ADCOTE MATRIX INTERNATIONAL SCHOOL

English Language Summer School 2027 ("the Programme")
19 July to 5 August 2027

Terms and Conditions

Application process, Payment and Fee

1. The application will not be considered if all information and supporting evidence requested during the registration is not provided.

2. The Programme fee ("**Fee**") of **RM9,800.00** is inclusive of all teaching and classroom support, accommodation at Adcote Matrix International School ("**AMIS**" or "**School**"), daily meal and snacks, laundry, excursions and a welcome pack. Should the student be unable or unwilling to take part in any of the Programme activities which are included in the fee, no refunds or discounts will be possible.

3. Payment of the Fee is to be made via direct transfer/internet banking to :-

   Bank Account Name: Matrix Educare Sdn Bhd
   Bank Name: OCBC Bank (Malaysia) Bhd
   Account No. : 7401191556
   Swift Code: OCBCMYKL

   Please quote the student's name in full for our verification and email a copy of the bank-in slip or transfer confirmation to *tony.l@matrixschools.edu.my*.

4. AMIS is not responsible for any bank charges incurred in the transfer of the Fee. All bank charges, including those incurred overseas, are the responsibility of the person making the payment.

5. Upon full payment of the Fee, you enter into a contract with Matrix Educare Sdn Bhd **(1309395-M)** ("**MESB**"). You are therefore subject to the terms and conditions of the Programme, as set out herein.

Cancellations and Refunds

1. The student will not be permitted to participate in the Programme if payment is not made in full within seven days from the registration date. Late payments entitle us to cancel all relevant registrations.

2. Cancellation is not allowed after payment of the Fee.

3. Request for a refund will be only considered if:-

   - The student can demonstrate extenuating personal circumstances which prohibit them from coming to Malaysia or joining the Programme (For example illness or bereavement). Please note that supporting evidence will be required.

   - A visa application refusal for reasons beyond the student's control. Please note that this does not include unwarranted late visa applications. Supporting evidence will also be required.

4. Please note that we will require written confirmation of any request for a refund of the Fee.

Programme Cancellation

1. We may cancel the Programme if we fail to recruit our minimum level of enrolments or if circumstances beyond our reasonable control prevent us from delivering it. In this event, we will refund the full Fee paid by you.

2. Though AMIS makes every attempt to avoid any changes to the Programme, we strongly suggest that the student is covered by their own personal comprehensive travel insurance policy to cover costs in the event of such a cancellation.

Refund Process

1. In the event that a refund is successfully requested, you will be reimbursed by the same means of payment that was used to make the payment to us, unless you have expressly agreed otherwise.

Insurance

1. AMIS cannot accept liability for any loss or damage to personal property. It is advised that personal property is insured against such risks.

2. Except for the Personal Accident insurance coverage, AMIS does not provide additional insurance for students. It is recommended that the student seeks comprehensive insurance that covers personal possessions, medical and repatriation expenses (if the student is not covered in Malaysia) and cancellation to cover any fees and travel costs.

Code of Conduct

1. All students attending the Programme shall, at all times, be subject to the School's rules, regulations, policies, codes of conduct, disciplinary procedures, and behavioural standards, as amended from time to time, and shall be treated in the same manner as enrolled School students in respect of discipline, conduct, and compliance. Any breach of the School's rules or policies may result in disciplinary action taken in accordance with the School's established procedures including removal from the Programme and any associated accommodation arrangements.

2. No refunds or discounts will be entertained.

Personal Data Protection

Parent, both personally and on behalf of the student, acknowledges and agrees that the School may collect, use, process, store and disclose personal data relating to the Parent and/or student, including financial information and sensitive personal data, where reasonably necessary for the administration and operation of the Programme and for other legitimate purposes of the School and MESB.

Such personal data shall be handled in accordance with the Personal Data Protection Act 2010 ("PDPA"), applicable laws and regulations, and the School's applicable privacy and personal data protection policies as published on the School's website from time to time.

Photography, Video and Media Consent

The Parent hereby consents to and authorises the School to photograph, film, record or otherwise capture the student's image, likeness, voice, participation, activities and/or work during the Programme.

The Parent further grants the School and MESB permission to use, reproduce, publish, display, distribute and/or incorporate such photographs, images, video or audio recordings, works or derivative materials, without charge, for educational, informational, publicity, marketing and promotional purposes. Such use may include, but is not limited to, the School's website, social media platforms, publications, brochures, advertisements, presentations and other promotional materials relating to the School or other educational institutions operated by MESB.

Where the Parent does not consent to such photography, recording or use, the Parent must notify the School in writing prior to the commencement of the Programme.