no vacancy in the applied Year Group for the proposed enrolment Term and Academic Year, the application will automatically proceed to the following term unless application is withdrawn by the parent in writing or by default.
- 2.7. A new Application Fee will be imposed if any of the following occurs:
  - A deferment of an application to a future Term/Academic year for more than (1) one time.
  - The Application is withdrawn by parent with or without an offer of place
  - The Application is unsuccessful for the second time due to unsatisfactory assessment outcome.
  - Parent does not accept the offer by the stipulated date in the Letter of Offer.
  - Parent is no longer in contact with the school and not contactable at the last known address.
  - Any other terms and conditions not mentioned herein, governing Enrolment and Admission.

## 3. Acceptance or Rejection of Application

- 3.1. If the assessment results are not satisfactory, the Parent shall inform Admissions personnel should Parent decide to re-apply or otherwise, within the stipulated date as stated in the Rejection letter. Parents may re-apply for the future, with at least six (6) months' gap from the last assessment, with no additional cost involved.
- 3.2. If an offer is declined by the Parents in writing or by default, the Application will automatically be cancelled.
- 3.3. Should the Parent wish to re-apply after the Application is cancelled, the application will be treated as a fresh application and the then prevailing Application Fee is applicable according to the Fee Schedule of the Academic Year, at the time of the re-application. The Application shall be placed on queue again in relevant Year Group, Term and Academic Year and the application process shall apply (refer to section 2).
- 3.4. The placement of the child is also at the absolute discretion of the School and in this regard, the School generally takes into consideration various factors, including the child's age, academic ability, level of achievement relative to the School's current students and the child's behaviour.
- 3.5. The admission of the child is at the absolute discretion of the School and the School is not obliged to offer any justification for the rejection of any application.
- 3.6. On being offered a place, the Parent shall pay the required school fees (including the refundable deposit) at the rate applicable for the term for which the place is offered within and no later than the stipulated deadline as stated on the letter of offer. (See fee schedule for details). Please note that fees are normally reviewed on an annual basis and that the fees indicated on the current fee schedule may not be the fees applicable for subsequent academic year. For the avoidance of doubt, the School reserves the right to revise the fee when deemed necessary and the latest fee schedule would be on the website.
- 3.7. The School reserves the right to place the child in a class which the Head of School deems academically and developmentally suitable to the child's needs at anytime and from time to time whilst the child is enrolled at the School. This may include requiring the child to repeat one or more academic year(s).

## 4. Fees and Payment

- 4.1. Fees for subsequent terms are payable in advance, **to be paid on or before the commencement of each term. The School reserves the right not to allow the Student to attend class until all outstanding fees have been paid.**
- 4.2. **Late payment - There is a Surcharge added to any outstanding balance past due, which is a genuine pre-estimate of the cost to the School of a default. Please refer to the fee schedule or invoice for the chargeable surcharge.**
- 4.3. **The Parent undertakes to pay, or arrange payment of all Fees by the due date.** If the parent/guardian fails to pay any payment due and payable, a Student may be excluded from the School at any time when fees are unpaid and will be deemed withdrawn without notice twenty eight (28) days after exclusion. The School also reserves the right to withhold all examination results, certificates and school records of the child.

## 5. Withdrawal from School and Deposit

- 5.1. A parent/guardian may withdraw the child from the School by giving to the School **ONE (1) full academic term's notice, failing which the fee deposit SHALL be forfeited in full.** The said notice shall set out the date of such withdrawal ("**Withdrawal Date**"), failing which the same shall be deemed as insufficient notice. For avoidance of doubt, please note that the notice of withdrawal must straddle ONE (1) FULL ACADEMIC TERM to be considered "**sufficient firm notice**".
- 5.2. In amplification hereof the following are illustrations of what constitute insufficient notice –
  - if it is intended that the child will leave the School during or at the end of an academic term, notice of withdrawal must be received by the School not later than the **first day of the same academic term**, failing which the fee deposit shall be forfeited;
  - if the child is withdrawn from the School prior to the withdrawal notice
- 5.3. Provisional or conditional notice of withdrawal is not accepted. If the child is not withdrawn from the School on the Withdrawal Date, a fresh notice of withdrawal of not less than ONE (1) full academic term must be received by the School. The provisions of clause 4.3 will apply in the case of a prolonged absence of the child from the School.
- 5.4. **The Parent agree and consent that the fee deposit SHALL be forfeited in full, notwithstanding such monies are paid by parent or third party sponsor, in the event insufficient notice, provisional or conditional notice of withdrawal is given. Parent agrees and consents to indemnify the School for any such incidental loss or damage.**
- 5.5. The charge of a full academic term's Fees represents a genuine pre-estimate of the School's loss in these circumstances, and sometimes the actual loss to the School will be much greater. This rule is necessary to promote stability and the School's ability to plan its staffing and other resources.

