



PARENT AGREEMENT

TERMS AND CONDITIONS GOVERNING ENROLMENT & ADMISSION

In order that your child will fully benefit from our environment, we have laid down certain policies and conditions. 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 student of the School, as set out below.

1. DEFINITIONS

- 1.1 The following definitions apply when used herein:
- 1.2 "Parent" is either parent of the child or legal guardian and the provisions herein shall be binding on them jointly and severally.
- 1.3 "School" shall mean Cranbridge International School (CIS) wholly owned by Cranbridge Education Group Sdn Bhd (1130496-P).
- 1.4 "Head of the School" shall collectively mean the person given the delegated responsibility to lead the School by the Board of Governors, irrespective of their actual job title.
- 1.5 "Student" and "Child" may be used interchangeably in this document, which refers to the child named on the Application for Admission Form.
- 1.6 "Application Form" shall mean the Application for Admission Form for Cranbridge International School.

2. APPLICATION

- 2.1 A Parent intending to enrol his/her child to the School, must submit the Application for Admission Form (the "Application Form"), duly and accurately completed and signed. False, inaccurate or misleading information could lead to rejection of the application of 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 Application Fee (please refer to the fee schedule, the "Application Fee") is payable in full with each submission of the Application Form. The Application Fee shall be payable by either cash, a crossed cheque, bank draft or bank transfer made payable to Cranbridge Education Group Sdn Bhd, at the time of submission of the Application Form.
- 2.3 The Application Fee covers an application for admission to the School for the Term and Academic Year applied for. The Application Fee is non-transferable and non-refundable regardless whether the child is successfully admitted to the School or otherwise. The receipt of the Application Fee by the School does not oblige the School to assess and/or admit the child. The School has the final decision.
- 2.4 Upon payment of the Application Fee, the application may be put in a wait pool, depending on availability of place and is subjected to terms and conditions as stipulated in 2.6 ~ 2.7.
- 2.5 Putting in a wait pool, 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 the application is withdrawn by the Parent in writing or by default.
- 2.7 A new Application 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 Parent with or without an offer of place.
 - The Application is unsuccessful for the second time due to unsatisfactory assessment outcome.
 - 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 An assessment test is conducted upon application. The School will recommend the appropriate Year Group of entry for the child accordingly.
- 3.2 If the Parent does not accept the recommended Year Group the Parent shall inform Admissions personnel should Parent decide to re-apply. Parent may re-apply for the future, with at least six (6) months' gap from the last assessment, with no additional cost involved.
- 3.3 If an offer is declined by the Parents in writing or by default, the Application will automatically be canceled and the Application Fee shall be forfeited by the Parent.
- 3.4 Should the Parent wish to re-apply after the Application is canceled, the Application will be treated as a fresh application and the then prevailing Application Fee is applicable according to the Fee Schedule of the Academic Year, at the time of the re-application. The Application shall be placed in a wait pool again, in a relevant Year Group, Term and Academic Year and the application process shall apply (refer to section 2).
- 3.5 Should the Parent wish to defer enrolment and if the deferment extends to the future academic term or year, a place at the School is not guaranteed and will be subject to reassessment and availability. In this scenario, tuition fees and all other applicable fees will be billed at the prevailing rate at the time of commencement of studies. After one academic year deferment, the acceptance will no longer be valid and the student will need to re-apply and the relevant Application Fee must be submitted.
- 3.6 The placement of the child is at the absolute discretion of the School and in this 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.
- 3.7 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.
- 3.8 On being offered a place, the Parent shall pay the required school fees (including the refundable deposit) at the rate applicable for the Term and Academic Year for which the place is offered within and no later than the stipulated deadline as stated on the letter of offer (See fee schedule for details). Please note that fees are normally reviewed on an annual basis and that the fees indicated on the current fee schedule may not be the fees applicable for subsequent academic years. For the avoidance of doubt, the School reserves the right to revise the fees when deemed necessary and the latest fee schedule would be on the website.
- 3.9 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 anytime and from time to 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 Application Fee (one-time payment and non-refundable)
 - 4.1.1 This fee is payable upon submission of the Admission Application Form.
 - 4.1.2 It will cover activities related to the assessment and placement process of student in suitable academic level.
- 4.2 Registration Fee (one-time payment and non-refundable)
 - 4.2.1 This fee is payable upon acceptance of the Offer Letter issued by the School.
 - 4.2.2 Subsequently, the student's details and particulars will be officially recorded in to the school's registration system.
- 4.3 Security Deposit (refundable on condition)
 - 4.3.1 It is payable together with the other fees upon the confirmation of admissions.
 - 4.3.2 It is refundable subject to compliance with the Withdrawal Policy.
- 4.4 Tuition / School Fees
 - 4.4.1 Fees for Reception till Year 10 are invoiced based on three (3) *terms.
 - 4.4.2 Fees for Year 11 and A-Levels (12 & 13) is invoiced based on **semesters.
 - 4.4.3 All fees will be invoiced approximately one (1) month prior to the beginning of a new term or semester.
 - 4.4.4 All fees must be paid by the first day of the term or semester.



