



# STUDENT ADMISSION FORM

 Beaconhouse Sri Lethia

 Beaconhouse Sri Murni

## STUDENT REGISTRATION/ADMISSION FORM (FOR OFFICE USE ONLY)

Class Applied For: \_\_\_\_\_ Term Applied For: \_\_\_\_\_

Admission Date: \_\_\_\_\_

Leaving Date: \_\_\_\_\_ Class: \_\_\_\_\_

Kindly complete all sections of the form accurately and please use block letters throughout

### SECTION A: STUDENT DATA (AS PER BIRTH CERTIFICATE/PASSPORT)

Child's Full Name: \_\_\_\_\_ Gender:  Male  Female

(Please underline surname)

Birth Cert. No: \_\_\_\_\_

Date of Birth (DD/MM/YYYY): \_\_\_\_\_ IC/Passport No: \_\_\_\_\_

Nationality: \_\_\_\_\_ Passport Expiry Date: \_\_\_\_\_

Religion: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Home Address: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Student resides with:  Both Parents  Father  Mother  Other (Please specify): \_\_\_\_\_

First Language: \_\_\_\_\_ Second Language: \_\_\_\_\_

Student's Photo  
(latest photo taken  
within last 3 months)

### SECTION B: PREVIOUS SCHOOL(S) ATTENDED (STARTING WITH LAST SCHOOL ATTENDED)

School	Country	Type of School	Form	To	Class	Reason For Leaving
1.						
2.						
3.						

### SECTION C: SIBLINGS (IF ANY)

Name	Date of Birth	Gender	School	Level
1.				
2.				
3.				
4.				

### SECTION D: FAMILY DATA

Attention correspondence to:  Father  Mother  Guardian

Parent's Marital Status:  Married  Separated  Divorced  Widowed

Father's Name: \_\_\_\_\_ Mobile No: \_\_\_\_\_

(Please underline surname)

IC/Passport No: \_\_\_\_\_ Passport Expiry Date: \_\_\_\_\_

Occupation/Designation: \_\_\_\_\_ Company Name: \_\_\_\_\_

Work Address: \_\_\_\_\_

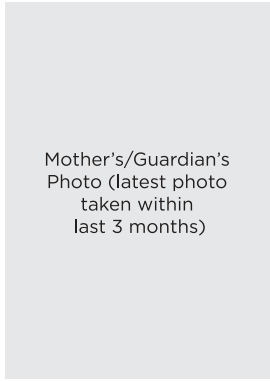
Email Address: \_\_\_\_\_ Work Tel No: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(if different from child's home address)

Father's/Guardian's  
Photo (latest photo  
taken within  
last 3 months)

Priority contact for emergency & school matters:  1st  2nd

Mother's Name: \_\_\_\_\_ Mobile No: \_\_\_\_\_  
(Please underline surname)  
 IC/Passport No: \_\_\_\_\_ Passport Expiry Date: \_\_\_\_\_  
 Occupation/Designation: \_\_\_\_\_ Company Name: \_\_\_\_\_  
 Work Address: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Work Tel No: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
(if different from child's home address)



Priority contact for emergency & school matters:  1st  2nd

**EMERGENCY CONTACT (If persons listed above are not reachable in case of an emergency)**

Name: \_\_\_\_\_ Mobile No: \_\_\_\_\_  
 Relationship with Student: \_\_\_\_\_ Work/Home Te No: \_\_\_\_\_

**SECTION E: MEDICAL HISTORY & SPECIAL NEEDS**

- Is there any health or medical condition that requires the attention of the School? (e.g. epilepsy, asthma, allergies)  
 No  Yes (if yes, please give details) \_\_\_\_\_
- Is there any physical or audio/visual impairments (temporary or permanent) that the student is suffering from?  
 No  Yes (if yes, please give details) \_\_\_\_\_
- Any information the parents/guardian would like the School to take note of regarding the student? Eg: Dyslexia, ADHD Autism, etc \_\_\_\_\_  
 \_\_\_\_\_

