



## STUDENT ADMISSION APPLICATION FORM

The following must be submitted together with your application:

- A copy of the child's birth certificate
- A copy of the child's most recent school report
- One copy of the child's passport-sized photograph
- An Application Fee of RM 1,300

### For Non-Malaysians

- A copy of the child's passport
- A copy of father's/mother's passport

### For Malaysians

- A copy of the child's MyKid
- A copy of father/mother's NRIC

Passport-sized  
photograph  
1 copy

## CHILD'S DETAILS

First Name	<input type="text"/>	Family Name	<input type="text"/>
Date of Birth	<input type="text"/>	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Country of Birth	<input type="text"/>	Nationality	<input type="text"/>
Religion	<input type="text"/>	First Language	<input type="text"/>
Year Group Applied	<input type="text"/>	NRIC No. (Malaysians only)	<input type="text"/>
Passport Details (non-Malaysians)	<i>Passport No.</i> <input type="text"/> <i>Issued Date</i> <input type="text"/> <i>Expiry Date</i> <input type="text"/>	Visa Details (non-Malaysians)	<i>Visa No.</i> <input type="text"/> <i>Expiry Date</i> <input type="text"/>

Previous School(s)	<b>1</b>	Year:	<input type="text"/>
	<b>2</b>	Year:	<input type="text"/>
	<b>3</b>	Year:	<input type="text"/>

Child resides with : Parent/s  Guardian

## PARENTS' DETAILS

### FATHER/GUARDIAN

Full Name	
Nationality	
Home Address	
Passport No./NRIC No.	
Company	
Industry	
Designation	
Company Address	
Tel (Office)	
Tel (Home)	
Tel (Mobile)	
Email	

### MOTHER/GUARDIAN

Full Name	
Nationality	
Home Address	
Passport No./NRIC No.	
Company	
Industry	
Designation	
Company Address	
Tel (Office)	
Tel (Home)	
Tel (Mobile)	
Email	

In the event that you cannot be contacted, please provide us with the name of a trusted relative/next of kin/friend who knows you and your child.

### EMERGENCY CONTACT 1

Name	
Relationship	
Tel (Home)	
Tel (Mobile)	

### EMERGENCY CONTACT 2

Name	
Relationship	
Tel (Home)	
Tel (Mobile)	

# HEALTH CONSIDERATIONS

1 Does your child have any physical disability, functional impairment, illness or allergy? Yes  No   
If yes, please provide details.

2 Has your child:

a) experienced learning difficulties in the past?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b) been assessed by a special needs teacher?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c) had counselling?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d) seen an education psychologist?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If yes, please provide details.

3 Is your child taking a regular course of medication? Yes  No   
If yes, please provide details.

4 If your child has had a history of surgeries, injuries and accidents which required hospitalisation, please declare them below.

5 If you have any reasonable ground for your child not to participate in physical education class, please state them here:

In the event of an emergency, the School has a choice of two hospitals of geographical proximity to send your child to. Please tick on of the boxes to choose between these hospitals as during an emergency, time would be of essence.

KPJ Ampang Puteri Specialist Hospital

Gleneagles Hospital

You will no doubt be dutifully informed, but should you need us to inform a preferred local doctor at a specific hospital, please provide us with the necessary information.

Name of local doctor \_\_\_\_\_ Hospital \_\_\_\_\_

Tel (Hospital) \_\_\_\_\_ Tel (Mobile) \_\_\_\_\_

I declare that all information provided herein are true, and I acknowledge that the School does not practice selectivity with regards to medical information as long as the ability to care for my child falls well within the means of the School and the terms stipulated in the Terms and Conditions of Admission and Enrolment. I understand that my child's limited Personal Accident Insurance issued may be rendered null and void in the event that my child's information provided herein is not fully and/or faithfully disclosed. I also give permission for emergency measures to be initiated in case of grave need including consent for transportation of the child in question to any hospital (notwithstanding the respective hospital and local doctor that I have chosen and/or provided above), with the understanding that I will be contacted as soon as possible. I also understand that any costs arising from such arrangement shall be borne by me.

