



Discovering Potential | Learning to Care | Respecting Differences

STUDENT ADMISSIONS

A. Admission Policy

Mutiara International Grammar School (MIGS) accepts all qualified students who apply. Applications for admission are accepted throughout the year. All applications to the school must be accompanied by previous educational records, any appropriate medical records, and proof of age. All children are required to sit for an Entrance Test. Admission may be conditional and dependent on the decision of the Student Admission Selection Panel.

All students are eligible for admission if the school can meet their particular needs. At present, the school is not equipped or staffed to accept students with severe to moderate learning disabilities, physical or mental disabilities, or emotional problems. Students with mild physical or learning disabilities may be admitted if in the Panel's view adequate special programs can be worked out. Children whose native language is not English may be required to undergo instruction in the English as a Second Language programme. Fees for any special materials, supplies, and additional instruction will have to be absorbed by the parent. These fees are in addition to the regular tuition fees.

B. Placement Policy

Placement in all classes will be made by the Panel on the basis of the child's previous educational record, the assessment of the School, and by age.

C. Admission Procedure

ENQUIRY

1. The Admissions Office will guide parents through the admission process and remain the first point of contact until the prospective student's arrival at School.
2. On enquiry parents will be informed if there is vacancy in the appropriate year group(s) taking into consideration the number of places available in the class.
3. If there is a vacancy, parents will be invited to submit their application to the Admissions Office. The Application form for admission must be accompanied with the Application Fee. Documents required for the application process are:
 - A photocopy of a valid Malaysian Work Permit/Residence Permit or a letter from the parent's employer certifying employment in Malaysia.
 - Official copies of academic records from previously attended schools. Those not in English should be translated and certified. *(In exceptional circumstances these may be provided later, at the discretion of the Head of School).*
 - A photocopy of the applicant's and parents' passport showing the passport number and date of birth of the applicant.
 - A photocopy of the applicant's birth certificate.
 - Two recent passport-size colour photographs of the applicant, with the applicant's name written on the back.

Applications with incomplete documents will not be processed.

ENTRANCE TEST

- Upon fulfilling the above mentioned requirements prospective students will be invited to sit for the Entrance Test.

Reception

There is a two-day trial placement during which the Class Teacher makes observations, writes a report and submits a recommendation to the Head of School.

Junior School (Years 1 to 6)

Test papers are taken in English and Mathematics.

Senior School (Years 7-10)

Test papers are taken in: English, Mathematics and Science.

- The school schedules Entrance Tests on every Tuesday and Friday between 10.00am to 12.00pm.

- Test papers will be marked and returned to the Admissions Office within three (3) days after the test has been taken. The Admissions Office will convey the test results by a telephone call, followed by email.
- When a prospective student has not reached the required level, the Admissions Office will arrange for a re-sit of the Entrance Test within the same term.
- Prospective students who are successful in the Entrance Test or in the Re-sit Entrance Test will be invited for interview with the Head of School.
- Prospective students who are not successful in the Entrance Test/Re-sit Entrance Test will be considered as not having attained the required level.

INTERVIEW

The objective of the interview with the Head of School is to be briefed on the school's expectation. Parents and prospective students will be asked appropriate questions in order to complete the profile of the student and thus assess his/her suitability for enrolment into the School. In turn the parents and the child will have an opportunity to ask for information about the School. Interviews with the Head of School will indicate the following possibilities:

- ✓ Recommendation for the offer of a place
- ✓ Recommendation for the offer of a conditional place
- The Selection Panel meets at least once a week or whenever required and will hear the Head of School's recommendations before making a final decision on the application. The outcome of this meeting will be conveyed to the parents at the soonest possible time.
- Parents who wish to confirm the offer of a place have to complete all required formalities within a given time-frame. These include – completing and signing the Admissions Terms & Conditions.
- Once all the formalities have been completed and the date for admission has been agreed upon, the Admissions Office will ensure that the new student's class and house placement have been confirmed. This information will be transmitted to the Head of School, members of the Senior School Management Team or Junior School Management Team, the Class Teacher/Form Tutor, the Pastoral Department and Administrative Staff as appropriate.

