

## **ADMISSIONS & ENROLMENT POLICY**

We, at Matrix Global Schools really enjoy having your child (ren) with us. In order for your child to fully benefit from our environment, we have laid down the following conditions and policies. All parents / guardians are advised to read the policies, terms and conditions governing 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 used herein:

- 1.1 "Parent" is either parent of the child or legal guardian, provisions herein shall be binding on the m jointly and severally.
- 1.2 "School" shall mean Matrix Global Schools wholly owned by Matrix Educare Sdn. Bhd. Including the campus. For the purposes of the Assessment Fee, Entrance Fee, Schools fees, Security Deposit, Administration Fee, Miscellaneous Fee & Activities 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 Academic Council, 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 form for both Matrix Global Schools and Matrix Educare Sdn. Bhd.

### **2. Application**

- 2.1 A Parent intending to enrol his/her child to the School, must submit the 'Application for Admission' Form, duly and accurately completed and signed. False, inaccurate or misleading information could lead to rejection of the application for 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 Entrance Fee (please refer to the Fee Structure) is payable in full with each submission of the Admission Form. This fee shall be payable by either: cash, a crossed cheque, bank draft or bank transfer made payable to Matrix Educare Sdn. Bhd. at the time of submission of the Admission Form (\*Please refer to payment instructions stated in the Fee Structure).
- 2.3 The Assessment Fee covers an entrance assessment / test to apply for admission to the School for the Term and Academic Year applied for. The Assessment Fee is non-transferable and non-refundable regardless whether the child is successfully admitted to the School or otherwise. The receipt of the Assessment Fee by the School does not oblige the School to admit the child. The School has the final decision.
- 2.4 Upon payment of the assessment 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 Assessment 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 the parent, with or without an offer of place
  - The Application is unsuccessful for the second time, due to unsatisfactory assessment outcome.
  - The Parent does not accept the offer by the stipulated date in the Letter of Offer.
  - The 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 the 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 Assessment Fee is applicable according to the Fee Structure of the Academic Year, at the time of the re-application. The Application shall be placed on queue again in the relevant Year Group, Term on Academic Year and the application process shall apply (refer to section 2).
- 3.4 The placement of the child is at the absolute discretion of the School and in that 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 the fee structure for details) Please note that fees are normally reviewed on an annual basis and that the fees indicated on the current fee structure may not be the fees applicable for subsequent academic years. For the avoidance of doubt, the School reserves the right to revise the fee when deemed necessary.
- 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 any 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 an outstanding balance past due, which is a genuine pre-estimate of the cost to the School of a default. Please refer to the fee structure 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 fails to settle any payment due within twenty eight (28) days, the School reserves the right to recover the outstanding amount by methods including suspension of the Student from attending classes until all outstanding fees have been paid. Failing which, the Student will be deemed withdrawn without notice twenty-eight (28) days after the suspension period. The school also reserves the right to withhold all examination results, certificates and school records of the student.

#### **5. Withdrawal from School and Deposit**

- 5.1 The Security Deposit, equivalent to One (1) term School Fee is refundable, interest free less all outstanding charges due to the School, upon completion of Year 11 (or the highest level / year group available in the School) OR upon the School receiving Four (4) months' written notice of withdrawal prior to the first day of the school's subsequent term from which the Student will be withdrawn. To ensure proper refund of security deposits, the withdrawal notice has to reach the school within the stipulated time, failing which the Security Deposit will be forfeited and the parent agree that they shall not have any cause of action thereafter.
- 5.2 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.
- 5.3 In the event the Student requests 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 deposit – when applicable) are paid. The term fee and security deposit will not be refunded if the Student does not attend school after the period "leave of absence".
- 5.4 All notices of withdrawal shall be addressed to Admissions, and such withdrawal shall deem to take effect from the dates such notice is served on the School and not at the date as set forth in the notice / letter. If the student is not withdrawn from the School on the said last day of attendance, a fresh notice of withdrawal shall be served on the School and the same conditions shall apply to the refund of deposits.
- 5.5 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.
- 5.6 The Parent agrees and consents that the fee deposit SHALL be forfeited in full, notwithstanding such monies are paid by parent of third party sponsor, in the event that insufficient notice, provisional or conditional notice of withdrawal is given. The Parent agrees and consents to indemnify the School for any such incidental loss or damage.
- 5.7 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.
- 5.8 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 off-set any amount due and payable by the Parent.
- 5.9 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.
- 5.10 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 Schools 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.
- 5.11 Where a Student has been withdrawn from the School and applies for re-admission, assessment fee will not be payable if the Student is re-admitted (subject to availability of a place) within two (2) academic terms from the date the child left the School. The entrance fee, tuition fee, deposit and other fees payable, all at the then prevailing rate, are required to be paid prior to such re-admission.

## **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 (in the opinion of the School) has a detrimental effect 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 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 infected or otherwise, the Head of School may at his / her discretion prohibit the Student from attending at the School for such period as the Head of 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 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 so 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. The Parent agrees to indemnify the School fully for all expenses thereby incurred on such account.
- 7.2 The Parent agrees that the School shall be not 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 Schools, 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 to use, free of charges without limitation by any promotional materials within the Matrix Global Schools, including the website of the School and other educational institutions within Matrix Educare Sdn. Bhd.

## **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 any time to amend, add or delete any terms and conditions with respect to 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 any time 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 noticed, letters and correspondence from the School may be sent to the Parent at the address and or email address set out in the 'Application for Admission' Form and shall be deemed sufficiently served if sent by email to the address as stated in the 'Application for Admission' Form, by ordinary post or if the same is handed over to the child.
- 9.5 The prospectus and School website describe the broad principles on which the Schools are 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 is part of any agreement between the Parents and the School. Parents wishing to place specific reliance on matter given in the prospectus or website, should seek written confirmation of that matter before entering this agreement. The offer of a place and its acceptance by the Parents give rise to a legally binding contract on the terms and conditions in the 'Application for Admission' Form, these Terms and Conditions and any future terms and conditions shall be notified to the parent in writing.

- 10. Third Party Excluded:** Only the School and the Parent are parties to this contract. Subject to notification in writing to the School by the Parent, the Student is not a party to 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 Matrix Global Schools 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 informs the School in writing.