## GENERAL INFORMATION

- 1 Has your child studied a language other than English and/or his/her mother tongue? Yes  No   
If yes, please provide details.

- 2 Does your child have siblings studying in this or another school? Yes  No   
If yes, please provide details.

Name & School:
Name & School:
Name & School:

- 3 How did you find out about MIGS?

<input type="checkbox"/> MIGS website	<input type="checkbox"/> Friends/family	<input type="checkbox"/> Print advertisements	<input type="checkbox"/> Outdoor advertisements
<input type="checkbox"/> Others Please specify			

## PAYMENT DETAILS

School fees will be borne by:

Parents/guardian	<input type="checkbox"/>
Employer	<input type="checkbox"/>
Embassy	<input type="checkbox"/>

Preferred billing to: Home  Company

Preferred billing address:

The Application Fee of RM 1,300 **must** be paid before MIGS can commence its Entrance Test.

Payment can be made via cheque or online transfer to the following accounts:

### MUTIARA INTERNATIONAL GRAMMAR SCHOOL SDN BHD

- Public Bank Berhad 3109603823; or
- Malayan Banking Berhad 514271611809

Please submit a copy of the transaction slip to the Admissions Department (in person or via email at [info@migs.edu.my](mailto:info@migs.edu.my)) for verification.

Parents /guardians accept the primary obligation to ensure School fees are paid on time notwithstanding that the bills for School fees are not addressed to them directly.

## DECLARATION

I hereby make a formal application for my child to join Mutiara International Grammar School.

I declare that I have read and understood all the above information above, and that I have given accurate information to the School. I understand that the discovery of false or misleading information given may jeopardise my child's rights to remain in School.

\_\_\_\_\_  
Name:

Date:

Please note that applications will not be reviewed and will remain incomplete until all documents requested have been submitted.

**For Office Use Only**

**Payment**

Application Fee paid

Receipt No: .....

**ENTRANCE TEST**

1st attempt  Date

Method  Written  Online

2nd attempt  Date

Method  Written  Online

3rd attempt  Date

Method  Written  Online

SUBJECTS	RESULTS 1st Attempt	RESULTS 2nd Attempt	RESULTS 3rd Attempt
ENGLISH			
MATHS			
SCIENCE			

**INTERVIEWED BY:**

Name:

Date

Time

ADMISSIONS DEPARTMENT

Date

Remarks

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**ADMISSION STATUS**

SELECTION BOARD DATE

ACCEPTED  PERMANENT PLACEMENT  
 CONDITIONAL PLACEMENT

REJECTED \_\_\_\_\_

ADMISSION DATE

SUBJECTS SELECTED

**1** Arabic / French / Mandarin  
**2** Bahasa Malaysia / Conversational Malay  
**3** Islamic Studies / PSHE / Cultural Studies  
**4** Sejarah / Local Studies

ADDITIONAL ASSISTANCE: None / EAL / SENCO

**APPROVALS**

Head of School  
(Junior/Senior)

Date

Deputy Head of School  
(Junior/Senior)

Date



## TERMS AND CONDITIONS OF ADMISSION AND ENROLMENT

### 1 Introduction

- 1.1 Mutiara International Grammar School offers a holistic education that broadly follows the National Curriculum for England.
- 1.2 The School caters for students who have the following attributes:
  - An age appropriate fluency in all modes of communication in English including listening, speaking, writing and reading.
  - A positive attitude to learning.
  - The ability to thrive in a high achievement environment.
  - Individual learning needs which can be largely met within the mainstream classroom and without significant additional adult support.
  - A supportive family who will engage with the school in promoting their child's education, personal development and English language development.
  - Willingness to participate fully in all aspects of the curriculum.
- 1.3 These Terms and Conditions form the basis of a legal contract for educational services.
- 1.4 Representations: Our website and other marketing materials describe the broad principles on which the School is presently run and give an indication of our history and ethos. Although believed correct at the time of publication, the website and other marketing materials are not part of any agreement between the Parents and the School. Parents wishing to place specific reliance on a matter contained in the website, other marketing materials or a statement made by a member of staff or a Student during the course of a conducted tour of the School or a related meeting should seek written confirmation of that matter before entering into this agreement.