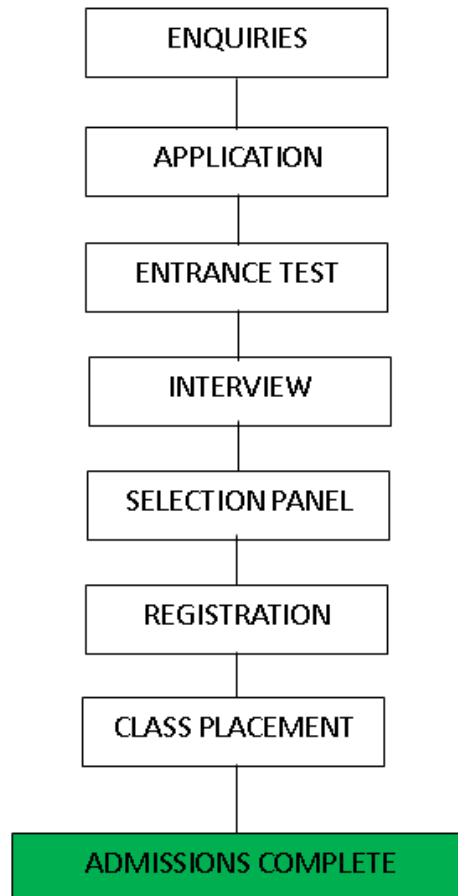
(Please refer to Appendix A- Overall Admissions Flow Chart)

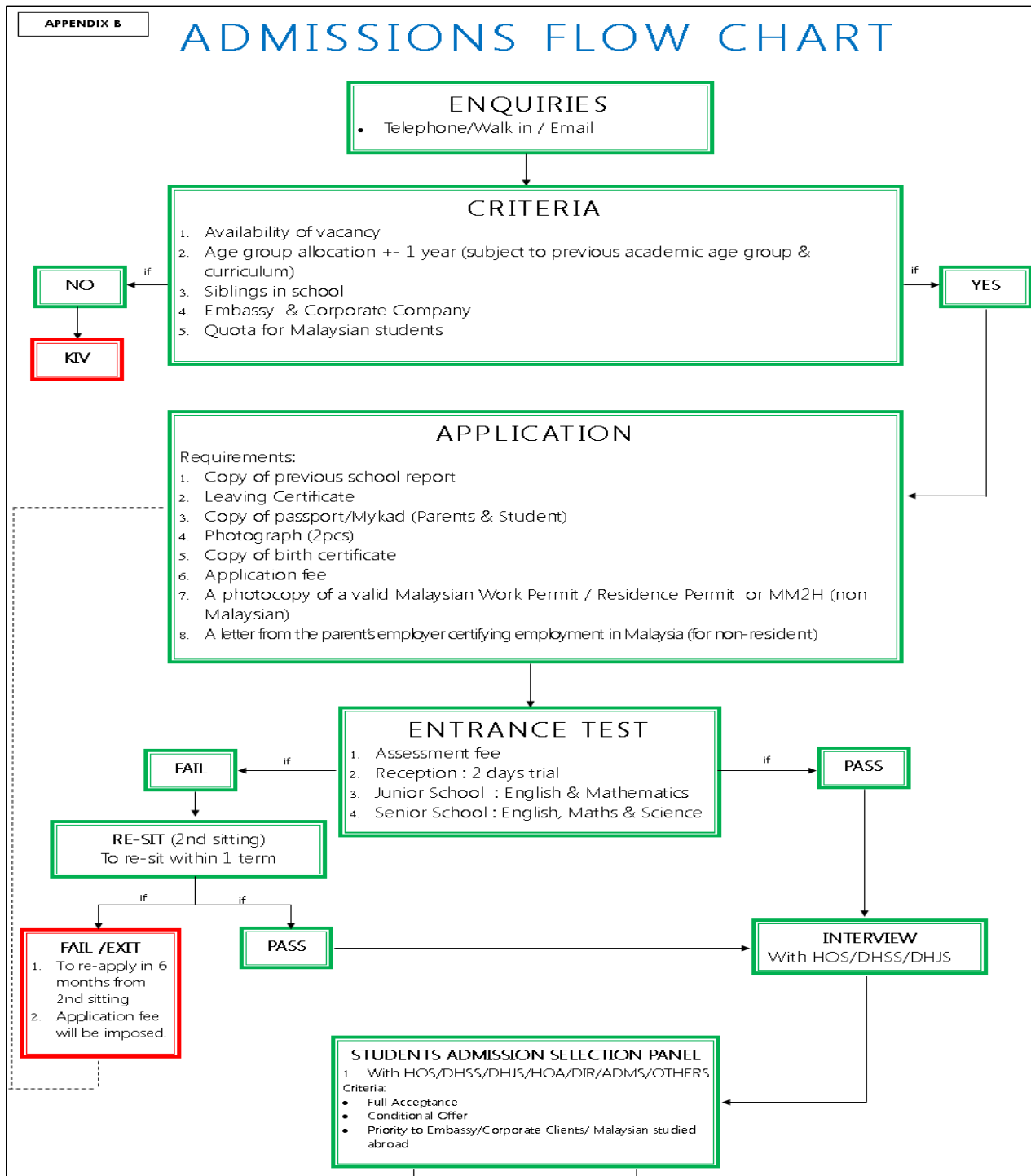
(Please refer to Appendix B-Admissions Flow Chart)

