



SEVEN SKIES INTERNATIONAL
ADMISSIONS PROCEDURE
& TERMS AND CONDITIONS

WWW.SEVENSKIES.EDU.MY

CONFIDENTIALITY AND VISITATION POLICY

We ask that when parents are on our school site, that they abide by the following guidelines :

- All parents must sign in on entering and sign out of school on exiting the premises via our security guard.
- When inside the school, parents must wear their visitor ID tags.
- Any in class, parental help must be arranged in advance with the class teacher.
- All parents, as with all teachers, teaching assistants and admin staff, should adhere to the rules of confidentiality. Please do not enquire about other students in the school or pass on any information or observations made when on the school premises to any other party, including the student's own parents.
- If there is an incident in the school involving the child of a parent helper who is present at the time, it should be treated as any other similar incident. The relevant teacher should be informed and if necessary an appointment made to discuss the incident as a parent.
- Parents must respect the teacher's' right to teach without interruption and should not intrude upon lessons, or distract learners from outside the classroom.
- Parents should not approach other parents either in person or by phone or email to complain about their child's behaviour. All concerns should be addressed via official emails to the school.
- Please note that visitations to the school are by prior arrangement only within reasonable limits. The limits are at the discretion of the Principal of the school.

PROCEDURE OVERVIEW

- We invite parents to make an appointment to speak with a member of our Admissions Team who will formally introduce you to our school.
- You will be provided with an application form and the list of supporting documents required.
- Once a completed application is submitted and accompanied by a payment of the Registration & Administration Fee*, we can register your child for assessment.
- An entrance test then needs to be scheduled in order to assess the eligibility of your child into a particular grade. This can be arranged by emailing admissions@sevenskies.edu.my
- We require both parents to then attend an interview with the Principal where the outcome of the test and your child's admission can be discussed in detail.
- Once the approval has been given by the Principal, an official offer letter will be sent to you, allowing you (7) seven days to accept.
- Upon your acceptance, the commitment fee, yearly fee, term fees and any other fees* become due.
- Once the above fees are paid, the admissions process is complete.
- Foreign student applicants will need to have a valid VISA to study in Malaysia (SSI can assist with VISA applications. Please do let us know should you require this service).

*Kindly refer to Seven Skies International Schools fee structure.

APPLICATION PROCESS

1

Admission into Seven Skies International School is processed in the order in which we receive your completed application. It is also given pending the relevant approvals and is subject to the availability of places in the desired class.

2

To apply for your child to be enrolled into Seven Skies International School, please complete all sections in the application form and provide the following supporting documents as listed below. The application will be processed only upon receipt of:

- Two (2) recent passport size photographs of applicant
- Two (2) recent passport size photographs of each parent/guardian.
- Applicant birth certificate
- Applicant, Father, Mother and/or Guardian passport copy (for Foreign Applicants only)
- Applicant, Father, Mother and/or Guardian NRIC (for Malaysian applicants only)
- Letter of conduct and behaviour from previous schools
- A school leaving certificate or school leaving report
- The most recent full school report and any other reports from the past 12 months
- Medical details of any specific or special medical requirements

Please note : We require the originals of all supporting documents (we shall retain copies for our records).

3

Kindly send your completed application, supporting documentation and the non-refundable, non-transferable placement test fee (RM1,000)* to us for processing.

4

Once processed, we will arrange a date for your child(ren) to do their placement test.

5

Please note that for Malaysian Citizens, admission to and continued status as a student at the school is conditional on the policies set by the Ministry of Education.

EXPATRIATE APPLICANTS

After completing the above process, should your child require a student visa, the SSI visa service fee is due prior to the visa application. Please cancel beforehand any student visa from the previous school or institution (if applicable) before proceeding with an SSI visa application. It is the responsibility of the parent/guardian of the applicant to inform the previous school or institute of their child(ren), to cancel the student visa.

The Malaysian Immigration Authority requests all expatriate students to obtain a relevant visa upon acceptance by the school. Student visa application is the responsibility of parents/guardians.