### 2 Terminology

- 2.1 "School"/"MIGS"/"We"/"Us" means Mutiara International Grammar School Sdn. Bhd.
- 2.2 "Parent(s)"/"Guardian(s)"/"You" means any person who has signed the acceptance statement on the Application Form and/or the Letter of Offer (Permanent or Conditional) and/or who has accepted responsibility for a child's attendance at this School. Parents are legally responsible, individually and jointly, for complying with their obligations under these terms and conditions. Those who have "parental responsibility" (i.e. legal responsibility for the child) are entitled to receive relevant information concerning the child unless a court order has been made to the contrary, or there are other reasons which justify withholding information to safeguard the welfare and best interests of the child.
- 2.3 "Student" is the child named on the Application Form. The age of the Student will be calculated in accordance with the United Kingdom and international school practice. The Student needs to be eligible to reside in Malaysia with the appropriate immigration pass e.g. MyKid, MyKad, Dependant's Pass or Student Pass.
- 2.4 "Academic Year" means the consecutive weeks of time when the Student is in class receiving classroom instruction from teachers and attending educational activities within and outside the School, including camps, field trips, excursions and off site activities. The Academic Year commences in August/September and ends in June/July each year, with vacation periods and Public Holidays as defined in the School's academic calendar during the year. The School reserves the right to vary its Academic Year and academic calendar from time to time to suit the best interests of the School community.
- 2.5 "Forms" refer to all documents found as part of submission of application to the School.
- 2.6 "Admission" occurs when Parents/Guardians accept the offer of a place, permanent or conditional. "Entry" is the date when a Student attends the School for the first time under this contract.
- 2.7 "Exclusion" means that the Student may not return to School until arrears of fees have been paid.
- 2.8 "Suspension" means that a Student has been sent or released home for a limited period either as a disciplinary sanction or pending the outcome of an investigation.
- 2.9 "Withdrawal" means that the Parents have withdrawn the Student from the School.
- 2.10 "Expulsion" and "Removal" mean that the Student has been informed to leave the School permanently.

### 3 Admission and Entry into the School

- 3.1 Acceptance (by the School issuing a Letter of Offer, permanent or conditional) and enrolment (by the parent/guardian signing this document) constitute a contract to pay the entire fees as specified in the invoice, and in the Fee Schedule.
- 3.2 Parents/Guardians accept that a Student's entitlement to begin or continue classes at MIGS is conditional upon payment in full of all the fees for which the parents/guardians are liable. **Parents/Guardians have the primary responsibility to ensure that payment is made punctually in its entirety whether or not the said Fees/invoice are addressed to the Parents/Guardians or the employer of one of the Parents/Guardians.**
- 3.3 The School reserves the right to decide the year group and class in which the Student shall be enrolled. Such decision is final. The placement of the Student is also at the absolute discretion of the School. In this regards, the School will strive to take into consideration various factors, including but not limited to the Student's age, academic ability, level of achievement relative to the School's current students as well as the Student's behaviour.
- 3.4 The School reserves the right to place the Student in a class that the School deems academically suitable to the Student's needs at any time and from time to time whilst the Student is enrolled at the School. This may include requiring the Student to repeat one or more academic year(s).

- 3.5 The Parents/Guardians agree that, if the Student is identified by the School as having additional learning needs, then an external assessment of the Student by a professional of the School's choice shall be supported and paid for by the Parents/Guardians. Following review of external assessment by a professional of the School's choice and on being offered a place, the Parents/Guardians shall pay all the necessary fees as indicated and all additional costs of an additional Assistant Support Teacher/Shadow Aide selected by the School.

