

**In order to ensure that your child fully benefits from the educational environment at ICONS International School, we have outlined the following policies, terms, and conditions governing both the admission and continued enrollment of students. Please read these terms carefully.**

## Definitions

- **Parent:** Refers to either parent or legal guardian of the child. All provisions shall be binding on them jointly and severally.
- **School:** Refers to ICONS International School, wholly owned by ICONS Education Group Sdn. Bhd. (Company No: 202301037035 [1530958-D]).
- **Head of the School:** Refers to the individual delegated by the Board of Governors with the responsibility of leading the school.
- **Student/Child:** Used interchangeably to refer to the child named on the Application for Admission Form.

## 1. Application Process

- **Submission of Admission Form:** Parents intending to enroll their child must submit a completed and signed Admission Form. Providing false, inaccurate, or misleading information can result in the rejection of the application. Please ensure the school is updated on any changes to the provided information.
- **Application Fee:** A non-refundable fee of RM 1500 is required with each Admission Form submission. This fee can be paid via cash, crossed cheque, bank draft, or bank transfer.
- **Application Period:** The Application Fee covers the application process for admission to the specified Term and Academic Year only.

## 2. Acceptance of Admission

- **Payment of Fees:** Upon acceptance, parents must pay the applicable school fees, including a refundable deposit, by the deadline indicated in the offer letter (see fee schedule for details).
- **Fee Adjustments:** ICONS International School reserves the right to revise its fees as deemed necessary. The latest fee schedule will be available on the school website.
- **Class Placement:** The Head of School may place the child in the most appropriate class based on academic and developmental needs. Placement may include repeating one or more academic years, if necessary.

## 3. Fees and Payments

- **Payment Schedule:** Fees for each term are due in advance before the start of the term. Attendance in class may be withheld until outstanding fees are settled.
- **Late Payment:** A surcharge will be applied to overdue balances. Any payments received will first cover the surcharge, with the remainder applied to outstanding fees.
- **Unpaid Fees:** If fees remain unpaid, the student may be excluded from classes and will be deemed withdrawn without notice after 28 days of exclusion.
- **Retention of Records:** The school reserves the right to withhold examination results, certificates, school records, and restrict access to learning and communication platforms until all dues are settled.

## 4. Withdrawal from School and Deposit

- **Notice Period:** Parents may withdraw their child from the school by providing one full academic term's (or four months') notice in writing. Failure to provide sufficient notice will result in the forfeiture of the full deposit.
  - Example of Insufficient Notice:
    - If intending to withdraw the child during or at the end of a term, the notice must be submitted on or before the first day of that term.
    - Provisional or conditional notice is not accepted. If the child is not withdrawn on the Withdrawal Date, a fresh notice of one full academic term is required.
- **Deposit Forfeiture:** The deposit is forfeited if notice requirements are not met or if provisional or conditional notice is given. This condition applies even if the deposit was paid by a third-party sponsor.
- **Deposit Usage:** Deposits are not considered as tuition fee payments and cannot be used to offset any other payments due.

## 5. Discipline, Suspension, and Termination

- **Suspension/Expulsion:** The school reserves the right to suspend or expel a student for misconduct or breach of discipline if deemed detrimental to other students.
- **Discretionary Withdrawal:** The Head of School may require withdrawal of a student if they are unable to participate in or benefit fully from the curriculum. This decision is final and binding.
- **Attendance Requirements:** Students are expected to attend classes, participate in school activities, and take exams. Failure to comply may result in academic consequences, including possible withdrawal.
- **Leave of Absence:** Requests for leave are subject to approval, with full term fees and deposit paid. Fees and deposits are non-refundable if the student does not return post-leave.

## 6. Medical Policies

- **Infectious Disease Control:** In the case of a contagious illness or outbreak, the Head of School may prohibit student attendance for a specified period to ensure safety.
- **Emergency Medical Consent:** In case of a medical emergency where the parent cannot be reached, the Head of School is authorized to seek medical care for the student. Parents agree to cover all expenses incurred.

## 7. Emergency and Liability

- **Medical Emergencies:** In a medical emergency, if the parent cannot be contacted, they authorize the Head of School to arrange for immediate medical care, covering any related expenses.

## 8. Photograph and Media Consent

- **Media Consent:** The school may take and use photographs, videos, and other media of students for promotional purposes, including on the school website. Parents can request to opt out of this policy.

### **Consent to Terms**

By submitting the Application Form, parents/guardians consent to the collection, use, and disclosure of personal information for the purpose of providing education and related services at ICONS International School. This consent applies to both the parents and the enrolled student and complies with applicable legal requirements.