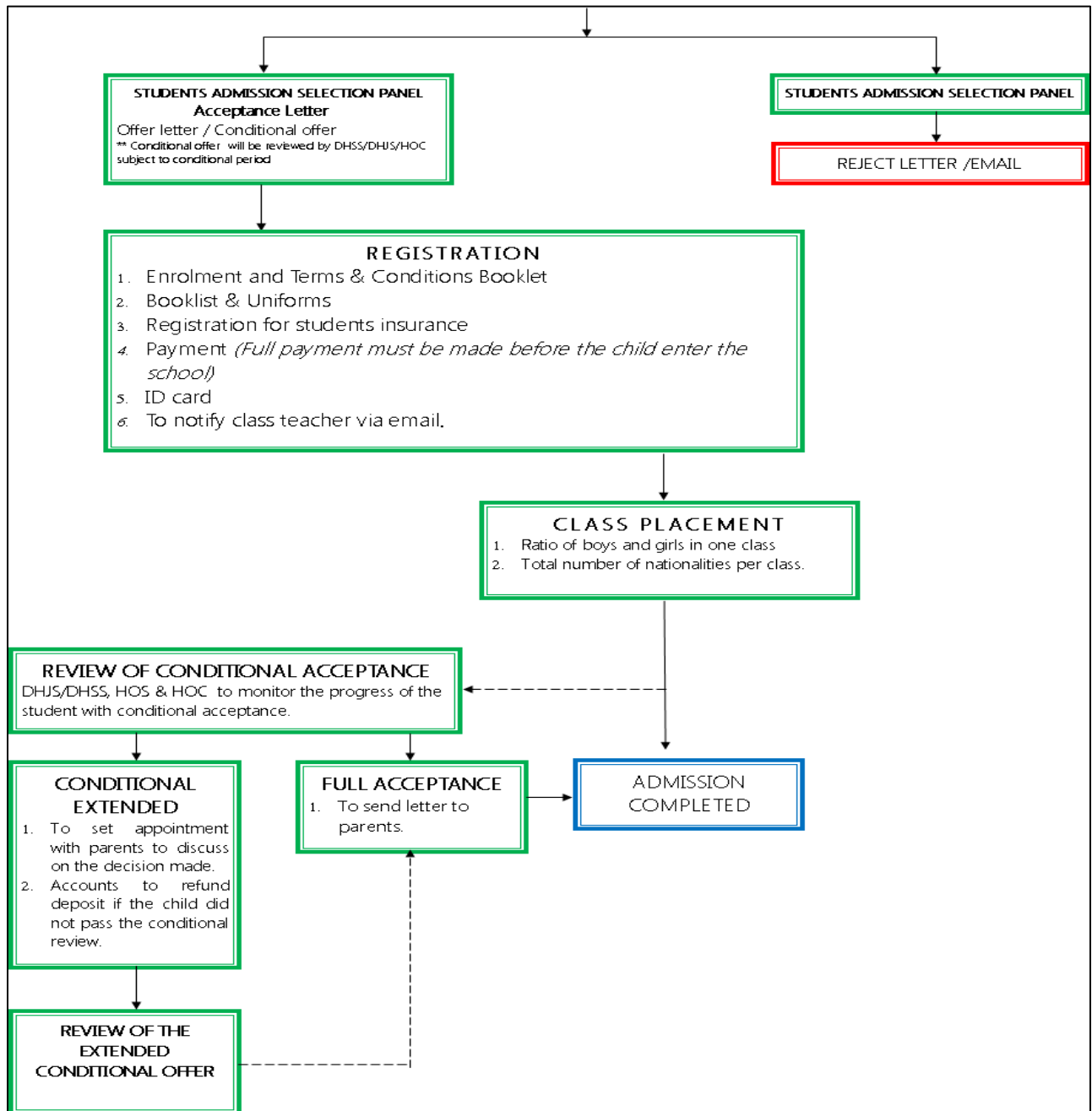
- Admission into Mutiara International Grammar School is based on the Student's own merit.

