

TERMS AND CONDITIONS GOVERNING ENROLMENT AND ADMISSION

We, here at Axcel International School (“School”) are pleased to have your child(ren) with us. 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 a student of the School (“Student”), as set out below.

1. APPLICATION FEE

- a. This is payable upon application to join the School and must be paid prior to prospective students sitting for the entrance checkpoint (test).
- b. This fee is strictly non-transferable and non-refundable even in the event if the prospective student does not sit for the entrance checkpoint for any reason or not being accepted to join the School.

2. REGISTRATION FEE

- a. This is payable upon registration to join the School and must be paid prior to being enrolled as a Student of the School.
- b. This fee is strictly non-transferable and non-refundable even if the student decides not to join the School after acceptance or withdraws from the School for any reason. No pro-rated basis is allowed.

3. RESOURCE FEE

- a. The Resource Fee are fees payable to the School for providing the relevant resources to all students. This could include but not limited to organising workshops, physical education classes and events; purchasing equipment and facilities for library, ICT and Science labs; and fees payable to the relevant approving authorities and external bodies governing the School.
- b. This is payable in one lump sum prior to the start of any academic year.
- c. Resource Fee paid by all students are strictly non-transferable and non-refundable. The off-setting and/or pro-rating of the Resource Fee is not allowed, irrespective of when the withdrawal notice is given.

4. TUITION FEES

- a. The Tuition Fee for the School’s academic year is divided into four (4) quarterly Fee Periods; namely (1) 1 January to 31 March; (2) 1 April to 30 June; (3) 1 July to 30 September; and (4) 1 October to 31 December. Mandarin Fee and any other fee for any subjects offered by the School are collectively referred to herewith as the Tuition Fees.
- b. Tuition Fees for subsequent Fee Periods are payable in advance, to be paid before the Due Date set out prior to the commencement of the subsequent Fee Period. The School reserves the right not to allow the Student to attend any class or activity (physical, online or otherwise) until all outstanding fees have been paid.
- c. Tuition Fees paid by all students are strictly non-transferable and non-refundable. The off-setting and/or pro-rating of the Tuition Fee is not allowed.

- d. Sibling Discount is given for two or more children from the same family enrolled as Student. The Sibling Discount is provided for the elder Student as follows: 2nd child – 5%; 3rd child – 10%; 4th child – 15%; 5th child – 20%. The Sibling Discount is applicable on Tuition Fee only and for the entire duration of each sibling's study at the School and is subject to revision upon withdrawal or graduation of any sibling. In the event of a withdrawal, the School reserves the right to recover any outstanding discounted amount owing where applicable. For avoidance of doubt, the Sibling Discount is not applicable to the Mandarin Fee (if any).
- e. One year full payment in advance is entitled to a 5% discount on the Tuition Fees, after taking into account any Sibling Discount.
- f. For those who have made annual payment, any Tuition Fees for the remaining Fee Period(s) could be refunded. For avoidance of doubt, the Tuition Fees for the current Fee Period is non-refundable.
- g. Any Tuition Fees Lock-in offer is only applicable based on the fees schedule at the time of enrolment as Student, until completion of either Primary or Secondary School. Those who have completed Year 6 in the Primary School will need to pay the fees for the Secondary School at the then prevailing fees.
- h. Any non-payment after the Due Date would result in Late Payment Surcharge. Please refer to the invoice for Late Payment Surcharge.
- i. If the Tuition Fee or any part of the Tuition Fee or any other fees including the Late Payment Surcharge for any student remains unpaid after 10 calendar days from the Due Date, then the School reserves the right to terminate the Student's enrolment and offer the place to another student. The School reserves the right not to register the Student with the external examination body/authority, until such fees due are settled. The School also reserves the right to withhold all examination results, certificates, school records of the student and the Deposit until such time when all payments due in respect of the student are received from the parent/legal guardian.
- j. If the Student is terminated in accordance to the above, then his/her Security Deposit shall be immediately forfeited in entirety to the School without any refund along with any other fees or partial fees paid to date.
- k. In the event that the Student has been issued termination notice due to non-payment of Tuition Fees or any other payments but subsequently the Parent makes good the outstanding payments, the School reserves the right not to register or accept the Student and offer the place to other new or potential students.
- l. In the event that the Student is being expelled, suspended or terminated due to any sort of misconduct or disciplinary actions, there shall be no refund of Tuition Fees or any fees paid.

