TUNKU PUTRA SCHOOL - TERMS AND CONDITIONS OF ENROLMENT

A. ADMISSION

The school’s Application Form must be completed, with the required documents attached, and submitted to the Administration Office. An appointment for interview and/or assessment will be arranged with the relevant Heads of School. An Assessment Fee (RM50 - Non-Refundable) will be charged for all applicants. Upon acceptance of your child, the Non-Refundable Application Fee (RM1,500) must be paid to secure a place in the class.

B. CONDITIONS OF ENROLMENT

Admission to Tunku Putra School (TPS) shall be on the following Terms and Conditions:

1. Parents of the student undertake to ensure that the student complies with the School’s policies, rules and regulations concerning attendance, behaviour, dress code, study programme and the Enrichment Curriculum Activities which are in force or may be introduced from time to time.

2. The School reserves the right, at its absolute discretion, to require a student’s withdrawal from the School or to suspend the student or dismiss the student, without refund of fees if:
   2.1 the conduct or attitude of the student is not considered satisfactory, namely - undisciplined, persistent contravention of School Rules or Policies, disruptive behaviour, behaviour injurious to the safety of other students or staff of the school, behaviour bringing the School into disrepute, damaging School property; or
   2.2 the School determines that the student would not benefit educationally from attending TPS; or
   2.3 the special educational needs required by the student are not available; or
   2.4 the financial obligations are not met when due.

3. The collection of school fees shall be in accordance with the following guidelines:
   3.1 Current School fees and any miscellaneous charges are shown in the attached Fees Schedule.
   3.2 The School reserves the right to vary the Fees Schedule for subsequent academic years.
   3.3 All fees and charges must be paid in full before a student attends classes.
   3.4 Students with fees remaining unpaid after the due date may not return to School and without prejudice to the School’s right to all outstanding fees and charges unless prior arrangements have been approved by the Principal.
   3.5 Notwithstanding that the School may, at the parents’ request, direct accounts to a third party in respect of the payment of the fees or a company or organization has assumed responsibility for the payment of fees, the parents jointly or severally remain ultimately liable to pay the fees.
   3.6 No remission of fees is allowable in the event of absences from the School or when the student is withdrawn without due notification to the School.

4. If a student is absent from School for any reason, the School must be informed immediately.

5. It is the parents’ responsibility to advise the School of the family’s and/or student’s address, including telephone contacts, and any subsequent changes in writing. In cases where parents have more than one contact number, the School must be advised in writing as to who is the primary contact in the event of an emergency.

6. It is the parents’ responsibility to advise the School of a student’s medical history or subsequent changes and additions, notifying in writing any significant illness or disability suffered or developed by the student, and to notify any infectious/contagious diseases that may arise while the student is enrolled at the School. The School may request the student be kept away from the School until certified disease free by a licensed medical practitioner.

7. The School is hereby authorized in the event of the student suffering from injury or sickness to take the necessary action to obtain medical care and attention for the student.

8. It is the parents’ responsibility to advise the School prior to enrolment of a student’s previous school history and/or any specific learning or behavioural needs which a student might possess.
   8.1 Students will be assessed as to the language ability and appropriate class level. Where Intensive English or English as a Second Language is required, the provision of this service may incur an additional fee.
   8.2 In cases of students with special needs, parents are required to submit any professional or specialist assessments. The School can provide support to children with a low level of need only. The school reserves the right to withhold or withdraw a place in circumstances where it becomes apparent that the school cannot adequately provide for a child. The assessment of need will be on a case by case basis and may incur an additional fee.

9. Possessions brought to School are at the owner's risk and no claim against the School will be considered.

10. If a carer is required for a minor, the parents shall inform the School of the request in writing including contact details and other information. If a carer is required for a minor, the parents shall inform the School of the request in writing including contact details and other information. The School reserves the right to withhold or withdraw a place in circumstances where it becomes apparent that the school cannot adequately provide for a child. The assessment of need will be on a case by case basis and may incur an additional fee.

11. The School may, at its discretion, act in accordance with the instructions of either parent or any one of the carers (if more than one person is appointed) without any prior consultation with the other unless otherwise previously informed in writing.

12. The terms and conditions herein may be varied or amended by the School from time to time. Notification of any amendments will be by way of posting via Engage (on the Engage Parent Portal), on the School notice board and/or Newsletter.

13. Acceptance of and agreement to these Conditions of Enrolment (including the Business Conditions and ICT Acceptable Use Policy) is signified on signing of the Tunku Putra School’s Application Form.