Parents/guardians shall undertake to keep the school informed of any changes in the status during the child's enrolment at the school. The school will also not be responsible for any parent/guardian visa application and it is the responsibility of the parents/guardians themselves.

For any help or more information, please do speak to our representative in our international affairs department who will be glad to assist should you require a visa.





PLACEMENT TEST

We expect a high level of academic achievement as well as good moral conduct at Seven Skies International Schools. In order to facilitate this, places are offered to pupils who demonstrate the aptitude and capability to conform and excel.

Completed tests are marked by our Academic Team and made available for the Admission Team and the Principal to review. The outcome of the assessment test will be made available to parents within one week.

The entrance test generally contains the following:

1. English proficiency test.

- Reading abilities (using phonics tests and graded reading books)
- Writing abilities (writing a sentence to a short paragraph)
- Oral check (short casual informal conversation to check on the pupil's communication in English).

2. Science & Maths check. A check on your child's previous year's learning to assess if they are capable of following our learning programme.

3. Placement Test for entry to Grade 10/11 will be a Key Stage 3 Assessment.

4. Class participation. Observations on the applicant during a normal lesson to check on:

- Interaction
- Problem Solving
- Team Work
- Attitude Towards Others
- Behaviour During Lessons
- Learning Disorders that might indicate ADHD, Autism , Dyslexia , Aspergers etc.

4. Informal conversation with the class teacher on discipline rules. The following would be discussed with the applicant:

- Being punctual and the effects of being late
- Good behaviour at all times
- Islamic qualities and attitude
- Dressing and grooming etiquettes
- Rules around bullying and how to report bullying if any such things happen



ASSESSMENT OUTCOME

Once the assessment is complete and tests are marked by our Academic team in consultation with the Heads of Literacy, Numeracy, Character Development and the Principal, we will come to a decision about your

The outcome of the entrance test will be one of the following :

1. Accepted: Assuming that a place is confirmed, an official offer letter is sent by email to the parents or guardians of a successful applicant. This will include an invoice which will stipulate the payment of commitment fee, yearly fee, term fee, and any other fees.

Students are only admitted into Seven Skies International once the following have been met:

- Previous school reports (with any references) that show performances that meet the standards at SSI
- The entrance assessment was completed with a satisfactory performance
- The Principal has given a written approval based on the entrance assessment
- The parent(s)/guardian(s) have signed the Terms and Conditions of the school
- All documents as requested on the application form have been provided
- Payment of required fees on or before the stated deadline

2. Conditional Offer: Further Assessment may be required.

Before a place is offered to your child, further assessments may be necessary for us to be confident that we can cater for your child's needs. We will keep in touch with you via email or phone to arrange a follow-up meeting.

3. Unsuccessful Applicant: A notification letter is sent to an unsuccessful applicant.

You will be informed by email of an unsuccessful application, and we will share our observations and reasoning with you.

4. Waiting List:

If the required class is full, your child will be placed on a waiting list and you will be informed by email. In this case, the offer letter will only be sent when a place becomes available.

TERMS OF WITHDRAWAL

1.

If a student chooses to discontinue his/her studies at Seven Skies International School, a notice of withdrawal should be given one term in advance, prior to the student's last day of school.

2.

Valid reasons should be included in the notice of withdrawal and parents/guardians will be required to attend an "exit interview" with the school.

3.

Outstanding school fees/other fees must be settled in full before the student's last day at school.

4.

All withdrawals are subject to an administrative charge of RM 1000 per student. No report or leaving certificate will be issued without this payment.

5.

For any withdrawal **BEFORE** commencement of the school term, term fees paid will be refunded/prorated. However, if the student withdraws **AFTER** the term commences, no amount of the term fee will be refunded.

6.

Annual fees are not refunded or prorated under any circumstance.

7.

