THE ALICE SMITH SCHOOL

Bye-Laws and Rules

Parent’s Copy

THE ALICE SMITH SCHOOLS ASSOCIATION
NOTICE ON BYE-LAWS AND RULES RELATING TO PAYMENT OF FEES, DEPOSITS, INCREASES IN DEPOSITS, BUILDING FUND LEVY, MEMBER’S LOAN, AND NOTICE OF WITHDRAWAL

1.0 Fees Chargeable

1.1 The Council of Governors may increase fees at the beginning of any term by such amount as the Council of Governors consider necessary to meet the costs of running the school.

1.2 Parent Members must notify the school in writing of any changes to their personal details i.e. addresses, contact numbers and e-mails etc. so that school bills can be sent and received in good time.

2.0 Deposit

2.1 A deposit, equivalent to one term of tuition fees, is required to be maintained at all times for each child by every Parent Member. It should be noted that, where a child is due to move into a year level for which the tuition fee is higher, the deposit required will need to increase in line with the tuition fee level for that year.

2.2 The deposit shall be refundable to the Parent Member on the child leaving the School provided:

2.2.1 Written notice of withdrawal is given to the Principal by the first day of the child’s last term (one full term’s notice). Parent Members are required to give written notice in accordance with the school rules under all circumstances, except for Year 13 students in the last term of the academic year.

2.2.2 All fees due have been paid up-to-date.

FAILURE TO GIVE WRITTEN NOTICE BY THE FIRST DAY OF THE CHILD’S LAST TERM WILL RESULT IN THE FORFEITURE OF THE DEPOSIT.

2.3 The deposit shall not bear any interest and upon each child leaving the school, the deposit paid in respect of such child shall be refunded to the Parent Member concerned, provided that the provisions of 2.2.1 and 2.2.2 are complied with. If for any reason, the cheque representing the refund of the said deposit having been sent to the last known address of the Parent Member shall be unpresented for a period of six months from the date of dispatch, the amount of the deposit shall be deemed as school funds and used to fund any school activities.

2.4 In the event that the deposit is paid other than by the Parent Member, the deposit shall be refunded to the payer unless the school receives authorisation from the payer to refund to the Parent Member.

3.0 Building Fund Levy

3.1 Every Parent Member having a child or children in the Association’s school shall pay to the Association the stated Building Fund Levy per child per term. The amount of this Building Fund Levy shall be specified by the Council of Governors from time to time.

4.0 Payment of all fees

4.1 Bills for each school term are sent to parents during the period preceding that school term. In the case of new students, bills are sent when the school place is offered.

4.2 If bills are not received two weeks prior to the first day of term, it is the responsibility of the Parent Member to contact the Finance Office. Not receiving the bill for a school term is no excuse for not paying that bill.

4.3 All term fees including the tuition fee, building fund levy, deposits and increases in deposits are payable by the first day of term.

4.3.1 In the case where the bill, including the tuition fees, building fund levy, deposits and increases in deposits, is not paid by the first day of term, a 10% penalty will be levied on the entire unpaid fees, building fund levy, deposits and increases in deposits.

4.3.2 If the bill still remains unpaid for two (2) weeks after the first day of term, a barring letter will be issued and the child/children concerned will be barred from attending school until the full amount and the 10% penalty has been paid.
4.3.3 If the bill is still not paid by the first day of the second half of the term, the Association reserves the right to release the place of the child/children and to retain the deposit or deposits.

4.3.4 If a barring letter is sent to a Parent Member for three consecutive terms, the Association reserves the right to withdraw the place of the child/children.

4.4 The Director of School and the Principals have been instructed that when a barring letter has been issued, the child or children of the Parent Member will be refused admission to classes. Such child or children will not be re-admitted until the Director of Finance advises the relevant Principal that payment of the Association’s bills has been made.

5.0 Parent Member’s Loan

5.1 No child shall be admitted to or enrolled with any school of the Association unless the Parent Member of such child shall grant and advance to the Association an interest free unsecured member’s loan for each child. The amount of this Parent Member’s Loan shall be specified by the Council of Governors from time to time.

5.2 The Parent Member’s loan is to be paid to the Association upon the Parent Member being notified that the child/children has/have been offered a place.

5.3 In cases where the Parent Member’s loan is not advanced within two (2) weeks from the date of a written notice from the Association to the Parent Member to pay the same, the child/children concerned will be barred from entering school until the loan amount is advanced to the Association.

5.4 This said loan is to be repaid to the Parent Member when the child concerned ceases to attend the Association’s Schools.

NO PERIOD OF NOTICE FOR WITHDRAWAL IS REQUIRED FOR REPAYMENT OF THE PARENT MEMBER’S LOAN

5.5 If for any reason, the cheque representing the refund of the said Parent Member’s Loan, having been sent to the last known address of the Parent Member, shall be unpresented for a period of six months from the date of dispatch, the amount of the Parent Member’s Loan shall be deemed as school funds and used to fund any school activities.

5.6 In the event that the Parent Member’s Loan is paid other than by the Parent Member, the said loan shall be refunded to the payer unless the school receives authorisation from the payer to refund to the Parent Member.

6.0 Giving Notice of Withdrawal

6.1 The notice of withdrawal referred to in 2.2.1 (above) shall be in writing and shall be delivered to the school office and acknowledgment of such delivery must be obtained by the Parent Member.

6.2 Oral notice is not acceptable.

6.3 A student’s successful results in an external examination will not be recognised as a substitute for the formal notice of withdrawal from the Parent Member.

6.4 It is regretted that notice not in accordance with the rules set out above is not acceptable for the purpose of refunding the deposit.

6.5 Parent Members have the right of appeal to the Council of Governors.

We have read and fully understood the above Bye-Laws and Rules relating to the payment of fees, all other monies and required notice of leaving and hereby confirm that we will abide by the above.

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

1.  
2.  
3.  
4.  

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<thead>
<tr>
<th>Father</th>
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Printed August 2012
Application for Parent Membership and Associate Membership of the Association

This form is to be sent to the School together with a cheque of RM20, made payable to ‘The Alice Smith Schools Association’.

We hereby apply for election to membership of the Alice Smith Schools Association and declare the following information to be true in all respects.

<table>
<thead>
<tr>
<th>Legal Forename</th>
<th>Legal Surname</th>
<th>Date of birth</th>
<th>Date of Admission</th>
<th>Level</th>
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<tr>
<td>Child 1</td>
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<td>Child 3</td>
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<td>Child 4</td>
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Parent member (Legal guardian) | Nationality

Spouse's name | Nationality

Home address (in Kuala Lumpur)

Telephone no

Place of employment

Office address (in Kuala Lumpur)

Telephone no

In the event of and in consideration of our election to membership of the Association, we agree to become members of the Association and loyally, at all times, to keep and abide by the Memorandum and Articles of Association of the Association and its Bye-Laws and Rules.

We confirm that we have read the Bye-Laws and Rules relating to the payment of fees, all other monies and required notice of leaving.

Signed (Father) Date

Signed (Mother) Date

For Office Use Only

Official receipt no.

Date of receipt

Membership no.

Date
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**NO PERIOD OF NOTICE FOR WITHDRAWAL IS REQUIRED FOR REPAYMENT OF THE PARENT MEMBER’S LOAN**

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