APPENDIX A

OVERALL ADMISSIONS FLOW CHART







D. Withdrawal

A parent/guardian may withdraw the child from the School by giving the School ONE (1) full academic term's notice, failing which the fee deposit SHALL be forfeited in full or charged in full, any balance of fees outstanding for the academic term or year as the case may be. While serving such a notice, the student must be under current enrolment at the School.

Notice of withdrawal must be received by the School not later than the first day of the same academic term, failing which the fee deposit shall be forfeited.

(Please refer to Appendix C - Withdrawal Flow Chart)

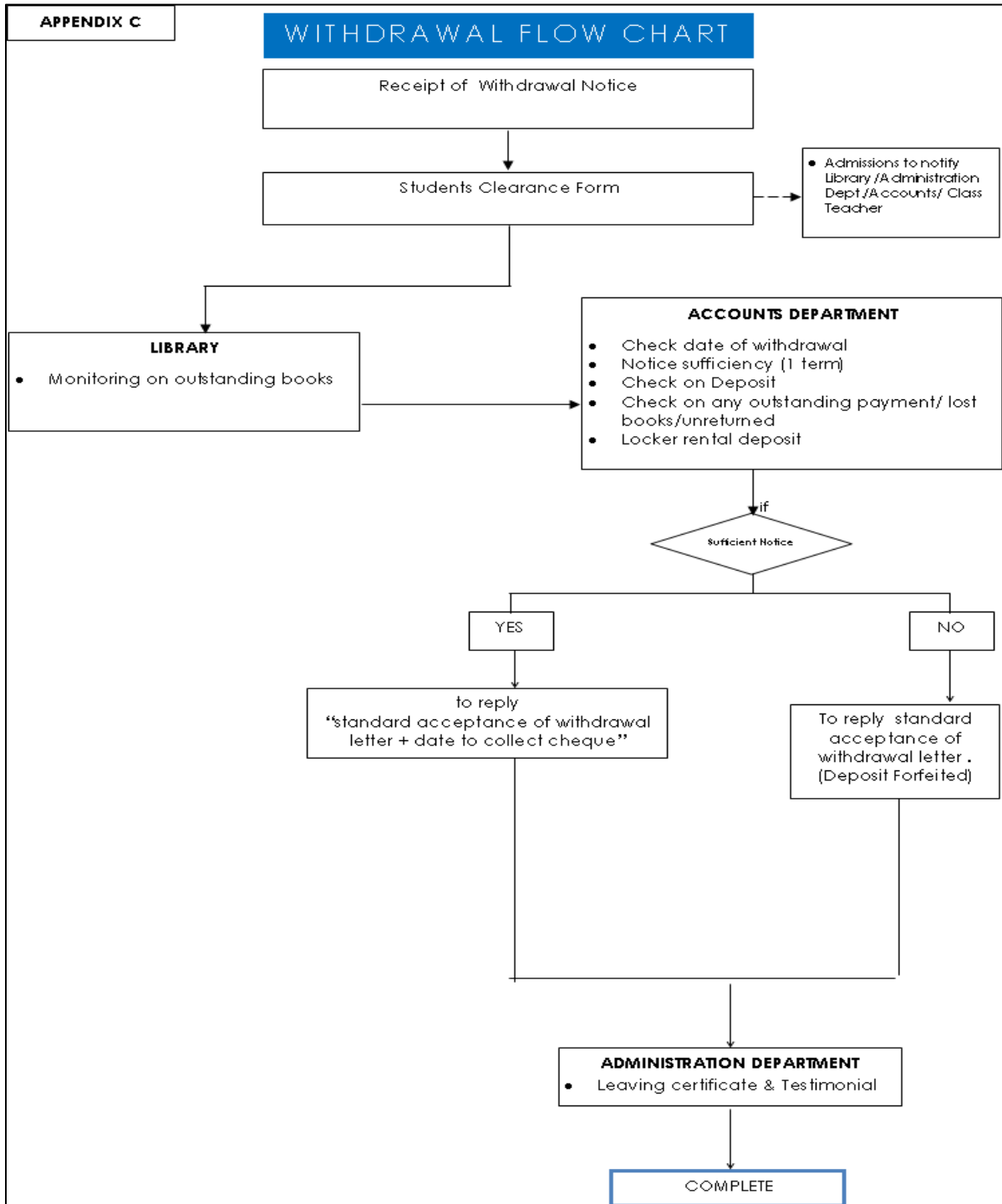
(Please refer to Appendix D - Withdrawal Notice Form)