#### **4 Responsibility for Legal Residency Status of the Student/Parents/Guardians**

- 4.1 Parents/Guardians must obtain and at all times maintain valid legal documents (including but not limited to visas, residence permit and/or such other approvals) of the Student and/or themselves for purposes of the Student's education at MIGS.
- 4.2 Parents/Guardians represent that they are the legal Parents/Guardians of the Student and that at least one of them has a valid residency permit in Malaysia.
- 4.3 Parents/Guardians must notify the School immediately of any changes in the Parents'/Guardians' or Student's nationality, citizenship or visa status.
- 4.4 Students who lose eligibility to attend School will be removed, and fees paid may be forfeited at the sole discretion of the School.
- 4.5 Students applying for admission to the School must do so at least two (2) months before the date of expiry of their visas.

#### **5 Student Wellbeing**

- 5.1 The School will do all that is reasonable to safeguard and promote a Student's wellbeing and to provide pastoral care to at least the standard required by law in the particular circumstances and often to a much higher standard. We will respect your child's legal rights and freedoms which must, however, be balanced with the lawful needs and rules of our school community and the legal rights and freedom-of others.
- 5.2 Physical Contact: Parents give their consent to such physical contact as may accord with good practice and be appropriate and proper for teaching and instruction and for providing comfort to a Student in distress or to maintain safety and good order, or in connection with the Student's health and welfare.
- 5.3 Disclosure: It is important that parents declare in the Application Form all medical, behavioural, emotional and other issues that might affect the Student's life at the School.
- 5.4 If the Student has been previously asked to leave another school, this information must be provided.
- 5.5 If it subsequently becomes apparent that information considered reasonable for consideration for entry to the School has been withheld, or falsified, it will lead to the immediate withdrawal of the Student by the School without refund of any fees paid.
- 5.6 Student's Legal Rights: Under Malaysian law, a person under 18 years of age is considered a minor and the Parents/Guardians are responsible for the Student. The decision-making rights of a minor rest in the Parents/Guardians. Where parents of the Student are divorced/separated, the School will follow an order of court to determine the party/parties that has/have custody of the Student and therefore, is responsible for making decisions for the Student.
- 5.7 Student Photographs: Photographs, films or video clips of students and prospective students may appear in the School's materials, brochures, websites, advertisements, or press releases, and such photographs may be used before, during or after the Student's enrolment with the School. Parents/guardians who would not like their child to appear in any or all of these format howsoever must notify the School in writing at the time of admission.
- 5.8 Parents/guardians acknowledge that some sporting and play activities are a beneficial part of a Student's education and developmental needs, but these activities may involve the risk of physical injury even though all precaution has been taken to minimise such a risk.

#### **6 Health and Medical Matters**

- 6.1 Medical Declaration: Parents must complete a medical declaration form on application concerning the Student's health and must inform the School in writing if the Student develops any known medical condition, health problem or allergy, or is unable to take part in games or sporting activities, or has been in contact with infectious diseases.
- 6.2 Medical Care: Parents must comply with the School's quarantine regulations which shall vary from time to time. Parents are to inform the School if they or the Student have travelled to or have been in transit in a country with a known contagious or communicable disease, illness or virus, particularly when the Parent or the Student have been at risk of exposure to such.
- 6.3 Medical Information: Throughout a Student's time as a member of the School, the School shall have the right to disclose information about the Student if considered to be in the Student's own interests or necessary for the protection of other members of the school community. Such information will be given and received on a "need-to-know" basis.
- 6.4 Medical Closure: In the event of a medical event or circumstance within or affecting Malaysia that requires the School to be closed by the relevant authorities of the Malaysian government, the School will not be obliged to refund all or any part of the Fees for any period of closure before or after any such event. In this situation the School will make arrangements, where practicable, to ensure continuity of your child's education.
- 6.5 Insurance: The School maintains insurance for customary insurable risks including comprehensive liability and coverage for school property. The School maintains a limited Personal Accident insurance policy for every Student for school-based activities and needs. It is the responsibility of Parents to provide any additional comprehensive medical and accident insurance, as well as personal property insurance, for their children and their possessions.
- 6.6 The School shall not be liable or responsible for any personal or other injury or loss that a Student, Parent/Guardian or any other person may sustain
- outside the School gates and premises, notwithstanding that a staff member may be present.
  - within the School gates and premises, when such injury or loss is not directly and fully attributable to the fault or negligence of the School, or its staff.

