

Applicability of Initial Registration Policy (“Policy”)

- This policy applies to all students who have successfully enrolled with Kingsley and completed the registration.
- Parents are advised to review this Policy in detail and to take note of the consequences highlighted. For queries or clarification on the Policy, parents are to contact the school.

Payment of Fees – Obligation, Penalty and Consequences

- It is the responsibility of each parent of Kingsley to ensure timely payment of fees and other related charges associated with the respective year of studies.
- All fees paid (except deposit) are neither refundable nor transferable once the term has commenced.

The following are applicable to new and returning students

- The deadline to pay all relevant fees is before the commencement of each term. Failure to do so will result in the students not being allowed to attend class unless all fees payable are paid.
- A late payment charge of 5% per annum will be imposed on all outstanding fees which have not been paid by the 7th day from the due date.

Note:

If at the end of the 7 days from the due date, the fees continue to be outstanding with no justifiable explanation received for the delay, Kingsley reserves the right to review the status of the student and to take such necessary action as it deems fit, including but not limited to barring the student from classes and facilities, suspension, withholding of all examination results, certificates and records of the students.

Withdrawal

- A request for withdrawal must be made on the **Student Withdrawal Form** and submitted to the Front Desk Personnel. The Student Withdrawal Form is available at the front Desk.
- Failure to give written and sufficient notice will result in the forfeiture of the deposit and the School also reserves the right to withhold all examination results, certificates, and school records of the child.
- If six (6) months’ notice in advance has been given, parents may be entitled to the following:-
 - a) Refund shall be made for school fees paid in advance including deposits if request for withdrawal is made before commencement of the term; and
 - b) Refund of deposits.

Note:

- a) All refunds whether fees, deposits, charges or whatsoever payment shall be subject to the right to set off by Kingsley against any fees or payments due and owing to Kingsley. Such adjustments indicate will be made as on the effective date; i.e the date of the receipt of the completed Student Withdrawal Form. The adjustments will be made regardless of whether the student has attended classes or sat for examinations.
- b) All payment of refunds shall be made payable to the name of the parent/guardian/sponsor (if applicable), as specified in the Application Form. When a refund payment is issued to another person, institution or sponsor nominated by the parents, Kingsley shall be deemed to have disregard any obligation in relation to the refund of fees to the parents and accepts no responsibility if the parent did not receive the benefit of such refund from a person, institution or sponsor nominated to receive the refund payment; and

INITIAL REGISTRATION POLICY

- c) A student who leaves Kingsley without any formal withdrawal is deemed to have withdrawn after a lapse of five (5) consecutive days. The balance of money in his/her account will be transferred to the School Fund, if it is not claimed within one year from his/her last enrolment date at Kingsley.
- d) The deposit refundable under the conditions hereof shall be refunded free of interest and must be claimed by the parent within six (6) months from the date the child ceases to be a student of the School, failing which the parent consents and confirms that the School shall immediately and is hereby authorised to transfer the said money into the School Fund, whereupon the parent shall have no claim in respect of such monies whatsoever. The School shall be entitled to utilise such monies in the School Fund as the School deems fit.

Academic

- To ensure that the student participates in all normal educational activities including sport activities and physical education, scientific experiments, projects, enrichment programmes and school excursions.

Behaviour & Discipline

- To accept that the School reserves the right to discipline, suspend or dismiss any student whose lack of academic progress or whose behaviour is considered by the Principal to be unacceptable or an embarrassment to the School. When any student is suspended or dismissed, the School shall retain by way of liquidated damages, all entitlement of any fees paid with respect to the student.

Additional Note(s):

- This policy constitutes the general terms which are applicable to all Kingsley students.
- Special conditions may be attached/ offered to individual year of studies. Parents are advised to consult the relevant parties for clarification/ updates in procedures before proceeding with the intended course of action.
- While Kingsley will endeavour to notify parents by email broadcasts and letters, it remains the responsibility of the parents to read such notifications.

Note: All exceptions to the above need to be approved by the School Principal and CEO.

I hereby acknowledge and confirm that I have read and fully understand the above terms and conditions of this Policy, including the consequences and actions to be taken by Kingsley in the event of non-compliance. I further undertake to comply with the said terms and conditions, including but not limited to the timely payment of fees.

Name of parent:

IC no:

Date:

Name of student:

Class: