

## **ADMISSIONS POLICY**

Dear Parents / Guardian,

We thank you for selecting Wesley Methodist School Seremban and wish to welcome your child to our school.

In order for your child to study in a conducive environment, we have laid down certain policies and conditions. All parents / guardians are kindly advised to read and take note of the policies and terms and conditions governing the admission to Wesley Methodist School and to ensure the child's continued enrolment as a student of the School.

### **1. ADMISSION DOCUMENTS**

Together with the application form you are required to provide the following documents upon registration

- 1.1 4 copies of recent passport-sized photographs
- 1.2 Certified photocopies of
  - i. Birth Certificate
  - ii. Identity Card
  - iii. Report card from last school attended
  - iv. Leaving Certificate from last school attended
  - v. Public Examination results (UPSR/PMR)
  - vi. Any other relevant documents required.

### **2. FEES AND PAYMENT**

- 2.1 New students are expected to settle all fees due **IN FULL** upon enrolment to the School.
- 2.2 Payment should strictly be in the form of cheques, bank drafts, or online payment. No Post-dated cheques will be allowed.
- 2.3 Fees for subsequent semesters are payable in advance, to be paid on or before the commencement of each semester. The School reserves the right not to allow the Student to attend class until all outstanding fees have been paid.
- 2.4 Late Payment – There is a surcharge added to any outstanding past balance due. A late payment surcharge of 5% will be imposed for all payments received after the due date.
- 2.5 All fees once paid are neither refundable nor transferable. They cannot be deferred to another semester or year.

- 2.6 The Parent undertakes to pay, or arrange payment of all Fees by the due date. If the parent fails to settle any payment due within twenty-eight (28) days, the School reserves the right to suspend the Student from attending classes until all outstanding fees have been paid, failing which, the student will be deemed withdrawn without notice twenty-eight (28) days after the suspension period. The School also reserves the right to withhold all examination results, certificates and school records of the Student.

### **3. WITHDRAWAL FROM SCHOOL AND SECURITY DEPOSIT**

- 3.1 The Security Deposit is refundable upon the following conditions :

- i. Upon completion of Form Five or the highest level available in the School.
- ii. Upon the School receiving a **four (4) months' written notice** of withdrawal prior to the first day of the School's subsequent Semester from which the Student will be withdrawn.
- iii. To ensure the proper refund of security deposits, the withdrawal notice has to reach the School within the stipulated time, failing which the Security Deposit will be forfeited and the parent shall not have any cause of action thereafter.

- 3.2 At the point of withdrawal, the Student must also be a registered 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 (3.1.ii) shall apply.

- 3.3 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 a full semester fee and security deposit (top up deposit – where applicable) have been paid. The semester fee and security deposit will not be refunded if the Student does not attend School after the period of "leave of absence".

- 3.4 All notices of withdrawal shall be addressed to the Principal and such withdrawal shall deem to take effect from the date such notice is received by the School and not from the date as set forth in the notice/letter. If the Student is not withdrawn from the School on the said last day of attendance, a fresh notice of withdrawal shall be served on the School and the same conditions shall apply to the refund of the deposit.

- 3.5 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.

- 3.6 The Parent agrees and consents that the Security Deposit shall be forfeited in full, irrespective of whether the monies were paid by the parents / guardians or sponsors, in the event insufficient notice of withdrawal is given.

- 3.7 The Security Deposit will be forfeited if the Student is expelled from the School for breaching the discipline of the School.

- 3.8 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.

3.9 The Parent shall pay such additional monies as are necessary to top up the deposit to maintain the current deposit amount imposed on or before the commencement of the relevant semester term.

3.10 All monies refundable 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 shall have no claim in respect of such monies thereafter.

#### **4. SCHOOL ETHOS**

Wesley Methodist School is a Christian School under the Methodist Church in Malaysia and we provide a holistic education based on academic excellence, good discipline, character development and also spiritual development.

4.1 It is compulsory for all new students (except Muslim students) from Form One onwards to attend Chapel which is held once a week. This is a directive from the Methodist Council of Education.