**STUDENT'S HEALTH HISTORY**

Is your child taking medication regularly?  Yes  No

If YES, please give details: \_\_\_\_\_  
 \_\_\_\_\_

Allergies (if your child has allergies please indicate below)

	Slight	Mild	Severe		Slight	Mild	Severe
Allergy to: Food _____ <small>Allergens</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insect Bites/Stings _____ <small>Allergens</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food _____ <small>Allergens</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insect Bites/Stings _____ <small>Allergens</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food _____ <small>Allergens</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Others _____ <small>Allergens</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medication _____ <small>Allergens</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Others _____ <small>Allergens</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medication _____ <small>Allergens</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Others _____ <small>Allergens</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Describe allergen, reaction/symptoms and treatment: \_\_\_\_\_  
 \_\_\_\_\_

**IMMUNISATION HISTORY**

My child's scheduled vaccinations are up to date according to the requirement of my country

If NO, please explain why: \_\_\_\_\_  
 \_\_\_\_\_

*Please provide a copy of the student's immunisation schedule and attach the copy to this Medical Health Record*

In the interest of the student and/or other students the Principal may at his/her discretion prohibit the child from attending School for such period as the Principal deems necessary 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 of whether the student is infected or otherwise. Parents must comply with the quarantine regulations made by the School or any medical practitioner as varies from time to time. The parent and student shall have no claim against the School arising from such action taken by the Principal.

**SECTION F: GENERAL INFORMATION**

- How did you hear about us?  
 Friends  Website  Press  Exhibition  Social Media  Billboard  Banner/Bunting  
 Others: \_\_\_\_\_

## 2. What are the most important factors for you when choosing a school?

- Curriculum     Quality of Teachers     Location     Facilities & Resources     Others: \_\_\_\_\_
- Co-curriculum     Academic Standards     Class Size     Student Diversity

## ADMISSION TERMS AND CONDITIONS (The following conditions are to be read with the rules and regulations of the school)

### 1. DEFINITIONS:

The following definitions apply when used herein

**School:** shall mean Beaconhouse Sri Murni and/or Sri Lethia, whichever applicable

**Student:** shall refer to the child named in this Student Admission Form

**Management:** shall refer to Beaconhouse Education Services Sdn. Bhd.

**Parent/Guardian:** shall refer to the parent/guardian executing this Student Admission Form

### 2. APPLICATION

A Parent/Guardian intending to enrol his/her child to the School, must submit the Student Admission 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/Guardian must at all times immediately inform the School of any changes to such information. The School further reserves the right and the Parent/Guardian hereby authorises the School to contact the previous school medical officers or other relevant persons for further information relating to the child.

### 3. ACCEPTANCE OR REJECTION OF ADMISSION

- If the assessment results are not satisfactory, the Parent/Guardian shall inform Admissions Personnel should Parent decide to re-apply or otherwise, within the stipulated date as stated in the Rejection Letter.
- If an offer is declined by the Parent/Guardian in writing or by default, the Application will automatically be cancelled.
- 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.
- 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 any time 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. SCHOOL FEES AND PAYMENTS