- 4.4.5 Term Fees or Semester Fees will include the Tuition Fee, Technology Fee and Activity Fee. Books and uniform are payable separately.
- 4.4.6 Students who withdraw during the school term/ semester will be charged full tuition fees for the term in which they withdraw.
- 4.4.7 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.
- 4.4.8 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
- 4.4.9 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)*

4.5 Sibling Discount

- 4.5.1 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%
- 4.5.2 Parents/Guardians are responsible to ensure that fees are paid on time even if the fees are borne by their employer or sponsor.
- 4.5.3 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.

5. WITHDRAWAL AND SECURITY DEPOSIT

- 5.1 A parent/guardian may withdraw the child from the School by giving to the School ONE (1) full academic term's notice, failing which the deposit SHALL be forfeited in full. The said notice shall set out the date of such withdrawal ("Withdrawal Date"), failing which the same shall be deemed as insufficient notice. For avoidance of doubt, please note that the notice of withdrawal must straddle ONE (1) FULL ACADEMIC TERM to be considered "sufficient firm notice".
- 5.2 In amplification hereof the following are illustrations of what constitute insufficient notice – ▪ if it is intended that the child will leave the School during or at the end of an academic term, notice of withdrawal must be received by the School not later than the first day of the same academic term, failing which the deposit shall be forfeited; ▪ if the child is withdrawn from the School prior to the withdrawal notice
- 5.3 Provisional or conditional notice of withdrawal is not accepted. If the child 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. The provisions of clause 4.3 will apply in the case of a prolonged absence of the child from the School.
- 5.4 The Parent agree and consent that the deposit SHALL be forfeited in full, notwithstanding such monies are paid by parent or third party sponsor, in the event insufficient notice, provisional or conditional notice of withdrawal is given. Parent agrees and consents to indemnify the School for any such incidental loss or damage.
- 5.5 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 set-off any amount due and payable by the Parent.
- 5.6 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 School 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.
- 5.7 Where a Student has been withdrawn from the School and applies for re-admission, no registration fee will be payable if the Student is re-admitted (subject to availability of a place) within three (3) academic years from the date



the child left the School. The Application Fee, Tuition Fee, Deposit and other fees payable, all at the then prevailing rate, are required to be paid prior to such re-admission.

- 5.8 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.
- 5.9 In the event the Student requests for 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 up 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 of "leave of absence".
- 5.10 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.

6. PROMOTIONS / DISCOUNTS / WAIVERS

- 6.1 Students admitted with Promotional Discounts on School Fees, Application Fees, Registration Fees, Activity Fees, Meal Fees and/or Other Fees not herein specified will need to have studied for a duration of Two (2) Fully Paid (Non-Discounted) Terms to be eligible for a Security Deposit refund.
- 6.2 In the event the criteria for Security Deposit refund in clause 6.1 is not met;
 - I. If the Total Promotional Discounts (Total Discounts on School Fees and One Time Payment Fees) received by the Parent/ Guardian/ Sponsor for all their registered children upon the admission is greater than the cash value of the Security Deposit of all their registered children paid, then the Parent/ Guardian/ Sponsor agrees and consents to the security deposit being forfeited in full.
 - II. If the Total Promotional Discounts (Total Discounts on School Fees and One Time Payment Fees) received by the Parent/ Guardian/ Sponsor for all their registered children upon the admission is lesser than the cash value of the Security Deposit of all their registered children paid, then the Parent/ Guardian/ Sponsor is eligible for a partial refund of the Security Deposit. Which shall be calculated with the following formula: Security Deposit refund amount = Total Cash Value of Security Deposit paid to Cranbridge - Total Promotional Discounts.