4.2 It is compulsory for all students (except Muslim students) to attend Bible Knowledge classes.

4.3 All students (except Muslim students) have to attend our annual Christian events like Easter and Christmas celebrations. Occasionally we may also have visiting Christian groups perform before the whole school.

4.4. The School reserves the right to carry out activities in line with our Vision and Mission. Parents agree and give consent for their children to attend or participate in these activities conducted by the School in pursuit of her vision and mission statement.

#### **5. DISCIPLINE, SUSPENSION AND TERMINATION**

This list is not exhaustive. Refer to the School Rules and Regulations in the Diary for a comprehensive list of rules & regulations.

5.1 A student on being admitted to this school is subject to all School Rules and Regulations.

5.2 The School reserves the right to suspend or expel a Student in case of misconduct or a serious breach of discipline.

5.3 Students enrolled in the School must attend all classes regularly, participate in all relevant school or extra-curricular activities and sit for all relevant examinations applicable to the student unless excused on medical grounds or other compelling cogent reason.

i. The School reserves the right to take action against any student who fails to attend classes. Such action, without limitation, may require the student to repeat a semester or to be withdrawn from the School.

5.4 It is the parent/guardian's responsibility to inform the School well in advance of any impending absence of their child from School. A written notice needs to be submitted to the Principal. The Principal has the right to refuse permission of such absence.

i. Medical Certificates and parent's letter need to be submitted immediately on the day the student returns to school, if the student was absent due to sickness.

- 5.5. Students who are absent for more than three (3) days in a month without written notice to the Principal or any valid reason will be withdrawn from School.
- 5.6. Students are prohibited from having hand-phones in their possession during the stipulated school hours on school days or during certain school functions as deemed appropriate.
- i. All hand-phones must be surrendered to the school office, before school, and collected at the end of the day.
  - ii. Hand-phones found in the possession of students during school hours will be confiscated. Please refer to the rules in the "Permission To Bring Hand-phone To School" form on how to claim back the phone.
  - iii. All hand-phones must be properly labelled with the students' name. Otherwise the hand-phones will be retained until they can be verified that they belong to the students.
- 5.7. Students are strictly prohibited from bringing / possessing Pornographic materials / cigarettes / alcohol / alcoholic drinks etc. Any student found in possession of these will be expelled from the School immediately.

## **6. EMERGENCY & LIABILITY**

- 6.1. In case of medical emergency, where a parent cannot be contacted to give consent or to fetch the child home, the Parent hereby agrees and consents to authorize the Principal to arrange for the medical examination of the Student by a registered doctor, or send the Student to a clinic/medical centre. The parent agrees to indemnify the School fully for all expenses thereby incurred on such account.
- 6.2. 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, authorized field trip or elsewhere, which is not attributable to the negligence of the School, its officers, agents or employees.

## **7. PHOTOGRAPHS 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.

## **8. GENERAL**

- 8.1. Parents agree to abide by changes made to the school policies, regulations, fees and schedule by the School Management at the sole discretion of the School.
- i. The School shall be entitled at any time to amend, add or delete any terms and conditions and such changes will be communicated to parents by way of letters or circulars handed over to the child or by ordinary post.
  - ii. The School may at any time review, amend or make such rules and regulations relating to the conduct of the students in the School. A breach of any such rules and regulations in force, whether recently enforced, reviewed or amended shall be deemed to be a breach of the terms and conditions.

8.2 All correspondence including letters and notices from the School may be sent to the Parent at the address and/or email address set out in the application form or handed over to the student. It shall be deemed sufficiently served.

i Parents are required to acknowledge receipt of such letters/circulars sent to them in the Reply slips attached to the letter /circular.

ii Parents are advised to adhere strictly to the deadlines to send in the reply slips.

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MDM TAN POH CHOO  
Principal

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**To be Signed by Parent/Guardian**

I undertake sole responsibility for all fees due to Wesley Methodist School Seremban; in respect of the applicant \_\_\_\_\_ (I/C No: \_\_\_\_\_) for the entire duration of his/her studies.

I fully understand and accept the terms and conditions contained herein and agree to be bound by all such terms and conditions.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Name (in BLOCK LETTERS):

Relationship to student:  Father  Mother  Guardian : \_\_\_\_\_  
(Specify)