- The registration fee is a one-time fee payable in full upon receiving notice from the School of your child's/wards acceptance. It is non-refundable and non-transferrable.
- On being offered a place, Parent/Guardian shall pay immediately the required registration fees, security deposit (refundable subject to the terms and conditions below), full term fee and other fees at the rate applicable for the term for which the place is offered (Please refer to the fee schedule for details).
- Please note that school 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 years. For the avoidance of doubt, the School reserves the right to revise the fee payable. The Parent/Guardian undertakes to promptly pay all fees applicable each term in respect of each school year before the commencement of the first day of the term. If the Parent/Guardian defaults on payment due and payable, strictly without prejudice to the rights of the School in respect of any other term enumerated herein, the School reserves the right to refuse entry to the School to any Student. The School reserves the right to de-register the Student if School Fees remain unpaid upon commencement of the term. The Security Deposit cannot be used to offset school fees. The School also reserves the right to withhold all certificates, school records of the Student and the Security Deposit until such time when all payments due in respect to the Student are received from the Parent/Guardian. There is a 5% late payment surcharge levied on all outstanding fees.
- An agreement with a third party to pay the fees or any other sum due to the School does not release the Parent/Guardian from any liability under these terms and conditions or affect the operation of these terms and conditions unless an express release has been given in writing, signed by the Principal. The School reserves the right to refuse a payment from a third party. All such payments received are accepted in good faith.
- School fees must be paid in full even in the case of absence due to injury, illness or any other cause.
- Payment of fees can be made by credit card, crossed cheques or online transfer to **Beaconhouse Education Service Sdn. Bhd.** Bank account number can be obtained from the school office.
- Any deferment to your child/ward's attendance with us shall be made in writing and submitted together with all relevant supporting information, document or such other evidence from relevant professionals. The School shall reserve its sole and absolute discretion in granting the approval for such deferment upon terms and conditions as we deem fit and appropriate. Deferment is generally not permissible unless for valid medical reasons at the sole and absolute discretion of the School.

### 5. WITHDRAWAL AND SECURITY DEPOSIT

- A parent/guardian may withdraw your child/ward from the school by submitting an Online Withdrawal Form via our Beaconhouse website: [www.beaconhouse.edu.my](http://www.beaconhouse.edu.my). A Four (4) months notice prior to the last date of withdrawal is required, failing which the Security Deposit shall be forfeited in full. The said notice shall set out the date of such withdrawal (last day of student's attendance), failing which the same shall be deemed as insufficient notice. 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 is required and the same condition applied for the refund Security Deposit.
- School fees must be paid in full for the Withdrawal Notice Period and (this is regardless of whether the Student attends the School during the Withdrawal Notice Period or right up to Withdrawal Date, whichever is later).
- In the event the of four (4) months' notice is served and the last day of the notice encroaches into a new term, the school fees for the term will be pro-rated accordingly.
- The Security Deposit is non-interest bearing. It has to be maintained throughout the tenure of the Student with the School and shall under no circumstances be treated as payment for school fees or any part thereof or for any payments required to be paid and may not be used to set-off any amount due and payable by the Parent/Guardian. Where required, the Parent/Guardian shall pay such additional monies as are necessary to top-up the deposit to maintain its equivalence to one term's tuition fee on or before commencement of the relevant academic term.
- All withdrawals are subject to an administrative charge of RM100. The Security Deposit will be refunded within forty-five (45) days from the last day in the School, if all withdrawal conditions are met.
- In the event of insufficient notice for withdrawal or in the event any of the withdrawal conditions are not met, the Parent/Guardian agrees that the Security Deposit shall be forfeited by the School in full without notice. The Security Deposit would be forfeited under such circumstances regardless whether such monies were paid by the Parent/Guardian or third party sponsor.
- All monies refundable under the condition here of 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 irrevocably and unconditionally consents and authorises the School to forfeit the money and the School shall be entitled to utilise the money in any manner, as the School deems fit. The Parent/Guardian shall have no further claim in respect of such sum against the School and/or the Management in any manner whatsoever.

### 6. TERMS OF RE-ADMISSION

- A Student who has withdrawn from the School and applies for re-admission at a future date shall be subjected to the following:  

Approval from management	Availability of places	Providing valid reason justifying the re-admission	Settlement of any outstanding sum owed to the School
--------------------------	------------------------	--	--
- Subject to the above, no registration fee will be payable if the Student is re-admitted within one (1) year from the date that the Student left the school. The Security Deposit, Tuition Fee and other fees payable, all at the prevailing rate are required to be paid prior to such re-admission.
- If the re-admission takes place after one (1) year of withdrawal, it will be treated as a new application.

### 7. DISCIPLINE, SUSPENSION AND TERMINATION

- 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.

b. 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/Guardian or the Student of any matters or things not mentioned herein. The School's decision is final.

c. Students 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.