(Please refer to Appendix E - Acceptance of Withdrawal Letter –Sufficient Notice)

(Please refer to Appendix F - Acceptance of Withdrawal Letter-Insufficient Notice)

Students' Clearance

- Admissions Office to open a Student Clearance Form. Admissions Office is to notify the Library, Administration Department, Class Teachers and Accounts Department on the withdrawal of the student.
- The Library is to monitor all books borrowed and inform Accounts Department on lost or unreturned books.
- The Accounts Department is to inform Admissions on sufficiency of the notice.
- Accounts Department to check on any outstanding payments (locker rental, fees, unreturned books and lost books)
- Admissions Office is to reply the standard withdrawal letters (sufficient or insufficient) notice as instructed by the Accounts Department.
- Administration Department is to prepare the School Leaving Certificate and Testimonial once the Students Clearance Form is completed by all departments concerned.
- *(Please refer to Appendix G - Students Clearance Form)*



APPENDIX D



WITHDRAWAL NOTICE

STUDENT NAME	
CURRENT YEAR GROUP	CLASS TEACHER:

1. The above student is :

Withdrawing with immediate effect .

Withdrawing by the end of Term _____ Academic Year _____.

2. His/her last day of school shall be

3. I have other child/ren still enrolled in MIGS : YES NO

4. Reason for withdrawal : _____

5. Future destination (school) :

Signature of parent /guardian
Date:

FOR OFFICE USE

Received by : _____

Date : _____

REFUND OF DEPOSIT (for sufficient notice only)

Name on Cheque

Bank Account No

Bank Name

APPENDIX E - SUFFICIENT NOTICE

(Date)

Admissions/WL/0755/T3-2014/2015

(NAME)

(ADDRESS)

Dear Sir/Mdm,

ACCEPTANCE OF WITHDRAWAL: (CHILD'S NAME) (YEAR ____-2014/2015)

We wish to refer to your letter that we received on the _____ with regards to the above matter.

Please be informed that Mutiara International Grammar School has accepted the withdrawal notice for your child. With this letter, we have released the vacancy for your child in Year _____, Term ____ (2014/2015 Academic Year). _____ child's name _____ last day of school shall be on the _____.

The total deposit of **RM** _____ (**Ringgit Malaysia** _____) will be refunded to you by cheque on the _____.

If you wish to withdraw the notice after the receipt of this letter or re-enrol your child in Mutiara International Grammar School in the future, he/she will have to observe our normal admissions procedures and the re-enrollment fee of RM _____ will be imposed. All entry is subject to the availability of vacancy.

MIGS would like to thank you for giving us the opportunity to accept your child. We wish _____ all the best in his/her new school.

Yours sincerely,

APPENDIX F- INSUFFICIENT NOTICE

Date
Name
Address

Admission/WL/0768/T1/2012-2013

Dear Sir/Mdm,

NOTICE OF WITHDRAWAL- (CHILD'S NAME (YEAR ____))

We wish to refer to your letter that we received on _____ with regards to the above matter.

Please be informed that Mutiara International Grammar School (MIGS) has accepted the withdrawal notice for _____. With this letter, we have released the place for _____ in Year _____ Academic Year).

We would like to inform you that your notice to withdraw your child from the school does not comply with the requirement of one (1) academic Term's prior notice. You need to give ***“a full academic term's notice in writing on or before the commencement of the preceding academic term. Failure to give the required notice will result in the forfeiture of your deposit”***.

The school continues to operate on the understanding that each class would have an optimal ratio of pupils to academic staff throughout the given school term. This is also to facilitate planning for the relevant academic term in the event parents decide to withdraw their children prematurely.