5. SECURITY DEPOSIT

- a. The Security Deposit shall be payable in one lump sum prior to the commencement of the first academic year in the School and is strictly non-transferable.

- b. The Security Deposit shall be topped up in accordance to the year of study and maintained throughout the Student's continued enrolment in the School.
- c. Security Deposit paid shall under no circumstances be treated as payment of fees or any other payments required to be paid and may not be used to set-off any amount due and payable to the School.
- d. In the event the Student is terminated or withdraws from the School, irrespective of having paid the Tuition Fee or other fees, the Security Deposit shall be forfeited to the School and the Student or his/her parents/guardians shall have no claim or right for any refund.
- e. If the Security Deposit is not maintained at its required full amount, the School reserves the right not to allow the Student to attend any class or activity (physical, online or otherwise) until the Security Deposit is restored to its required full amount regardless of whether all other fees are paid.
- f. If sufficient notice of withdrawal of studies at the School is given, then the Security Deposit will be refunded after all the deductions of outstanding bills (if any) have been made.
- g. A Student may withdraw from the School by giving a written notice of three (3) months in advance prior to the commencement of the next Fee Period. For notice to be sufficient and therefore effective, Tuition Fees for the next Fee Period must have been paid in full. Such notice is to be handed in personally to the Administration Office or email to accounts@axcel.edu.my. For avoidance of doubt, please note that the notice of withdrawal must straddle the full term of the next Fee Period to be considered "sufficient note".
- h. In the case of the Student leaving the School after Year 11 on completion of studies at the School, no withdrawal or discontinuation notice is required.
- i. In the case of a student leaving school after Year 6 on completion of studies at Primary School, no notice of discontinuation of studies is required if the said student registers for Axcel International Secondary School before the closing date for Year 6 registration into Year 7.
- j. A Year 6 student who remains silent on registration to Year 7 after the closing date for registration will automatically be deemed to have discontinued his/her studies at Axcel International School and will not be reserved a place at Secondary School but shall be entitled to the return of the Security Deposit.
- k. In all cases otherwise not covered above, the Security Deposit shall be forfeited to the School and no refund shall be given.

6. LIMITED LIABILITY AND INSURANCE

- a. The School may holds insurance policies for accidents occurring on the School premises. However, parents/guardians are advised to take out their own comprehensive insurance cover for their children.
- b. The School, its management and its holding company shall not be liable for any accident, damage to property, injury or death resulting from an act of God, unforeseeable circumstances and/or the acts, negligent or otherwise, of a third party within the School's compound or the near vicinity.

- c. Parents/guardians provide indemnity to the School and its holding company against any accident, damage to property, injury or death resulting from their own wilful or negligent act or that of their children/ward, agents or guests.
- d. In case of medical emergency, where Parent cannot be contacted to give consent, the Parent agrees and consents to authorise the Principal(s) 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. DISCIPLINE

- a. The School reserves the right to take whatever necessary disciplinary action it deems appropriate against any student who breaches the disciplinary rules and regulations set out in the Student Handbook as applied to Primary School and Secondary School.
- b. The School reserves the right to decide what are deemed to be breaches of the Student Handbook, to amend, add or delete offences on the list of offences and to take whatever disciplinary action it sees fit against students for offences that are not covered by the Student Handbook but warrant disciplinary action.
- c. Disciplinary action for offences may include but not limited to doing extra worksheets, public speaking, community service, suspension from School and/or expulsion.
- d. Clarification of the breaches of discipline can be obtained by referring to the Student Handbook which can be obtained at the administration office counter or by appointment with the Principals.
- e. Students whose parents do not consent to any punishment for breach of the Student Handbook will be liable to termination of enrolment without compensation of refund of Security Deposit or Tuition Fees and the School's decision shall be final and not subject to any appeal.

8. PHOTOGRAPHS AND IMAGES

- a. By admission and continued enrolment in the School, the Parent 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 Alps Excel Holdings Sdn Bhd's Group ("Group"), including website of the School and other educational institutions within the Group.

The School reserves the right to amend and change the above from time to time to suit the operational requirements. 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.

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