## 8. EMERGENCY AND LIABILITY

a. In the event of any medical emergency and if the School is unable to contact the Parent/Guardian of the Student concerned, the School is hereby authorised to seek medical attention for the Student from the nearest available qualified practitioner or hospital and the School and its staff shall not be held responsible for any medical treatment administered to the Student or for any medical charges incurred. The Parent/Guardian will fully reimburse the School for any expenses/payment incurred at the hospital/clinic concerned.

b. The Parent/Guardian 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, representatives or employees.

## 9. OTHER TERMS

a. The School may shift the premises of any branch of the School to another location for any reason and the consent of the Parent/Guardian shall not be necessary in this regard. Advance notice will, however, be given to Parent/Guardian.

b. The School has absolute discretion to regulate the syllabus, curriculum, course books and other teaching materials in order to provide quality education to the Student. Parent/Guardian consent is not required when making any changes to the curriculum.

c. The offer of a place and its acceptance by the Parent/Guardian give rise to a legally binding contract on the terms and conditions in the Admission Form, these terms and conditions, and any future terms and conditions notified to the Parent/Guardian in writing.

d. The School may and the Parent/Guardian hereby gives consent to the School to take photographs, images, recordings, works or derivative works including examination results of my/our 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 Beaconhouse Schools Group, including the school website and other educational institutions within the Beaconhouse Schools Group.

e. \*Swimming is a compulsory co-curricular activity for all Students. Qualified instructors are appointed for swimming lessons. The swimming instructors and the School will take all reasonable precautionary measures to ensure the safety of the Student during swimming lessons. The School and the instructors will not be liable for loss or damage in the pool premises caused by the Student. Neither the School, nor the instructors will be held liable for any damages, personal injuries, death or inconvenience to anything or anyone including but not limited to the Student howsoever caused by the Student or due to negligence of the Student, due to violation of rules and regulations by the Student or if there is discrepancy in the Student's health declaration in the School records of any medical conditions by the Student. Student taking part in any aquatic courses do so at their own risk and the Student/Parent/Guardian agree to indemnify the School, the instructors against any claims as the result of any act or omission of the Student. **\*If applicable**

f. Notwithstanding any provision hereunder, the School and/or the Management shall not be in breach of the terms and conditions in this Admission Form or be liable at law or in equity if there is any delay, hindrance, total or partial failure of performance by it or its duties and obligations under the terms and conditions hereunder occasioned by any act of God, health/virus pandemic, outbreaks of infectious disease or any other public health crisis (including quarantine or other restrictions), natural disaster, haze, fire, flood, earthquake, storm, tempest, exceptional inclement weather, act of Government or State, change in applicable laws and requirements, war (whether declared or otherwise), national or regional emergency, hostilities, terrorism, civil commotion or disorder, strike, lockout, riot, enemy action, insurrection, embargo, revolution or other causes beyond the control of the School ("Force Majeure Event(s)"). If the School is unable to perform its duties and obligations as a direct result of the effect of any of the Force Majeure Event(s) and no reasonable steps could have been taken to avoid or mitigate such Force Majeure Event(s) and its consequences, the School shall give written notice of its inability and the cause in question within fourteen (14) days from the date of occurrence of the Force Majeure Event(s) and the performance of the duties and obligations by the School shall be suspended during the period (and only during the period) in which the cause continues to have effect ("Force Majeure Period"). Unless otherwise agreed by the School in writing, the school fees and such other sums as may be imposed by the School from time to time shall be paid in full throughout the Force Majeure Period. Forthwith upon the cause ceasing to have effect, the School shall give written notice thereof to the Parent/Guardian.

## ACKNOWLEDGEMENT AND AGREEMENT

1. I have read and 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, not particularly but not limited to payment of all monies payable.

2. 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.

3. I hereby indemnify the School, its officers and employees against any and all claims arising from any injury to my/our child whilst participating in any school activities or while on school premises or while travelling to or from school and the School undertakes to extend all reasonable care to ensure the well-being of the Student.

4. In the event that the School determines that I have submitted false documents, I hereby consent the School to disclose this information to the relevant authority.