## 7 Behaviour and Discipline

- 7.1 Student Behaviour and Conduct: Students must at all times abide by the policies and procedures, rules and regulations of the School currently in force or which hereafter be made or varied from time to time. Such policies and procedures, rules and regulations currently in force or amended from time to time shall be available on the School website at [www.migs.edu.my](http://www.migs.edu.my). The Student and the Parents/Guardians are deemed to have read and are aware of them.
- 7.2 Parent/Guardian Behaviour and Conduct: Parents/Guardians accept that they have a responsibility to act as role models for their children, and those of the school community. Parents/Guardians confirm they accept the role, responsibility and ultimate authority of the Head of School within the school community. As role models, Parents/Guardians must act in a reasonable manner toward any member of the school community.
- 7.3 The School reserves the right to suspend or expel immediately any Student found in violation of the School's policies, rules or regulations.
- 7.4 Attendance: A student who does not attend 90% (excluding authorised absence) of school days during the term will not be allowed to sit for the School Examinations. Parents/Guardians will be informed of any such action taken concerning their child.
- 7.5 Should suspension/expulsion occur, the Fees for the term paid are not refundable and any expenses incurred by the School in remedying the Student's actions shall be deemed payable by the Student's Parent/Guardian. A written warning stating the consequences of further misbehaviour will normally precede any such expulsion.

## 8 Parental Consent

- 8.1 If a Parent/Guardian of a Student consents to or approves a course of action, both Parents/Guardians will be deemed to have given such consent or approval, and the School shall not be obliged to obtain the consent of both Parents/Guardians.
- 8.2 Parents/Guardians give consent that in case of emergency, where neither Parent nor Guardian can be contacted or contacted in time, the School may authorise the medical examination of the child, the calling of further medical or specialist advice, or send the child to a clinic/medical centre/hospital. All costs for the emergency medical treatment shall be borne by the Parents/Guardians wholly or in such event indemnify the school for such payment.
- 8.3 Under such circumstance where the safety of the child is top priority, the Parents/Guardians shall not hold the School or related companies or its staff responsible for such medical treatment administered for whatever consequences.

## 9 Fee Structure

### Fees payable

- 9.1 All fees are denominated in Ringgit Malaysia (RM). Parents will be invoiced accordingly based on the current Fee Schedule for the School.
- 9.2 The invoice for all requisite payments shall be issued to each new Student prior to admission. Invoices for existing Students shall be issued before the end of each School term and deemed to have been received by the Student's Parents/Guardians.
- 9.3 Fees may be made by cheque addressed to Mutiara International Grammar School Sdn. Bhd. submitted to the Accounts & Finance Office. Payment shall be deemed accepted upon confirmation received by the Accounts & Finance Office on cheque clearance by the bank. Cheques not honoured by the bank will incur a fee which will be borne by the Parent/Guardian. Should a cheque be returned or cancelled by the bank for any reason, after two attempts of consecutive unsuccessful transactions, payment by cheque would no longer be permitted.
- 9.4 Payment by direct bank-in or via telegraphic transfer can be made to the MIGS bank account as specified in the invoice. Payment shall be deemed accepted upon submission of the bank payment slip to the Accounts & Finance Office. All bank charges shall be borne by the payer.
- 9.5 All payments must be made in accordance with the Fee Schedule and as detailed in the invoice, failing which the Student shall not be allowed to attend School.
- 9.6 All Fees must be paid in full irrespective of the length of time in School.
- 9.7 At the point of Application, a non-refundable Application Fee is payable upon submission of the Application Form for the processing of the child's admission as a Student at the School.
- 9.8 Upon acceptance of the child as a Student of MIGS, the following fees are compulsory and payable within seven (7) days from the date of the Letter of Offer or before the first day of the Student's school day, whichever is earlier:
  - Enrolment Fee (non-refundable)
  - One-time Registration Fee (non-refundable)
  - Annual Deposit (refundable, provided that one (1) full term's notice is given; see *Refund of Deposit*)
  - Term Fee (non-refundable)
  - Miscellaneous Fees (non-refundable and referring to Technology Fee, Co-Curricular Activities Fee, Art Materials, Yearbook, ID Card, School Camp etc)
- 9.9 The Enrolment Fee is payable at the point of entry into Year 1 and Year 7 respectively. This is applicable to new and existing students.
- 9.10 The Miscellaneous Fees are payable annually for each Academic Year.
- 9.11 Other fees for additional educational programmes and trips, examinations, students' participation in out-of-school engagements, books, stationery and uniform purchases, locker rentals and Assistant Support Teacher/Shadow Aide, are not included in the fees paid as above, and as such will be invoiced as and when necessary.
- 9.12 All fees stated herein are subject to change from time to time, based on approval by the Malaysian Ministry of Education.
- 9.13 School documents, reports and certificates will not be released until full payment of all payable and outstanding amounts (if any) due to the School have been settled.