The commitment fee will only be refunded if all the above points (1-4) are complied with accordingly and the withdrawal is at the **END OF THE ACADEMIC YEAR**. If a student leaves at any time during the school year, then the commitment fee **WILL NOT** be refunded under any circumstance.



FEES TERMS & CONDITIONS

1. Placement test fee (RM1,000) is non-refundable and non-transferable, but will only be credited against your child's invoice upon successful enrolment in the school.
2. The registration & administration fee is non-refundable and non-transferable.
3. The registration & administration fee is required for each continuing year and is payable by each returning pupil before the new academic year begins.
4. The commitment fee, yearly fee and term fee secures a place for your child for the grade of entry, subject to any other outstanding conditions that may have been imposed in the offer letter. These fees are non-refundable if the applicant is withdrawn after acceptance.
5. Seven Skies International School is dedicated to lifetime learning and engages parent(s)/guardian(s) to be part of this pledge by depositing a one-off commitment fee upon a successful application. Though the commitment fee is fully refundable at the end of your child's education with Seven Skies International school at the end of the academic year, you may choose to leave the commitment fee with us, in order to assist other students and grow the school. Should you wish for the commitment fees to be refunded, these are returned at the end of each academic year if your child leaves at that time, however a complete full term's notice in writing is required before the end of Term 2. If however your child leaves the school at any time during the academic year, then the commitment fee will **NOT** be refunded.
6. There are three school terms per academic year, with separate fees for each one. These are to be paid by the due date as laid out in the fee schedule. Parents can choose to pay in full for the year or on a term by term basis.
7. Payment of fees must be made on-time and in advance of the term starting. Where pupils wish to join in the middle of the year, fees due must be paid before commencing classes.

8. Where payment of term fees cannot be met on-time, the school must be informed in writing with a proposal of when the outstanding fees would be paid. Any proposals made to delay payment and/or fees outstanding will be reviewed by the Principal, if payment has not been made within seven (7) days of the due date. Where fees are outstanding by two (2) weeks without an agreement from the school in writing, a letter will be sent to the parent(s)/guardian(s) notifying them of an immediate suspension from classes and subsequent activities. Where necessary, legal action may be sought to recover outstanding fees and/or legal fees due, without a formal notification of withdrawal. These legal fees are added on to the costs of recovery and are payable by the parents.

9. Withdrawal from the school requires a complete term's notice in writing. Where there is a wish to withdraw once the term has started or during a term then the term fee will be forfeited along with the commitment fee.

10. Where cheques are returned for any reason (bounced cheques), then any bank charges incurred will be levied immediately on the parent(s)/guardian(s). Seven Skies International will then advise to those with bounced cheques to make future payments via bank transfer/cash or credit card only.

11. Where a pupil is found to cause damages to school property or intellectual property, Seven Skies International School has the right to recover costs immediately. Failure of payment within 2 weeks without written consent from the school may result in the pupil being suspended from classes.

12. Students who are Non-Malaysian Passport Holders, admission to and continued status as a student at Seven Skies International School is conditional on the child possessing a valid visa issued by the Malaysian Immigration Department. The parents or guardians shall undertake the responsibility of keeping the school informed of any changes in their residential status during the child's enrolment at Seven Skies International School.

13. Any fees paid will not be prorated under any circumstances.

14. The school reserves the right to deny entry and enforce suspension to the student if the fees remain overdue after the payment date, please take note of our notice policy:

A) 1st notice for payment is sent 1 month before the due date.

B) 2nd notice for payment is sent on the due date.

C) 3rd notice for payment is sent 1 week after the due date - STUDENT IS SUSPENDED FROM THE SCHOOL.

D) 4th notice for payment 7 days after 3rd notice - including IMMEDIATE EXPULSION OF STUDENT FROM THE SCHOOL UNTIL ALL PAYMENT IS MADE.

