

CRANBRIDGE INTERNATIONAL SCHOOL FEES POLICY – 2022/2023

FEE POLICY

Application Fee (one-time payment and non-refundable)

- i. This fee is payable upon submission of the Admission Application Form.
- ii. It will cover activities related to the assessment and placement process of student in suitable academic level.

Registration Fee (one-time payment and non-refundable)

- i. This fee is payable upon acceptance of the Offer Letter issued by the School.
- ii. Subsequently, the student's details and particulars will be officially recorded in to the school's registration system.

Security Deposit (refundable on condition)

- i. It is payable together with the other fees upon the confirmation of admissions.
- ii. It is refundable subject to compliance with the Withdrawal Policy.

Tuition / School Fees

- i. Fees for Reception till Year10 are invoiced based on three (3) *terms.
- ii. Fees for Year 11 and A-Levels (12 & 13) is invoiced based on **semesters.
- iii. All fees will be invoiced approximately one (1) month prior to the beginning of a new term or semester.
- iv. All fees must be paid by the first day of the term or semester.
- v. Term Fees or Semester Fees will include the Tuition Fee, Technology Fee and Activity Fee. Books and uniform are payable separately.
- vi. Students who withdraw during the school term/ semester will be charged full tuition fees for the term in which they withdraw.
- vii. There will be a surcharge of ten percent (10%) to the invoice, if the term fees are not paid by the first day of term/semester or stipulated date.
- viii. The School reserves the right to de-register your child and forfeit the security deposit if outstanding fees are not settled within ten (10) days of the commencement of a term/semester.
- ix. The School reserves the right to withhold any certificate(s) and/ or result(s) of Students in Year 11 should they fail to duly settle their outstanding school fees.

*term consists of approximately 4 months including holidays (refer to latest Academic Calendar for actual dates)

**semester consists of approximately 6 months including holidays (refer to latest Academic Calendar for actual dates)

Sibling Discount

Sibling discount is offered to families with two or more children studying at Cranbridge at the same time. Sibling is defined as children with at least one natural or adoptive parent in common. The discount is applicable to the Tuition Fee ONLY.

2nd Child 5%

3rd Child 7%

4th Child 10%

Parents/Guardians are responsible to ensure that fees are paid on time even if the fees are borne by their employer.

In the event of failure to make payment by the due date, the school has the right to remove any offers and discounts (including sibling discount) previously made available for that term.

WITHDRAWAL POLICY

A student may withdraw from the School by giving the School ONE (1) full academic term's notice in writing, failing which the Security Deposit fee shall be forfeited. The said notice shall set out the date of such withdrawal ('Withdrawal Date'), failing which it shall be deemed as insufficient notice.

If it is intended that the student will leave the School at the end of the academic term, written notice of withdrawal must be received by the school not later than the end of the first day of the same academic term, failing which the deposit shall be forfeited.

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The following illustrates what constitutes insufficient notice:

- i. If the student is withdrawn from the School prior to the Withdrawal Date.
- ii. If the notice of withdrawal does not set out the Withdrawal Date.
- iii. Provisional or conditional notice of withdrawal is not accepted. If the student is not withdrawn from the School on the Withdrawal Date, a fresh notice of withdrawal of not less than ONE (1) full academic term must be received by the School.

All deposits paid are under no circumstances be treated as payment of tuition fees or any part thereof and any other payments required to be paid and may not be used to off-set any amount due payable.

REFUND POLICY

All monies refundable shall be refunded free of interest and must be claimed by the parent/guardian within one (1) year from the date the child ceases to be a student of the School, failing which the parent/guardian consents and confirms that the School shall immediately and is thereby duly authorised by the parent/guardian to transfer the said monies into the School Improvement Fund, whereupon the parent/guardian shall have no claim in respect of such monies whatsoever. The School shall be entitled to utilise such monies in the School Improvement Fund as the School deems fit.

RE-ENTRY POLICY

In the event that the student or guardian is unable to obtain visa from the Malaysian Authorities (and strictly and solely for this reason alone), the parent may apply to the school for refund of Tuition Fees and Security Deposit paid. Application Fee and Registration Fee are Non-Refundable.

If the student is already studying in the school whilst awaiting the Visa and the Malaysian Authorities do not grant a study pass, parent may request for Security Deposit to be refunded.

INTERNATIONAL STUDENTS

In the event that the student or guardian is unable to obtain visa from the Malaysian Authorities (and strictly and solely for this reason alone), the parent may apply to the school for refund of Tuition Fees and Security Deposit paid. Application Fee and Registration Fee are Non-Refundable.

If the student is already studying in the school whilst awaiting the Visa and the Malaysian Authorities do not grant a study pass, parent may request for Security Deposit to be refunded. Application Fee and Registration Fee and Tuition Fee are Non-Refundable.

ACKNOWLEDGEMENT AND AGREEMENT

I have read and I fully understand the above policies, terms and conditions and the nature and effects thereof. I hereby expressly confirm my agreement thereto. I further undertake to perform all such obligations and/or comply with all terms and conditions set out above on my part to be performed or complied with, particularly but not limited to payment of all monies payable.

Signature of Parent / Guardian

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Full Name (As per IC/Passport) :

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Date :