If you wish to withdraw the notice after the receipt of this letter or enrol your child in Mutiara International Grammar School in the future, he/ she will have to observe our admission procedures and entry is subject to the availability of vacancy.

MIGS would like to thank you for giving us the opportunity to accept your child. We wish _____ all the best in her new school.

Yours sincerely,

APPENDIX G- STUDENTS CLEARANCE FORM



MUTIARA INTERNATIONAL GRAMMAR SCHOOL
 Students Clearance Form

Name of the Student

Registration Number

Level/Year

Reason for Clearance	
(a) Transfer	<input type="checkbox"/>
(b) Completion	<input type="checkbox"/>
(c) Withdrawal	<input type="checkbox"/>

DEPARTMENT	CLEARING OFFICER	SIGNATURE	DATE	REMARKS
ADMINISTRATION				
CLASS TEACHER				
LIBRARY				
HEAD OF SCHOOL				
DEPUTY HEAD				
ACCOUNTS				

FOR ACCOUNTS DEPARTMENT USE ONLY

Total Refundable (RM).....		
Authorized by	Sign	Date
Paid by	Sign	Date

E. Re-registration

Re-registration is subject to availability of vacancy. Returning students must be accompanied by previous educational records. Where a child has been withdrawn within a term from the School and applies for re-admission, no registration fee will be payable if the child is re-admitted. Applicants do not have to re-sit for the Entrance Test.

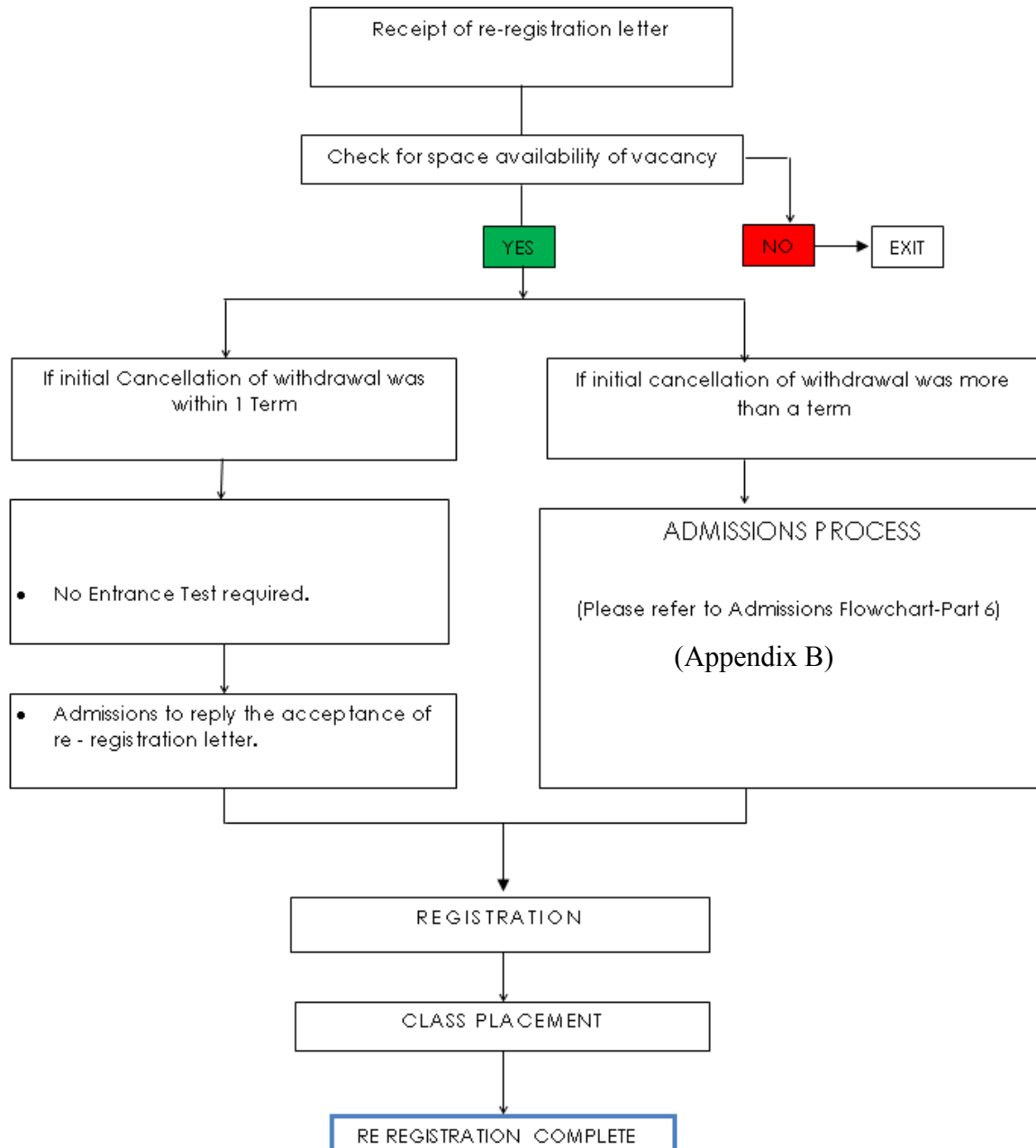
If the application for re-registration is more than a Term, The applicant will be considered as making a new application. The applicant will sit for the Entrance Test and must pay all the prevailing fees.

