

# TERMS AND CONDITIONS:



All parents/guardians are advised to read the terms and conditions governing the admission to the ELIT World ('the School') OSSD program and the student's enrolment as a student of the School as stated below:

1.	Applicants will be considered as candidates for admission to the School when the Application Form is completed and returned to the Administration Office and the non-refundable/non-transferable Application Fee is paid. Admission is subject to the availability of a place and the applicant has fulfilled the admission requirements stated at the time. The receipt of the Application Fee by the School does not oblige the School to admit the student. The School is not obligated to entertain any appeals for admission or justify any decision to decline the appeal.
2.	On receipt of an <b>Offer of Place</b> at the School and upon Acceptance of Enrolment, the student/parent/guardian is required to settle the payment for the required registration fee, deposit, literacy fee, semester fee and any other relevant fees applicable for the semester for which the place is offered within and no later than the stipulated deadline as stated on the letter of offer. (Please see the fee schedule for details). The <b>Offer of Place</b> , and all payments made to date, is considered null and void if the full settlement of the required fees is not made by the first day of class.
3.	The School reserves the right to review and revise all fees annually. The fees indicated in the fees schedule is correct as at the time of printing and is valid for the duration stated in the offer letter and all printed material published at the time of issue.
4.	School fees for each semester must be settled at least ONE WEEK before the commencement date of each academic semester. The School reserves the right to take appropriate and necessary action in the event that the full settlement of the fees is not made within the stipulated time frame given, which may include but not limited to, the student being barred from classes, examinations and access to school facilities.
5.	Application and Registration fees are NOT refundable.
6.	The portion of tuition fee refund, upon official withdrawal is shown below: <ol style="list-style-type: none"> <li>75% refund (by the 5<sup>th</sup> working day from the commencement of the semester)</li> <li>50% refund (by the 6<sup>th</sup>- 8<sup>th</sup> working day from the commencement of the semester)</li> <li>No refund (after the 8<sup>th</sup> working day from the commencement of the semester)</li> </ol>
7.	The Deposit Fee must be maintained throughout the tenure of the student's studies with the School and must not be treated as payment for any other fees or payments required to be paid.
8.	The Deposit Fee shall be forfeited upon occurrence of any of the following: <ol style="list-style-type: none"> <li>Where the student is not attending classes and/or not attending school and/or withdrawing enrolment after having accepted the offer.</li> <li>Where the student terminates school without giving SIX MONTHS PRIOR NOTICE IN WRITING to the School. Such withdrawal notice shall be received and acknowledged by the School no less than six months before the last day of the said academic semester, failing which the Deposit will not be refunded.</li> <li>Where there are still outstanding fees or monies due to the School from the student concerned upon withdrawal.</li> <li>Where the student is required to withdraw from the School with reference to <b>Item 11</b>.</li> </ol>
9.	All monies refundable under the conditions hereof shall be refunded free of interest and must be claimed by the student/parent/guardian within 12 months after the student has left the School, failing which the student/parent/guardian shall have no claim whatsoever in respect of such monies thereafter.
10.	If a Student/Parent/Guardian fails to pay any payment due and payable, the School reserves the right to withhold all examination results, certificates and school records of the student.
11.	The School may require at any time the withdrawal of a student from the School for any reason at the discretion of the Principal including matters related to the student's misconduct, medical/physical condition, or the student's inability to participate in the School's curriculum.
12.	In case of an emergency, where the parent/guardian/contact person cannot be contacted for consent, the Principal may authorize the medical examination of a student, the consultation of additional medical or specialist advice, or referring the student to a clinic/medical centre/hospital. All expenses and cost incurred thereby will be borne by the student/parent/guardian.

13.	The student/parent/guardian confirms and agrees that the School shall not be liable for any personal injury or any loss or damage of any kind which the student may sustain on her/his person or property at any time either at or within the School premises, facilities or elsewhere.
14.	Students are discouraged from bringing mobile phones and/or electronic devices to school. In the event where the student does bring the mobile phones and/or electronic devices to the School, the loss of such items is fully the responsibility of the student's and the School is not held liable.
15.	The School reserves the right to use a student's personal information, photos, images, video recordings, in any publicity and promotional exercise of the School. The scope of usage of this information may include publishing of excellent academic results, the award of a prize or scholarship, and any achievement, academic or otherwise.
16.	An International Student's application is subject to the relevant approvals by the Malaysian Ministry of Education and Immigration Department of Malaysia.
17.	ELIT World reserves the right and discretion to revise the Terms and Conditions stated herein periodically as it sees fit.

### DECLARATIONS: (PARENT/GUARDIAN/STUDENT/SPONSOR)

I have read and agreed to the conditions as stated above and agree to fulfill all requirements. I hereby give consent to ELIT World to process my/the student's personal data in accordance with the Personal Data Protection Notice (as seen in the ELIT World website).

<b>Name of Student/Parent/ Guardian/Sponsor</b>												
<b>Passport No:</b>											<b>Country</b>	
<b>Relationship:</b>	<input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Sponsor <input type="checkbox"/> Student											
<b>Signed:</b>												
<b>Dated:</b>												

**PLEASE NOTE:**

1. Applications will not be processed unless all necessary required documents are attached.
2. The completed form must be submitted to the ELIT World Administration/Accounts Office.
3. Payment methods include: Bank to Bank/Online Credit Card Payment/Cash payment to the Accounts office. Cheques needs to be made out to: **Elit Risk Consultancy Sdn Bhd.**