

TERMS OF ADMISSION

Confirmation of Enrolment

It is school policy that every child undergoes a four-week assessment. On completion of the assessment, the school will either - confirm, defer or reject a child's registration depending on whether the school can meet a child's specific needs.

Once the child's placement is confirmed, which can be decided at any time during the first four-week, parents will be presented with all the relevant fees.

Membership

The sum of RM500.00 Membership Fee is **Non-Refundable** and is charged in addition to the first term's fee. The Parent then becomes a Parent Member of The St Christopher's School Association. Membership will cease, when the child or children of a parent or the legal guardian depart from the school.

Application/Administration Fee

If a parent registers a child, a **Non-Refundable** Application/Administration Fee of RM300.00 will be charged.

An initial interview is arranged with the Principal/Deputy Principal/Head of Key Stage, with an opportunity of viewing the school facilities and classrooms.

Detailed information is also provided through the prospectus and terms of admission.

Registration Fee

The school requires a **Non-Refundable** Registration Fee of RM1,000 (Nursery-Year 1)/RM3,000 (Year 2 – Year 6) per child payable once only, when the child is offered a place at St. Christopher's.

Term's Deposit

20% Depreciation of Deposits Per Annum

A Term's Deposit Fee (equivalent to the tuition fee) is required and the Deposit cannot be used to pay for the Term's Tuition Fee. 20% per year that the child is enrolled will be depreciated. This will be calculated on a term-by-term basis.

The residue of this deposit is refundable upon the school being given the required six weeks notice of withdrawal, prior to the date of departure (holidays are not included as notice) ***otherwise the deposit will be forfeited.***

Parents are responsible for notifying the school of withdrawing in writing.

Term's Tuition Fee

(please refer to the fee structure)

There are three terms per year of approximately thirteen weeks each and the academic year begins in September. School Fees are inclusive of all books, materials and resources.

Parents are requested to pay a full term's fee irrespective of the length of time the child will spend in school during one term.

The term's fee is required to be paid on a termly basis and a bill will be issued to parents in at the beginning of a new term. However, any child admitted after the half-term break will be charged a half term's fee.

Parents are required to settle their payment on the due date of the bill or before the first of the new term. There is a 5% surcharge for late payment.

A discount of 4% (subject to change) is awarded to parents/companies who will pay the Annual Tuition Fees (discount does not apply to the Registration Fee, Membership Fees and Deposit).

In the event of a child leaves before the start of Term 2 or 3 tuition fees will be refunded for each term, but not for part of a term.

Unpaid Fees

If fees remain unpaid at the end of a term, the child(ren) **will not be** allowed to continue at the school until the fees are paid.