C. BUSINESS CONDITIONS

1. BILLING AND PAYMENT OF TUITION FEES AND RESOURCE FUND

The Annual Tuition Fees and Resource Fund are calculated on an annual basis and are payable:

1.1 in full (with a 2% discount given for Tuition Fees only, and only if paid by 31st January of each academic year), or;

1.2 in three instalments, due by the 1st school day of each instalment period:
   - Instalment 1: 1 January - 30 April;
   - Instalment 2: 1 May - 31 August;
   - Instalment 3: 1 September - 31 December.
All the fees’ payment to the school should be made via cheque or bank transfer. The school’s bank details are as follows:

Account Name : CMS Education Sdn. Bhd.
Bank : RHB Bank Bhd.
   Jalan Kulas Branch
   Kuching, Sarawak, Malaysia
Account No : 2-11212-5010999-1
Swift Code : RHBBMYKL

Where payment is not made by the relevant due date, a “Late Payment Administrative Fee (RM50)” will be levied, unless prior arrangement has been made with the school. The School Board reserves the right to terminate attendance of a student whose account remains unpaid at the due date. An invoice for fees will be issued one (1) month before the due date.

2. **RESOURCE FUND**

This covers the purchase and maintenance of resources for the benefit of all students, including curricula materials for all classrooms and library, Information Technology, audio-visual, laboratory, physical education and music equipment, as well as resources for all activities programmes. This also covers most textbooks, workbooks (for Kindergarten and National Primary) and loan of certain class sets from the school.

3. **CONCESSION FOR SIBLINGS (FOR TUITION FEES ONLY)**

   In the case of siblings attending the school at the same time, a discount of:
   
   1. 5% will be accorded to the 3rd eldest sibling;
   2. 10% will be accorded to the 4th eldest and subsequent sibling(s).

   All eligible students will be accorded the maximum discount applicable.

   Please note that this concession applies only for Tuition Fees, and may be withdrawn by the School if payment conditions are not met.

4. **INDIVIDUAL MUSIC LESSONS**

Parents of students, wishing to receive individual instruction in a particular musical instrument (i.e. guitar and piano), will need to make arrangements with the school’s Music Teacher. Invoices for Music Lessons will be issued for each Instalment Period, within a week from the commencement of lessons, and to be paid within 14 calendar days.

5. **NOTICE OF WITHDRAWAL AND REFUND POLICY**

   Notice of withdrawal of a student must be made in writing to the school, four (4) calendar months prior to the intended date of withdrawal. Otherwise, the equivalent of a third (1/3) of the Annual Tuition Fee will be charged, in lieu of such notification.

6. **LATE SUPERVISION CHARGE**

   To ensure that all children are picked up after school by 4.30pm, the School has a “Late Supervision Charge” for those pick-ups after 4.30pm. The charges are RM20 per 15 min., per family. Parents will be invoiced for these charges, and all funds collected will be paid to the Teacher Assistants involved. Students should not be dropped off before 7.30am.

7. **After School Access**

   There will be no After School Access to the school grounds for parents and students, unless accompanied by a Class Teacher, relevant Heads of School, Deputy Principal or Principal. The Security Guards will not allow any unauthorised admittance, nor will they accompany anyone to the classrooms or anywhere on the school grounds.

D. **INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) - ACCEPTABLE USE POLICY**

1. The School expects users to be responsible with appropriate use of ICT including computers, software, networks, internet, email, cameras, printers, scanners and telephones. Use of ICT is a privilege. Usage is to be school related.

2. The School reserves the right to conduct audits of email, internet usage, computer files, etc to ensure compliance with this policy. Breaches of this policy may result in temporary or permanent suspension of some or all user privileges.

3. Access to networks is to be made by an authorized password which must be kept secret. Users are not allowed to access another person’s files.

4. Users are obliged to adhere to copyright and/or licensing conditions. Only legal/licensed copies of software are permitted.

5. Users will ensure they do not damage the ICT system by its exposure to computer viruses. This requires that no email or attachments excepting from known parties and authorised by the School will be opened. All discs or pen drives must be checked and approved prior to use by ICT staff.

6. The use of another person’s ideas or work without clear acknowledgement is plagiarism. It amounts to theft of intellectual property, is often illegal and will not be tolerated.

7. The use of ICT must adhere to what is morally and legally acceptable within Malaysia. Any use of ICT which results in offence to a third party may result in immediate suspension of ICT user privileges.

E. **USE OF STUDENT IMAGES AND PHOTOGRAPHS**

1. The School assumes that parents/carers give permission for their child to be photographed and/or filmed, and for this media to be used, for example in the School’s publications, on the website and by the local press.

2. Parents/carers have the right to withdraw their permission for the school to use images/videos which include their child. This can be done by writing to the School or by email to info@tps.edu.my.

F. **MANAGEMENT INFORMATION SYSTEM - ENGAGE**

With the implementation of Engage, parents are required create an account in Engage (via a valid e-mail account), where you will be able to access the Engage Parent Portal to areas as:

- Academic Reports;
- School Calendar, Events, Notices and Newsletters;
- Update your contact details on-line;
- Choose your child’s next round of ECAs, and book for Parent-Teacher Interviews;
- Access your child’s timetable and view your child’s attendance records.

G. **PERSONAL DATA PROTECTION**

The School is required to comply with the Personal Data Protection Act 2010. Acceptance of and agreement to the School’s Personal Data Notice is signified on signing of the Tunku Putra School’s Application Form. The Personal Data Notice may be viewed at www.tps.edu.my.