Admission is dependent on the decision by the MIGS's Selection Panel.

(Please refer to Appendix H- Re-registration Flow Chart)

APPENDIX H

RE-REGISTRATION FLOW CHART

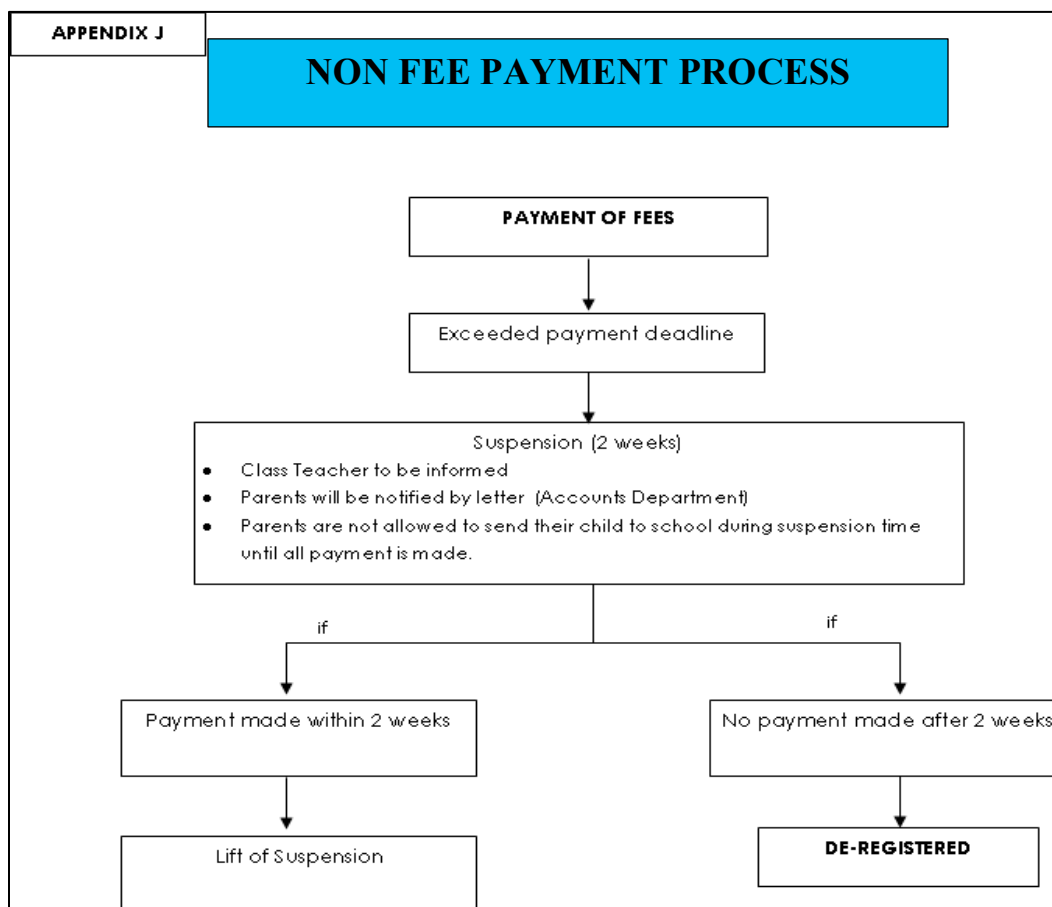


F. Non-fee Payment (Suspension)

In the event that payment is not made in accordance with payment schedule the student in question will be suspended until all fees are paid. A suspension of more than two (2) weeks may lead to de-registration of the student concerned. A student, once de-registered will have to be re-enrolled and re-registered upon payment of the applicable fees and on the School's terms of registration and enrolment. The relevant term's fee once paid/or becomes payable will not be refundable irrespective of the length of time that the student has attended school in that particular term.

