

Terms & Conditions of Enrolment

Enrolment and admission to IGB International School (“IGBIS”) are subject to the following Terms and Conditions.

1. Admissions and IGBIS Policies

- 1.1 Acceptance (IGB International School issuing on Acceptance Letter) and enrolment (by the parent/guardian signing this document) constitutes a contract to pay the entire year’s fees as specified in the School Fees.
- 1.2 The enrolment of a child at IGBIS, including the acceptance/placement of the child into a particular grade level, is subject to IGBIS policies and procedures, which may be amended by IGBIS from time to time. All amendments are effective and binding on the parent/guardian/child on the effective date decided by IGBIS with or without notice.

2. Withdrawal by IGBIS of enrolment or enrolment offer

- 2.1 If at any time before or after the child’s enrolment, it was found that any of the following has occurred, IGBIS shall be at liberty to have the offer of enrolment or the enrolment itself be withdrawn, suspended or made subject to new terms and conditions:
 - a. There has been a breach of IGBIS policies or procedures or these Terms and Conditions.
 - b. There has been any misrepresentation or inadequate disclosure about the child.
 - c. IGBIS determines at any time that it cannot reasonably meet the child’s needs.

If a student’s existing enrolment is withdrawn under this Clause, any deposits, fees or such other payments made by the student, shall be subject to IGBIS Refund Policy referred to under Clause 4.14 herein below.

2.2 Student Placement

In order to place students in appropriate levels, new students may take subject placement tests during student orientation. The results of these tests may require that a student repeat a previous course or that the grade level is altered.

3. Responsibility for Legal Status of the Student/Parents/Guardians

Parents/guardians must obtain and at all times maintain valid legal documents (including but not limited to visas, residence permit and/or such other approvals) of the student and/or themselves for purposes of the student’s education in IGBIS. Parents/guardians represent that they are the legal parents/guardians of the student and that at least one of them has a valid residency permit in Malaysia. It is an understanding that during the IGBIS school year, students will reside with the parent/guardian. IGBIS must be immediately notified of any change to the parent/guardian/student legal status.

4. Fees, Discounts and Deposits

Fees Payment

- 4.1 The application fee is the fee payable for processing an application for a child’s admission as a student of IGBIS and is payable upon submission of the application form to IGBIS.
- 4.2 Upon acceptance of the child as a student of IGBIS, a non-refundable enrolment fee is payable within 15 days from the date of IGBIS enrolment offer. If payment is not effected within this 15 days period or such other period as may otherwise be agreed by IGBIS, the enrolment offer may be withdrawn or suspended at IGBIS’s sole discretion.
- 4.3 All fees are denominated in Ringgit Malaysia (RM) and parents will be invoiced accordingly. If payment is made in a currency other than RM, then the payment shall be deemed to have been converted to RM at the prevailing exchange rate of a financial institution of IGBIS choice at the time of payment.
- 4.4 Fees may be paid by cheque, bank draft, direct bank-in or via telegraphic transfer to IGBIS bank account details as specified in the fee schedule. All bank charges shall be borne by the payer.
- 4.5 Payment in cash may be made directly to the finance office.
- 4.6 Tuition fees will be invoiced on a prorated basis for students who are enrolled after the commencement of a semester and payable by the date specified in the invoice.

Discounts on tuition fee

- 4.7 A discount of 5% of the total annual tuition fees will be given for any advance payment made of the total annual tuition fees.
- 4.8 A Sibling Discount shown in the table below, is offered to parents with two or more children enrolled at the same intake and/or attending IGBIS at the same time subject to the following:
- Siblings are defined as two or more children having the same parents.
 - This discount applies to tuition fees only.
 - This discount applies to the second, third and subsequent sibling enrolled or attending IGBIS.
 - For siblings who enrolled at the same intake, the Sibling Discount will be credited to the sibling(s) paying the lower tuition fees and for siblings who enrolled at a different intake, the Sibling Discount will be credited to the second or subsequent sibling(s) provided that the first or second (if more than two siblings) sibling, as the case may be, is still attending IGBIS at the time of ascertaining the Sibling Discount (if any).
 - For families enrolling more than one child, the second child will receive a tuition fee discount of five percent 5% and the third child onwards will receive a tuition fee discount of ten percent (10%). This discount applies to tuition fees only, and will be credited to child / children paying the lower tuition fees.
 - Students entitled to the Sibling Discount are not eligible for any other discount or scholarship.