7. REFUND

- 7.1 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.
- 7.2 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 prorated Tuition Fees and Security Deposit paid. Application Fee and Registration Fee are Non-Refundable.
- 7.3 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

8. RE-ENTRY

Where a student has been withdrawn from the School and applies for re-admission, no registration fee will be payable if the child is re-admitted (subject to availability of place) with three (3) academic terms from the date the child left the School. The tuition fee, deposit and other fees payable, all at then prevailing rate, are required to be paid prior to such re-admission.



9. DISCIPLINE, SUSPENSION AND TERMINATION

- 9.1 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 has a detrimental effect (in the opinion of the School) on the other students in the School.
- 9.2 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 related to the Student's inability to participate in or benefit fully from the School's curriculum or if there is a breach by the Parent or the Student of any matters or things not mentioned herein. The School's decision is final.
- 9.3 Student must attend all classes regularly, participate in all relevant school or extra curriculum activities and sit for all 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 to be withdrawn from the School.

10. MEDICAL

- 10.1 Parent is required to declare to the school during Admission if the student has any medical conditions or allergies and provide a medical letter if applicable.
- 10.2 The school may administer first aid on a student if necessary and will use topical medication to prevent infections or ease pain.
- 10.3 Administration of oral medication is with Parent's consent. In the event that the student appears to need oral medication and Parent cannot be contacted to give consent, the Parent hereby agrees and consents to authorise the Head of School to approve the administration of oral medication upon consulting the school doctor. Medications that may be given are over the counter medications such as paracetamol and antacid, etc.
- 10.4 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 so infected or otherwise, the Head of the School may at his discretion prohibit the Student from attending at the School for such period as the Head of the School deems necessary. The Parent or Student shall have no claim against the School arising from any such safety action taken by the Head of School.
- 10.5 Random drug screening may be carried out with students in Years 9 to 13. This is part of a supportive and preventative programme of drug education at the School. The primary purpose of drug testing is not to punish students who use illicit drugs but to prevent future illicit drug use and to help students already using become drug-free.

10. EMERGENCY AND LIABILITY

- 10.1 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. Parent agrees to indemnify the School fully for all expenses thereby incurred on such account.
- 10.2 The Parent agrees that the School shall not be 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 School, its officers, agents or employees.

11. PHOTOGRAPH AND IMAGES

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 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 Cranbridge Education Group, including website and social media of the School. Should you wish to opt-out of this, please complete a form at the Marketing & Communications office.



12. EXTERNAL EXAMS

- 12.1 Student will be allowed to sit only for those subjects and papers for which they have entered on the exam registration and admission forms.
- 12.2 Parent will be responsible for the information entered in the exam registration and admission forms.
- 12.3 The school will not be liable for errors that are due to incorrect information submitted by Parent / Student in the examination forms.
- 12.4 There shall be no postponement or refund of all examination fees should the Parent decide to withdraw the Student from the examination after registration.

13. GENERAL

- 13.1 Changes at the School: A successful school must initiate and respond to change. The acceptance of a place by the Parent is given on the basis that, in the interest of the School as a whole, changes may be made from time to time.
- 13.2 The School reserves the right to revise or alter the terms and conditions, and to amend regulations and procedures at any time it deems fit.
- 13.3 The parent agrees to visit the School website on a regular basis to check for any updates and changes to the School's Terms and Conditions Governing Enrolment and Admission.
- 13.4 The School may at anytime 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.
- 13.5 Failure to satisfy all sections of the Parent-School Agreement on several occasions will lead to a review of the place offered at the School for the subsequent academic year.
- 13.6 All notices, letters and correspondence from the School to the Parent shall be deemed sufficiently served if sent by ordinary post or email to the Parent at the address and/or email address set out in the Application Form or if handed over to the child.
- 13.7 The Annual Prospectus, School website and Student Handbook describes the broad principles on which the School is 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 are part of any agreement between the Parents and the School. Parents wishing to place specific reliance on a matter given in the prospectus or website should seek written confirmation of that matter before entering this agreement.
- 13.8 The offer of a place and its acceptance by the Parent give rise to a legally binding contract on the terms and conditions in the Application Form, these Terms and Conditions and any future terms and conditions notified to the parent in writing.
- 13.9 The following provisions are applicable in the case of the School being an international school:- For Malaysian citizens, admission to, and continued status as a student of the School in Years 1 to 13, is conditional on the policies set by the Malaysian Ministry of Education. For non-Malaysian citizens, admission to, and continued status as a student at the School, is conditional on the child possessing a valid Student Pass or Permit to Study endorsement issued by the Malaysian Immigration Department. Holders of Dependant Pass and the Malaysia My 2nd Home (MM2H) Pass below 18 years old do not have to apply for a Student Pass but are required to obtain a Permit to Study endorsement on the passport from the Malaysian Immigration Department. It is important to note that it is the parents' responsibility to ensure that the Student Pass or Permit to Study endorsement are valid during the child's enrolment at the School. The School is also not liable for any policy change at the Malaysian Immigration Department. The parent shall undertake to keep the School informed of any change of passport details and in the status during the child's enrolment at the School.