Data Protection: By signing the Admission Form or by agreeing to be bound by these terms and conditions, I, the Parent/Guardian and on behalf of the Student authorise the School to process personal information including financial and sensitive personal information as is deemed necessary to the legitimate purposes of the School within the Beaconhouse Schools Group. I understand that the School holds information about my child including but not limited to examination results, forecast results, Parent/Guardian contact, financial information and details of medical conditions. I understand that the School processes information about my child/ward in order to safeguard and promote the welfare of my child promote the objects and interests of the School and Beaconhouse Schools Group, facilitate the efficient operation of the School and ensure that all relevant legal obligations of the School are complied with. If you wish to request for access to, or to correct data held by the School or to withdraw your consent to the data processing/use of your data by us, please forward your request to the Marketing & Communications team at [marketing@beaconhouse.edu.my](mailto:marketing@beaconhouse.edu.my).

SIGNATURE OF FATHER/GUARDIAN

SIGNATURE OF MOTHER/GUARDIAN

PRINCIPAL

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

BEACONHOUSE EDUCATION SERVICE SDN BHD  
Regional Office, Suite W1103, Wisma Consplant 1, No2, Jalan SS16/4, 47500 Subang Jaya, Selangor  
Tel: +603 5632 2100 Email: [marketing@beaconhouse.edu.my](mailto:marketing@beaconhouse.edu.my)

BEACONHOUSE SRI LETHIA  
Lot 109, Jalan Limau, Off Jalan Istana, 4100 Klang,  
Selangor Darul Ehsan. Tel: +603 3373 3771 / 3758  
Email: [sri-lethia@beaconhouse.edu.my](mailto:sri-lethia@beaconhouse.edu.my)

BEACONHOUSE SRI MURNI  
Lot No. 2854, Batu 9 Jalan Cheras, 43200 Cheras,  
Selangor Darul Ehsan. Tel: +603 9075 1662 / 1663  
Email: [sri-murni@beaconhouse.edu.my](mailto:sri-murni@beaconhouse.edu.my)

**ADMISSION TERMS AND CONDITIONS (The following conditions are to be read with the rules and regulations of the school)**

**1. DEFINITIONS:**

The following definitions apply when used herein

**School:** shall mean Beaconhouse Sri Murni and/or Sri Lethia, whichever applicable

**Student:** shall refer to the child named in this Student Admission Form

**Management:** shall refer to Beaconhouse Education Service Sdn Bhd

**Parent/Guardian:** shall refer to the parent/guardian executing this Student Admission Form

**2. APPLICATION**

A Parent/Guardian intending to enrol his/her child to the School, must submit the Student Admission 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/Guardian must at all times immediately inform the School of any changes to such information. The School further reserves the right and the Parent/Guardian hereby authorises the School to contact the previous school medical officers or other relevant persons for further information relating to the child.

**3. ACCEPTANCE OR REJECTION OF ADMISSION**

- a. If the assessment results are not satisfactory, the Parent/Guardian shall inform Admissions Personnel should Parent decide to re-apply or otherwise, within the stipulated date as stated in the Rejection Letter.
- b. If an offer is declined by the Parent/Guardian in writing or by default, the Application will automatically be cancelled.
- c. 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.
- d. 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 any time 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. SCHOOL FEES AND PAYMENTS**