- 5.6. All deposits paid shall under no circumstances be treated as payment of tuition fees or any part thereof or any other payments required to be paid and may not be used to set-off any amount due and payable by the Parent.
- 5.7. The Parent shall pay such additional monies as are necessary to top up the deposit to maintain its equivalence to one term's tuition fee on or before the commencement of the relevant academic term.
- 5.8. **All monies refundable under the conditions hereof shall be refunded free of interest and must be claimed by the Parent within one (1) year from the date the child ceases to be a Student of the School, failing which the Parent consents and authorises the School to immediately transfer the said monies into the School Improvement Fund, whereupon the Parent shall have no claim in respect of such monies thereafter. The School shall be entitled to utilise such monies in the School Improvement Fund as the School deems fit.**
- 5.9. Where a Student has been withdrawn from the School and applies for re-admission, no registration fee will be payable if the Student is re-admitted (subject to availability of a place) within three (3) academic terms from the date the child left the School. The Application Fee, tuition fee, deposit and other fees payable, all at the then prevailing rate, are required to be paid prior to such re-admission.
- 5.10. At the point of withdrawal, the Student must also be a registered school going student at the School. In the event the Student has a long-term absence of 30 consecutive days or more without informing the School in writing, the Student shall be deemed automatically to have withdrawn from the School and condition (clause 5.1) above shall apply.
- 5.11. In the event the Student request for a leave of absence in writing, the School reserves the right to take this request into consideration subject to full term fee and deposit (top up deposit – when applicable) are paid. The term fee and security deposit will not be refunded if Student does not attend school after the period of "leave of absence".
- 5.12. The Security Deposit and all fees paid upon confirmation of enrolment will not be refunded or shall not be transferable, if, after being confirmed a place the Student does not attend School thereafter. This security deposit shall be forfeited if the place is not taken up.
- 6. Discipline, Suspension and Termination**
- 6.1. The School reserves the right to suspend or expel a Student in a case of misconduct or a serious breach of discipline, particularly if this has a detrimental effect (in the opinion of the School) on the other students in the School.
- 6.2. The School may require, at any time the withdrawal of a Student from the School for any reason at the discretion of the Head of School. Reasons may include but not limited to matters related to the Student's inability to participate in or benefit fully from the School's curriculum or if there is a breach by the Parent or the Student of any matters or things not mentioned herein. The School's decision is final.
- 6.3. In the event of the Student having a contagious or infectious disease or illness or in the event of an outbreak of a contagious or infectious disease or illness at the School regardless whether the Student is so infected or otherwise, the Head of the School may at his discretion prohibit the Student from attending at the School for such period as the Head of the School deems necessary. The parent or child shall have no claim against the School arising from any such safety action taken by the Head of School.
- 6.4. Student must attend all classes regularly, participate in all relevant school or extra curriculum activities and sit for all relevant examinations applicable to the student unless excused on medical grounds or other compelling cogent reason. Failure to attend classes, shall entitle the School to take such actions as may be required, including without limitation, requiring the student to repeat (an) academic term(s) or to be withdrawn from the School.
- 7. Emergency and Liability**
- 7.1. In case of medical emergency, where parent cannot be contacted to give consent, the Parent hereby agrees and consents to authorise the Head of School to arrange for the medical examination of the Student by a registered doctor, or send the Student to a clinic/medical centre. Parent agrees to indemnify the School fully for all expenses thereby incurred on such account.
- 7.2. The Parent agrees that the School shall not be liable for any death, personal injury or any loss or damage of any kind whatsoever which the Student may sustain at any time either within the School premises, authorised field trip or elsewhere, which is not attributable to the negligence of the School, its officers, agents or employees.
- 8. Photograph and Images**
- 8.1. The School may and the Parent hereby gives consent to the School to take such photographs, images, recordings, works or derivative works including examination results of the child and to use, free of charge, such photographs, images, recordings, works or derivative works including examination results in any media and for whatever purpose as the School shall deem fit, including without limitation for any promotional materials within the Taylor's Education Group, including website of the School and other educational institutions within Taylor's Education Group.
- 9. General**
- 9.1. Changes at the School: A successful school must initiate and respond to change. The acceptance of a place by the parents is given on the basis that, in the interests of the School as a whole, reasonable changes may be made from time to time.
- 9.2. The School shall be entitled at anytime to amend, add or delete any terms and conditions in respect of the admission of the child, the child's continued enrolment at the School or any matters related thereto by way of letter sent by ordinary post or handed over to the child.
- 9.3. The School may at anytime review, amend or make such rules and regulations relating to the conduct of students in the School and all such matters that the child and/or parent may be required to do or comply with as a Student of the School. A breach of any such rules and regulations in force, whether recently enforced, reviewed or amended shall be deemed to be breach of the terms and conditions herein.
- 9.4. All notices, letters and correspondence from the School may be sent to the Parent at the address and/or email address set out in the Application Form and shall be deemed sufficiently served if sent by email to the address as stated in the Application Form, by ordinary post or if the same is handed over to the child.
- 9.5. The prospectus and School website describes the broad principles on which the School is currently run and gives an indication of our history and core values. Although believed correct at the time of printing, neither the prospectus nor the website are part of any agreement between the Parents and the School. Parents wishing to place specific reliance on a matter given in the prospectus or website should seek written confirmation of that matter before entering this agreement.
- 9.6. The offer of a place and its acceptance by the Parents give rise to a legally binding contract on the terms of conditions in the Application Form, these Terms and Conditions and any future terms and conditions notified to the parent in writing.
10. **Third Party Excluded:** Only the School and the Parent/Guardian are parties to this contract. Subject to notification in writing to the School by the Parent/Guardian, the Student is not a party to it and neither is a third party sponsoring the Student. The acts and omissions of Parents are binding on the Student and vice versa as to any matter of behaviour, discipline and Fees. All requests and authorisations by the Parent are treated as being made on behalf of the Student and vice versa.
11. **Alumni:** All graduates or school leavers who have spent at least one academic term in Taylor's International School, Kuala Lumpur (TISKL) / Taylor's International School, Puchong (TISPC) shall automatically be included as the School's Alumni, where the said student may be contacted or notified of any School Alumni activities/updates unless, the student chose otherwise and inform the School in writing.
12. **PDPA:** The School is committed to comply with the Malaysian Personal Data Protection Act (PDPA) 2010 in protecting our students' and parents' personal information with the School. The School's Privacy Policy, which can be obtained from the School's website explains amongst other things how we handle your child's and your personal data that we collect as well as your rights over your personal data. Please read and understand the content of the Privacy Policy.