



Admission Process

Application

To apply formally for their children to join the School, parents submit an Application Form together with the Application Fee of RM500 and supporting documents.

Assessment

The School assesses candidates for entry to check that the curriculum and pace of learning are appropriate for them and that they have the potential to be happy and thrive in the school, contributing co-operatively towards its community. The ability to understand and communicate effectively in English is fundamental to this. The assessment consists of three parts:

- a. **Written Entrance Examinations in English and Mathematics.** These tests are age specific.
- b. **Previous school reports, including achieved examination results and predicted grades.** We will use a confidential report from the candidate's current school in conjunction with a copy of their most recent school report.
- c. **An informal interview.**

The assessment is designed such that there is no need for special preparation and it is much preferred that candidates do not receive coaching or tuition in advance. It is understood that candidates will have different school backgrounds and different levels of English; the assessment attempts to measure a candidate's potential to learn and develop. All candidates are assessed in a similar way so that decisions about class groupings and setting can be made. A short passage will be given to read, followed by a comprehension question. This is to test the candidates on their listening and speaking skills.

Offers

Results will be released within five (5) working days of the assessment. There are four possible outcomes:

- a. An offer is made of a place in the School.
- b. The candidate may be placed within a lower age group based on the admission results in the interests of the school and the child. This decision is binding and may only be changed at the discretion of the Principal. If the parent declines this offer then the RM500 application fee will be refunded in full.
- c. It is reported that the candidate is not yet ready for admission to the School and recommendations are made for action before retesting. If the retest is within six (6) months there will be no retest fee. If outside six (6) months then a retest fee of RM500 applies.
- d. It is explained that the School's programme and curriculum are not appropriate for the applicant. The application fee of RM500 will be refunded in full.

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Acceptance

Parents are asked to respond to offer letters within seven days by completing an Admission Agreement, Insurance Form, Locker Agreement and submitting a copy of the birth certificate, passport and/or identity card, as appropriate. Parents also need to provide a photograph of themselves as well as anyone with permission to collect their children from school. At this time a deposit is made equal to one term's course fees.

Withdrawal Notice

The School requires **One (1) Full Academic Term's Notice** of a pupil leaving the School, or **One (1) Academic Term's Fees** in lieu of notice. One full academic term's notice is equivalent to **twelve (12) academic weeks and do not include school holidays**. The deposits are normally refundable only if the pupil has attended for at least one full term.

Payment Method

1. Payable to : SG STRAITS INTERNATIONAL EDUCATION SDN BHD
2. Bank A/C No : 5573 9910 5684
3. Swift Code : MBBEMYKL
4. Banker : Maybank Islamic Berhad
5. Bank Address : 9 & 9A, Jalan Relau, 11900 Pulau Pinang, Malaysia.

Photographs

We find it useful to take photographs of candidates for the School's admissions database. These photographs are used to trigger recollections of meetings and interviews as well as for marketing purposes.

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Additional Information

1. Fees are payable termly in advance, due by the first day of term. A late payment penalty of 5% per month will be charged on the amount outstanding if payment has not been received by the 15th day from the start of the School term.
2. There are three terms which begin in **August/September, January and April**.
3. School hours are as follows:
 - Nursery and Reception – 7.45am till 2.30pm
 - Year 1 till Year 11 – 7.45am till 3.30pm
4. EAL Fee – RM300 per month payable for students who require additional English language support. In addition, after school English classes are available at RM35 per session from Monday to Thursday, 3.30pm till 4.30pm. The decision is binding and withdrawal from EAL classes is at the discretion of the Principal.
5. Public Examination Fees – payable for students who take external examinations in Year 6, 9 & 11 (Checkpoint exams, IGCSE's).
6. Books – students pay for textbooks and exercise books required for each year group.
7. Uniform – every student is required to purchase a set of formal school uniform, PE uniform and house T-shirt (to be worn on Friday's and House trips/competitions).
8. Meals – two meals are catered for on-site per day. Parents top up the student's card in the school office and the student then uses this as credit to pay for their meals each day. Only under exceptional circumstances are students permitted to bring their own food to school, permission for which must be sought in writing from the Principal, and his decision is final. A note from a certified doctor must also be presented.
9. Library Fines – students who fail to return books within the appropriate time may be fined. Students will be billed for damages or lost books and other resources borrowed from the Library.
10. Additional Administrative Fees – for non-routine administrative tasks requested from the School (e.g. school trips, the issuance of archive certificates or unusual examination requirements), an appropriate fee will be assessed and agreed in advance.
11. An "IDEALS Week" which is part of the extended curriculum of the school will be held annually. The cost will range from RM500 to RM3000 depending on the age group and also the location, which are local up to Year 4 and overseas thereafter. This is compulsory.
12. All fees quoted are per child.
13. Effective January 2016 onwards, 5% discount on tuition fees for the second younger child joining SIS per family, and 10% for the third and any more thereafter.
14. 2% discount on tuition fees for upfront payment of full academic year (must be from term 1).
15. Deposit to be topped up yearly according to student's year of study.

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Straits International School

Fees Structure for Academic Year 2017/2018

No	Fee	Student Grade	Amount (RM)	Payment	Description
1	Application Fee	ALL	500.00	One-time	Non refundable
2	Registration / Enrolment Fee	Early Years	1,000.00	One-time	Non refundable
		Primary School	3,500.00		
		Secondary School	5,000.00		
3	Security Deposit	ALL	1 term fees	One-time	Refundable - 1 academic term (3 academic months) notice required
4	Resource Fee	ALL	1,800.00	Per Annum	
5	Tuition Fees	Nursery	4,860.00	Per Term	3 terms per year
		Reception	5,220.00		
		Year 1	6,160.00		
		Year 2	6,800.00		
		Year 3	7,450.00		
		Year 4	8,100.00		
		Year 5	8,260.00		
		Year 6	8,750.00		
		Year 7	9,070.00		
		Year 8	9,400.00		
		Year 9	9,720.00		
		Year 10	9,880.00		
Year 11	10,040.00				

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