- a. The registration fee is a one-time fee payable in full upon receiving notice from the School of your child's/wards acceptance. It is non-refundable and non-transferrable.
- b. On being offered a place, Parent/Guardian shall pay immediately the required registration fees, security deposit (refundable subject to the terms and conditions below), full term fee and other fees at the rate applicable for the term for which the place is offered (Please refer to the fee schedule for details).
- c. Please note that school 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 years. For the avoidance of doubt, the School reserves the right to revise the fee payable. The Parent/Guardian undertakes to promptly pay all fees applicable each term in respect of each school year before the commencement of the first day of the term. If the Parent/Guardian defaults on payment due and payable, strictly without prejudice to the rights of the School in respect of any other term enumerated herein, the School reserves the right to refuse entry to the School to any Student. The School reserves the right to de-register the Student if School Fees remain unpaid upon commencement of the term. The Security Deposit cannot be used to offset school fees. The School also reserves the right to withhold all certificates, school records of the Student and the Security Deposit until such time when all payments due in respect to the Student are received from the Parent/Guardian. There is a 5% late payment surcharge levied on all outstanding fees.
- d. An agreement with a third party to pay the fees or any other sum due to the School does not release the Parent/Guardian from any liability under these terms and conditions or affect the operation of these terms and conditions unless an express release has been given in writing, signed by the Principal. The School reserves the right to refuse a payment from a third party. All such payments received are accepted in good faith.
- e. School fees must be paid in full even in the case of absence due to injury, illness or any other cause.
- f. Payment of fees can be made by credit card, crossed cheques or online transfer to **Beaconhouse Education Service Sdn. Bhd.** Bank account number can be obtained from the school office.
- g. Any deferment to your child/ward's attendance with us shall be made in writing and submitted together with all relevant supporting information, document or such other evidence from relevant professionals. The School shall reserve its sole and absolute discretion in granting the approval for such deferment upon terms and conditions as we deem fit and appropriate. Deferment is generally not permissible unless for valid medical reasons at the sole and absolute discretion of the School.

**5. WITHDRAWAL AND SECURITY DEPOSIT**

- a. A parent/guardian may withdraw your child/ward from the school by submitting an Online Withdrawal Form via our Beaconhouse website: [www.beaconhouse.edu.my](http://www.beaconhouse.edu.my).  
A Four (4) months notice prior to the last date of withdrawal is required, failing which the Security Deposit shall be forfeited in full. The said notice shall set out the date of such withdrawal (last day of student's attendance), failing which the same shall be deemed as insufficient notice. 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 is required and the same condition applied for the refund Security Deposit.
- b. School fees must be paid in full for the Withdrawal Notice Period and (this is regardless of whether the Student attends the School during the Withdrawal Notice Period or right up to Withdrawal Date, whichever is later).
- c. In the event the of Four (4) months' notice is served and the last day of the notice encroaches into a new term, the school fees for the term will be pro-rated accordingly.
- d. The Security Deposit is non-interest bearing. It has to be maintained throughout the tenure of the Student with the School and shall under no circumstances be treated as payment for school fees or any part thereof or for any payments required to be paid and may not be used to set-off any amount due and payable by the Parent/Guardian. Where required, the Parent/Guardian shall pay such additional monies as are necessary to top-up the deposit to maintain its equivalence to one term's tuition fee on or before commencement of the relevant academic term.
- e. All withdrawals are subject to an administrative charge of RM100. The Security Deposit will be refunded within forty-five (45) days from the last day in the School, if all withdrawal conditions are met.
- f. In the event of insufficient notice for withdrawal or in the event any of the withdrawal conditions are not met, the Parent/Guardian agrees that the Security Deposit shall be forfeited by the School in full without notice. The Security Deposit would be forfeited under such circumstances regardless whether such monies were paid by the Parent/Guardian or third party sponsor.
- g. All monies refundable under the condition here of 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 irrevocably and unconditionally consents and authorises the School to forfeit the money and the School shall be entitled to utilise the money in any manner, as the School deems fit. The Parent/Guardian shall have no further claim in respect of such sum against the School and/or the Management in any manner whatsoever.

**6. TERMS OF RE-ADMISSION**

- a. A Student who has withdrawn from the School and applies for re-admission at a future date shall be subjected to the following:
 

Approval from management	Availability of places	Providing valid reason justifying the re-admission	Settlement of any outstanding sum owed to the School
--------------------------	------------------------	--	--
- b. Subject to the above, no registration fee will be payable if the Student is re-admitted within one (1) year from the date that the Student left the school. The Security Deposit, Tuition Fee and other fees payable, all at the prevailing rate are required to be paid prior to such re-admission.
- c. If the re-admission takes place after one (1) year of withdrawal, it will be treated as a new application.

**7. DISCIPLINE, SUSPENSION AND TERMINATION**

- a. 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.