14. THIRD PARTY EXCLUDED

Only the School and the parent/guardian are parties to this contract. Subject to notification in writing to the School by the parent/guardian, the Student is not a party to it 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.



15. ALUMNI

All graduates or school leavers who have spent at least one academic term in Cranbridge International School 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 inform the School in writing.

16. COUNSELLING

The School provides counselling services within the School to facilitate a better and supportive environment, which underpins the enhancement of learning, and contributing to the best possible start in life for students.

17. PDPA

The School is committed to comply with the Malaysian Personal Data Protection Act (PDPA) 2010 in protecting our students' and parents' personal information with the School.

18. FORCE MAJEURE

If by reason of Force Majeure (hereafter defined) the School is unable to perform its obligations, either in full or part, then upon written notice to the parents as soon as reasonably practicable after the occurrence of the Force Majeure, the School shall not be liable and shall be released from any obligations to the extent to which they are affected by the circumstances of Force Majeure and for the period during which those circumstances exist. In such a situation, the School may continue by providing online learning to students, wherever possible and practicable to do so without any liability therefor. Force Majeure' herein includes any of the following events: war, invasion, terrorism, sabotage or arson; act, order or regulation of Government; earthquakes, fire, lightning, storms, floods or any other occurrence caused by the operation of the forces of nature; haze or very unhealthy pollution; prolonged electrical outage; strikes, lockouts, labour disputes; pandemic, epidemic or outbreak of any infectious disease; compliance with any law or governmental order, rule, regulation or direction or any other event similar to any of the foregoing or any other event beyond the control of the School.

19. 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. I will visit the School website on a regular basis to check for any updates and changes to the School's Terms and Conditions Governing Enrolment and Admission.

I acknowledge that the withholding or non-disclosure of any relevant information relating to my child's/ward's physical, medical or educational needs may affect my child/ward being offered or maintaining a place with the School. I agree that any offer of placement is conditional on the accuracy of the information provided by me.

I acknowledge that any third party sponsor is not a party to this agreement and agree to convey the same to the third party sponsor involved. I agree to be fully responsible to give sufficient firm notice of withdrawal or indemnify and hold the school not liable in any way, in the event such sufficient firm notice is not given as per Clause 5.1 above.

I acknowledge that the School corresponds with me to share updates and information about the school from time to time. I agree that if I do not wish to receive any of the information, I will notify the school in writing.

I give permission for my child, named in this application form, to receive counselling services while attending Cranbridge International School. I understand that I may withdraw this consent at any time by signing and dating a written notice requesting termination of counselling service. I understand that the School Counsellor will keep information confidential unless disclosure is required to prevent clear and imminent danger to my child/ward, or others, or when legal requirements demand that confidential information be revealed. I also understand that the



School Counsellor will inform my child/ward at or before the time the counselling relationship is entered into, the limits of confidentiality.

I, the Parents and on behalf of the Student, authorise the School to process personal information including financial and sensitive personal information as is deemed necessary for the legitimate purposes of the School within Cranbridge Education Group. I understand that the School holds information about my child including but not limited to exam results, forecast results, parent contact, financial information and details of medical conditions. I understand that the School processes information about my child in order to safeguard and promote the welfare of my child, promote the objects and interests of the School and Cranbridge Education Group, facilitate the efficient operation of the School and ensure that all relevant legal obligations of the School are complied with.

Signature of Father/Guardian

Signature of Mother/Guardian

Full Name :

Full Name :

Date :

Date :