PAYMENT METHODS

Payment can be made by any one of the following methods:

- Cash in person, or cash deposited into our account below. Please do retain the deposit slip and provide us with a copy.
- Online payment or bank transfer (please email us a copy of the payment slip)
- Crossed cheque or bank draft payable to: Seven Skies SDN BHD

Bank Details: Al-Rajhi Bank

Account No: 12900-1881551655

Swift code: RJHIMYKL

Address: Kota Damansara Branch

No. 28 Ground Floor, Jalan PJU5/17

Dataran Sunway, Kota Damansara

Petaling Jaya 47810, Selangor

* Kindly refer to Seven Skies International Schools fee structure.

GENERAL INDEMNITIES

Seven Skies International School, its employees, teachers and agents shall not be responsible with respect to any personal injury, death, loss or damage to property of any kind whatsoever which may occur at any premises within Seven Skies International School.

Students taking part in any school events, trips, excursions, camps etc do so at their own risk and the students/parents/guardians agree to indemnify the school against any claims as the result of any act or omission of the school staff or students.

SPORTS RELEASE & INDEMNITY

Seven Skies International School only appoints qualified instructors to undertake any co-curricular or extra-curricular activities. Both instructors and Seven Skies International School will take all reasonable precautionary measures to ensure the safety of the student during these lessons.

The school and the instructors shall not be held liable for any for loss or damage in the premises caused by the students.

Neither the school, nor the instructors, nor any staff 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. Students taking part in any of the co-curricular activities do so at their own risk and the student/parents/guardians agree to indemnify the school, the instructors against any claims as the result of any act or omission of the student.

MEDICAL DECLARATION

While we endeavour to execute all efforts in our ability as an educator to assist the student in his/her learning process and encourage their learning opportunities at Seven Skies International-KL, kindly be advised that in the event where the parent/guardian have not declared or informed the school of any medical, physical or special needs, the school reserves the rights to take the following course of action:

1

To withdraw the student from the school, where the student's conduct is deemed to have caused disruption to the lessons and/or disturbance to other students.

2

To withdraw the student from the school, if we find that the student is unable to cope positively in class or with our teaching-learning environment, or that as a consequence of the student's behaviours, the teacher is not able to conduct lessons effectively or provide attention to other students in the class

3

To withdraw the student from the school in instances where the student requires specialised medical or personal attention from any party, which is not within the scope and expertise of the staff at the school.

* In any course of action mentioned above, no refunds will be provided.

ADMISSIONS AGREEMENT

I/We have read and fully understood the above Admissions Policy and hereby agree that I/We will abide with the above and all the Terms & Conditions within it.

Name(s) of Child(ren) enrolling in the school:

1 : _____ Grade : _____ Year : _____

2 : _____ Grade : _____ Year : _____

3 : _____ Grade : _____ Year : _____

4 : _____ Grade : _____ Year : _____

5 : _____ Grade : _____ Year : _____

6 : _____ Grade : _____ Year : _____

Name of Father / Male Guardian

Signature:

Date:

Name of Mother / Female Guardian

Signature:

Date:

Witness

Signature:

Date:



▶ SEVEN SKIES INTERNATIONAL

INTRODUCTION

This document has been prepared in order to clearly describe the Admissions Procedure and our Terms and Conditions at Seven Skies International School in Kuala Lumpur. We endeavour to provide a simple and interactive procedure for you to follow. Please discuss any unique requirements which you may have with our admissions staff.

During the admission process of your children into our school, we will be interviewing the parents or guardians along with the children to ensure that there is a consistent Islamic and academic environment at home also. This strict requirement at our schools allows us to better select potential students and develop strong character with consistent practise. In this endeavour, both parents or guardians will be invited to meet with our senior staff and the Principal. Once you entrust us with your children, we will also engage with you on a regular basis in order to impart critical learning and share with you our experiences with your children.

These guidelines have been written to protect the safety and well being of all parents, students and staff at SSI and we ask respectfully that all members of the school community abide by them.

Please note our legal trading name: SEVEN SKIES SDN BHD (referred herein as SEVEN SKIES INTERNATIONAL in this document)