No. of Children	Annual Tuition Fee
2nd Child	5% Discount
3rd Child and subsequent children	10 % Discount

Late payment surcharge

- 4.9 A late payment surcharge of 5% on all outstanding fees will be imposed for fees not paid by the stipulated payment due date for example, if a Semester Fee of RM10,000 is not received by IGBIS on the due date stated in the invoice, RM500 will be charged as a late payment charge.
- 4.10 If outstanding fees are not paid within 14 calendar days from the start of semester, IGBIS reserves the right to exclude a student from school until all outstanding fees including any late payment charges, are received by IGBIS.
- 4.11 Reports, academic transcripts, letters of recommendation and/or other information and documents concerning the student may be withheld until all outstanding fees and payments are settled.
- 4.12 Additional/Miscellaneous Charges are charged on a semester basis and are payable together with the semester fees.
- 4.13 IB Diploma Programme examination fees are payable to the IB and will be invoiced separately to the IB DP candidate students. The examination fees are determined on a per subject basis.

Refund of Tuition Fees

- 4.14 Once a child is accepted as a student of IGBIS, any refund for paid tuition fees, will be as follows:
- For attendance of not more than ten (10) school days in a semester, 50% of that semester's tuition fees.
 - For attendance of ten (10) or more school days but less than twenty-five (25) school days in a semester, 25% of that semester's tuition fees.
 - For attendance of more than twenty-five (25) school days in a semester, no refund of tuition fees whether the student intends to return to IGBIS in the same school year or otherwise.

Refund of Deposits

- 4.15 Any deposit paid by the student, will only be refunded when the following process is adhered to:
- A minimum of three months' notice in writing from the parent/guardian is given to the Admissions Office informing the student's intended withdrawal from IGBIS. Any other type of withdrawal notices, verbal or electronically communicated, will not be accepted.
 - **Leave Form** and **Clearance Form** can be collected from the Admissions Office.
 - The **Leave Form** is completed, signed and dated by parent/guardian, and submitted to the Admissions Office by the dates given in Clause 4.18 below.
 - All books and resources are returned in their original and good condition.
 - The **Clearance Form** is completed and signed by all relevant staff and submitted to the Finance Office.
 - Proof of the deposit (original receipt issued by the Finance Department on enrolment) is provided to the Finance Office.
 - New students who have not commenced for any reason need to inform the school/admission in writing at least 3 months in advance for the enrolment fee to be 100% refunded.
- 4.16 The deposit may, at IGBIS sole discretion, be used to pay or to off-set against any monies due and owing to IGBIS, or to pay for any damages to IGBIS property or for books and materials not returned.
- 4.17 For a student who commences and leaves her/his studies in IGBIS within the same semester, the deposit will not be refunded unless the leaving date was already disclosed on the application form and such short term arrangement had been approved in advance by IGBIS.
- 4.18 The quantum of the deposit refund will be computed in accordance to the table below:

Not Returning for	Leave Form Received by Admissions Office	Deposit Refund
First Semester	On or before May 14	100%
	On May 15 and until start of First Semester	50%
	From start of First Semester	0%
Second Semester	On or before October 31	100%
	On Nov 1 and until Second Semester	50%
	From start of Second Semester	0%

5. Re-applicants

Re-applicants are students who left IGBIS and subsequently return within the same school/academic year, in which case the re-applicants will be charged a re-enrolment fee of RM2,000.00. Re-applicants will be subject to IGBIS prevailing admission requirements, fees, policies and procedures including any revisions thereto, as may be determined by IGBIS from time to time.

6. Student Health and Accident Insurance

Students are recommended to have health and accident insurance.