(Please refer to Appendix I – Suspension Flow Chart)

(Please refer to Appendix J – Suspension Letter)



APPENDIX J

Admissions/SL/0791/T3/2013-2014

Date

Name

Address

Dear Sir/Mdm,

NON FEE PAYMENT (SUSPENSION) OF (CHILD'S NAME AND YEAR)

Our record shows that, on the date of this letter your child's account still has an outstanding balance to date.

The School's policy states that:

"Failure to make payment in accordance with payment schedule will incur the suspension of the student in question until all fees are paid. A suspension of more than two (2) weeks may lead to de-registration of the student concerned. A student, once de-registered will have to be re-enrolled and re-registered upon payment of the applicable fees and on the School's terms of registration and enrolment. The relevant term's fee once paid/or becomes payable will not be refundable irrespective of the length of time that the student has attended school in that particular term."

In view of the above policy, please be informed that your child is suspended effective from _____ until all outstanding fees are paid. If his/her suspension exceeds two (2) weeks from this date, he/she will be automatically de-registered. Please note that, a student once de-registered will have to be re-enrolled and re-registered upon payment of the applicable fees. Entry is subject to the availability of a vacancy.

Settlement of the outstanding amount can be made via cheque payment (post-dated cheques are not acceptable) or bank transfer as follows:

BENEFICIARY'S NAME / COMPANY NAME: MUTIARA INTERNATIONAL GRAMMAR SCHOOL SDN BHD
NAME OF THE BANK: PUBLIC BANK BERHAD
BANK ACCOUNT NO: 3109603823
SWIFT CODE: PBBEMYKL
BANK ADDRESS: 146 JALAN AMPANG, KUALA LUMPUR, 50947 KUALA LUMPUR

or

BENEFICIARY'S NAME / COMPANY NAME: MUTIARA INTERNATIONAL GRAMMAR SCHOOL SDN BHD
NAME OF THE BANK: MALAYAN BANKING BERHAD
BANK ACCOUNT NO: 514271611809
SWIFT CODE : MBBEMYKL
BANK ADDRESS: Malayan Banking Berhad of 2,Lorong Rahim Kajai 14,Taman Tun Dr.Ismail. 60000.KL

If full settlement has been made prior to receiving this letter, kindly disregard its content and please accept our apologies. Do forward us the bank-in slip so that we could update our records accordingly.

Should you require further information please do not hesitate to contact the Accounts Department.

Thank you.

(Accounts Department)

G. De-registration

If the suspension exceeds two (2) weeks from the suspension date, student will be automatically de-registered. A student once de-registered will have to be re-enrolled and re-registered upon payment of the applicable fees. Entry is subject to the availability of place and as stated in the MIGS Enrolment Terms & Conditions booklet.

(Please refer to Appendix K – De-registration Letter)

APPENDIX K

Date

Name /Address

Dear Sir/Mdm,

DE-REGISTRATION OF (CHILD'S NAME & YEAR)

We wish to refer to our letter dated _____.

Please be informed that _____ from Year ____ has been de-registered from Mutiara International Grammar School as from the date of this letter.

Our policy states that "Failure to make payment in accordance with the payment schedule will incur the suspension of the student in question until all his or her fees are paid. A suspension of more than two (2) weeks may lead to de-registration of the student concerned. A student, once de-registered will have to be re-enrolled and re-registered upon payment of the applicable fees and on the School's terms of registration and enrolment. The relevant term's fee once paid or becomes payable will not be refundable irrespective of the length of time that the student has attended school in that particular term."

If you wish to re-register your child in Mutiara International Grammar School in the future, you will have to settle all the outstanding fees and observe our normal admissions procedures and entry is subject to the availability of place.

Thank you.

Yours sincerely,

Accounts Department