### Discounts

- 9.14 A Sibling Discount is offered to parents with two or more children enrolled at the School at the same intake and/or attending MIGS at the same time subject to the following:
- Siblings are defined as two or more children having the same parents.
  - This discount being applicable to the Term Fee only.
  - This discount being applicable to the second, third and subsequent sibling enrolled or attending MIGS.
  - For siblings who enroll
    - at the same intake, the Sibling Discount will be credited to the sibling(s) paying the lower Term Fees.
    - at a different intake, the Sibling Discount will be credited to the second or subsequent sibling (s) provided that the first or second sibling (if more than two siblings) is still studying in MIGS at the time of ascertaining the Sibling Discount.
    - Students entitled to the Sibling Discount are not eligible for any other discount or bursary.

### Refund of Deposit

- 9.15 Any deposit paid by the Parents/Guardians will only be refunded when the following process is adhered to:
- A minimum of one (1) term's notice in writing, via submission of the Withdrawal Notice by hand or email, from the Parent/Guardian to the Admissions Office informing of the Student's intended withdrawal from MIGS. Any other type of withdrawal notice, including verbal communication, will not be accepted.
  - The Withdrawal Notice (obtainable at the Admissions Office) must be completed, signed and dated by the Parent/Guardian, and submitted to the Admissions Office.
  - All borrowed books and resources are returned in their original and good condition.

## **10 Removal of a Student by the School**

- 10.1 The School may remove a Student permanently from the School, if, after consultation with the Student and/or parent, the School is of the opinion that
- by reason of the Student's conduct or progress, the Student is unwilling or unable to benefit sufficiently from the educational opportunities offered by the School.
  - there has been a breach of the School's policies and procedures or these Terms and Conditions.
  - it cannot reasonably meet the Student's needs.
  - the Student does not fulfill the requirements stated in the Letter of Offer.
- 10.2 Parents may be permitted to withdraw the Student as an alternative to removal being required or be made subject to new terms and conditions.
- 10.3 If the Student is removed in the circumstances described above, the rules relating to Fees shall be the same as for expulsion.

## **11 Withdrawal by Parents/Guardians**

- 11.1 Within seven (7) working days of signing the Letter of Offer regardless of whether the first day of term has passed, Parents/Guardians can submit a written notice of withdrawal to MIGS. The refund of the deposit and other fees (if applicable) will be processed.
- 11.2 After the seven (7) days' period, if Parents/Guardians desire to withdraw a student for any reason from the School, the Parents/Guardians must complete the Withdrawal Notice and submit it to the School by hand or via email one (1) full term in advance.
- 11.3 The deadline for submission of withdrawal notice is by the first day of the school term. Withdrawal notices submitted after the first day of term will be considered as late notice and the School reserves the right to forfeit the deposit in full and/or charge in full any balance of fees outstanding for the academic term or year as the case may be.
- 11.4 If a Student terminates his/her studies at MIGS for any reason without proper and due notice given to the School, the School reserves the right to forfeit the Student's deposit and/or charge in full any balance of fees outstanding for the term/Academic Year as the case may be.
- 11.5 Full School Fees are payable until the end of the term/notice period regardless of whether the student attends school or not.