7. Substance Abuse

Students are prohibited from using alcohol, tobacco products and illegal drugs at school, on school buses and at school activities. IGBIS may carry out a search of student possessions and/or conduct drug testing if the school has reasonable grounds to believe that the student is using, distributing and/or in possession of illegal substances. A search of student possessions may include, but is not limited to, any items on the student or in their clothing, bag, locker, or other possessions. The search will be conducted in the presence of two or more IGBIS staff, one of which would be an administrator or their representative. If drug testing of a student is initiated it will be under the supervision of an IGBIS staff member. The identified student will provide hair or nail samples that will serve as the basis for the test by an outside testing agency.

In the event that illegal substances are found on the student, or identified from the drug test, IGBIS reserves the right to suspend or expel the student.

8. Uniforms

The wearing of school uniform is compulsory for all students in Early Years One to Grade 12.

9. Student photographs

IGBIS reserves the right to use the names, photographs and video recordings taken before, during and after the student's graduation/departure from IGBIS for purposes of advertising and/or publicity without any prior notice to the parents/guardian and the parents/guardians shall not claim ownership or compensation for the materials. Parents/guardians who do not want their child to appear in any or all of these must notify IGBIS in writing.

10. Parental consent

If one parent/guardian of a child consents to or approves a course of action, both parents/guardians will be deemed to have given such consent or approval, and IGBIS shall not be obliged to obtain the consent of both parents/guardians.

11. Medical Emergency

Where the need arises or in case of emergencies and the parents/guardians cannot be contacted or circumstances do not allow or it is reasonably not possible to contact the parents/guardians, the parents/guardians hereby authorise IGBIS to take such action as IGBIS deems necessary or desirable in the circumstances, including but not limited to obtaining medical examination or treatment for the student, calling for further medical or specialist advice or treatment or the removal of the student to a hospital or other location, all expenses thereby incurred being for the parent's/guardian's account.

12. Indemnification and Release

IGBIS, its Officers, Directors, Head of School, Principals, employees and agents shall be released, indemnified and held harmless from any and all claims and damages arising from the enrolment, attendance, participation, withdrawal or expulsion of the student from IGBIS and/or such other activities/programs including, but not limited to, participation in school and after-school activities, bus program, field trips, tours, sports programs and recess, and resulting in any manner from the student's presence on or off IGBIS property.

13. Disclosure

- 13.1 All medical, behavioral, emotional and other issues (such as the student was asked to leave school), past or present, that might affect the student's education in IGBIS, must be disclosed.
- 13.2 In the case of a student with special education needs, IGBIS shall have the right to assess at any time whether it can provide or continue to provide adequate educational care and provision.
- 13.3 Failure to give full and frank disclosure as stated above, shall entitle IGBIS to withdraw or suspend the offer of enrolment or the enrolment itself or allow the enrolment or continued study, as the case may be, subject to new terms and conditions with immediate effect.

14. Termination by IGBIS

- 14.1 IGBIS in exercising its rights of termination, withdrawal, suspension and/or made any offer of enrolment or continued study at IGBIS subject to new terms and conditions, will where possible, be done in consultation with the parent/guardian and the student (if in IGBIS's opinion the student is of sufficient maturity and understanding) and in accordance with IGBIS applicable policies, which are available to the parent/guardian if the parent/guardian wish to sight the same.
- 14.2 IGBIS will endeavour to give at least one (1) semester's written notice of IGBIS's decision pertaining to the student.
- 14.3 Parents/guardians have the right to appeal to the IGBIS Board on a decision to permanently exclude a student.

15. Conflict

In the event that any terms and/or conditions stated herein conflicts with any of the terms and conditions set out in the policies of IGBIS, the latest terms and conditions (as may be revised), shall prevail.

16. Enrolment Statement

I hereby confirm enrolment of the below named student(s) at IGB International School.

Student Name(s): _____

Start Date: _____

I have read and I accept the above Terms and Conditions and those set out in the prospectus, handbooks, and other school documentation.

Parent/Guardian Signature: _____

Name: _____

Date: _____

Please forward this to **Director of Admissions**, tel: +60 3 6145 4688, fax: +60 3 6145 4600, email: admissions@igbis.edu.my