## **12 Exclusion for Non-Payment**

- 12.1 The School reserves the right to exclude a Student where Parents/Guardians fail to pay in full the Term Fees or any other sum for which the Parents/Guardians are liable by the first day of the commencement of the Student's participation in class.
- 12.2 It is the responsibility of the parent(s) to contact the Accounts & Finance Office for an invoice prior to the first day of term, when payment is due. Not receiving an invoice will not be accepted as an excuse for not paying the school Fees.
- 12.3 If the aforesaid circumstances persist or there are no reasonable prospects of payment by the Parents/Guardians, the School reserves the right to exclude and/or remove the Student.
- 12.4 The School may also withhold any information, character references or property in the aforesaid circumstances.
- 12.5 Precaution will be taken to ensure that there is no identifiable and unfair prejudice to the rights and interests of the Student.
- 12.6 A Student who has been excluded at any time when fees are unpaid will be considered removed without notice 14 days after exclusion.
- 12.7 Any Student, once removed, will have to be re-enrolled and re-registered upon payment of the applicable fees based on the School's terms of registration and enrolment.

**13 Termination by the School**

- 13.1 The School may at any time terminate this Contract and the Student’s enrolment may be withdrawn or removed or made subject to new terms and conditions on one term’s written notice, or on less than one term’s notice where the School has reason, in its opinion, to determine that removal is required.
- 13.2 The School shall not take such action without good cause and, where possible, full consultation with the Parents/Guardians and the Student (if in the School’s opinion the Student is of sufficient maturity and understanding).
- 13.3 This contract is automatically terminated where any false statements and/or information are made/given in the Application Form, repeated defaults on fees and other payments as specified herein or announced by the School from time to time, serious violations of the School’s rules committed by the student and other related occurrences without prejudice to the School’s rights against the Parents/Guardians.

**14 Personal Data Protection**

- 14.1 The School is committed to comply with the Malaysian Personal Data Protection Act (PDPA 2010) in protecting our Students’ and Parents’/Guardian’s personal information with the School.
- 14.2 The Parents/Guardians agree that their personal data may be collected, used and disclosed by the School, and its staff for the purposes of delivering and administering its services. Furthermore, notwithstanding that such personal data (including but not limited to contact details, Student’s health condition and/or family circumstances) may constitute confidential information, the School, and its staff shall be entitled to collect, use and disclose such personal data where reasonably necessary to ensure the safety and promote the welfare of the Student or to avert a perceived risk of harm to the Student or to another person at the School.
- 14.3 The Parents/Guardians agree that the School may disclose their personal data to its affiliated entities, parent class representative, third party service providers and agents for the above purposes. For the avoidance of doubt, the School may disclose the personal data of the parents/guardians where required by any governmental authorities.
- 14.4 The Parents/Guardians further confirm that by signing this Contract, the Parents/Guardians are giving consent for themselves as well as on behalf of the Student with respect to the collection, use and disclosure of personal data relating to them strictly on the conditions above but not beyond.
- 14.5 Parents/Guardians have the right to request for access to, request for a copy of and request to update or correct, their and/or their child’s personal data held by the School. Parents/Guardians also have the right at any time to request the School to limit the processing and use of their and/or their child’s personal data subject to the School’s privacy policy and rights to rely on any statutory exemptions and/or exceptions to collect, use and disclose their and/or their child’s personal data policy.

**15 Regular Updates**

- 15.1 When a Student is successfully enrolled, the Parent/Guardian has a duty to update the information given in the Application form, whenever changes occur, throughout the Forms or any of its components.

**16 Jurisdiction**

- 16.1 This contract is governed by Malaysian law and the parties submit to the exclusive jurisdiction of the courts of Malaysia.

**DECLARATION**

I declare that I have read, fully understood and agree to the Terms and Conditions of Admission and Enrolment of Mutiara International Grammar School as detailed above.

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Parent’s/Guardian’s Name:

Date:

Child’s Name: