



## Straits International School, Penang Campus

### How to Enrol and Admissions Process

#### 1. Application

Submit an Application Form together with the RM500 Application Fee and supporting documents to Admissions.



#### 2. Entrance Assessment\*

Book a placement test or trial class with the Admissions team to assess if the application year group and pace of learning are appropriate for your child and that they have the potential to be happy and thrive in the school.

##### Application into Nursery to Year 2

Book a **1-day trial class** from 8.30am to 2.30pm according to the trial schedule. Children attend trial class in comfortable wear and bring along their water tumbler to keep hydrated. Breakfast and lunch during the trial day will be provided as complimentary.

##### Application into Year 3 to Year 10

Book a **2-hours placement test** according to the test schedule. The placement test consists of computer-based entrance test in English and Mathematics, as well as an informal interview with the Head of Primary/ Secondary. These tests can be conducted Mondays to Saturdays weekly.



#### 3. Assessment Outcomes\*\*

Results will be released and sent via email within three (3) working days after the assessment. The Admissions team will give parents a call to verbally inform the outcome on the following day of assessment. There are 4 possible outcomes:

- A) An **offer is made** according to the application year group.
- B) An offer is made by **placing the candidate in a lower year group / offering EAL supports / requiring shadow teacher** based on the assessment results in the interests of school and the child.
- C) It is reported that the **applicant is not yet ready for admission to the school and recommendations are made for action before retesting**. No retest fee is required if the retest is within six (6) months. A retest after 6 months will require an additional fee of RM500.
- D) It is explained that **the school's programme and curriculum are not appropriate** for the applicant.

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#### 4. Acceptance of Offer

Parents are required to repond to offer letters within seven (7) days by completing the enrolment procedure.



#### 5. Enrolment Payment & Paperwork

To confirm a place in the school, parents are required to pay full school fees according to the Pro Forma Invoice given with the Acceptance Offer Letter. The recommended payment methods are **online transfer, cheque or cash**.

Parents also need to complete and return the **Admissions Agreement, Insurance Form with the necessary documents and photographs** to complete the enrolment procedure.



#### 6. Books, Uniforms & Shoes

New students can purchase the school's uniform, textbooks and exercise books from the bookstore. A photograph of new students in uniform will be taken for creating a student ID card.

New students are required to purchase appropriate school shoes and swimming suit according to the shoes guideline and swimming letter given via email.



#### 7. First Day of Schooling

On the first day of schooling, new students report themself to the Admissions team on the ground floor reception area.

##### Additional Notes:

##### **Entrance Assessment\***

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 can be made.

##### **Assessment Outcomes\*\***

In the event of the school not accepting the applicant and no retest required, the 70% of the RM500 application fee can be refunded accordingly.

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## Schooling Hours

Year Group	School Hour
Nursery & Reception	7.45am till 2.30pm
Year 1 to Year 11	7.45am till 3.30pm or 3.45pm (depending on the year group) *  Year 1 to 11 students are required to attend co-curriculum from 2.30pm to 3.30pm.  * Year 1, 2, 3, 7, 8 and 9 finish at 3.30pm. Year 4, 5, 6, 10 and 11 finish at 3.45pm.

## Co-Curriculum (Extra Activities)

SIS offers a variety of co-curriculum activities for students from Year 1 onwards. Students or parents can choose the preferred activities from the options list at the beginning of term.

Genre	Extra Activities
<b>Sports</b>	Wushu * Tae Kwon Do * Aikido * Floorball * Ball Games * Yoga Table Tennis Aerobics Badminton Swim Speed & Technique Football Futsal Basketball ...and more!
<b>Music &amp; Performances</b>	Ballet * Hip Hop * Zumba Choir Orchestra Percussion Piano * Violin * Trumpet * Flute * Clarinet * Saxophone * Guitar * Drums * Ukulele * ...and more!
<b>Arts, Creativity &amp; Games</b>	Robots 2 U * Chess * Playdoh Sculptures Design & Technology Crafty Creations Mandala Drawing Sketching Creative Arts Boardgame Debating Problem Solving ...and more!
<b>Academic Support</b>	Fun with Vocab Mandarin Fun Advanced Mandarin Phonics Enrichment Buddy Reading Fun with Maths Handwriting Club Afterschool EAL Language Presentation Skills ....and more!

\*Activities that require extra fees for external coach.

Please note that the above-mentioned activities are for reference only and not all the activities are available every term. Please refer to the Activities Form given by form tutor on the first week of schooling for details.

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**Fees Structure**

No	Fee	Year Group	Amount (RM)	Payment	Description
<b>Pay before Entrance Assessment</b>					
1	Application Fee	ALL	500	One-time	Non-refundable. 70% refundable if the school does not accept the applicant.
<b>Pay after received an Acceptance Offer Letter</b>					
1	Registration / Enrolment Fee	Kindergarten	1,000	One-time	Non-refundable
		Primary School	3,500		
		Secondary School	5,000		
2	Security Deposit	ALL	1 term of Tuition Fee	One-time	Refundable upon graduation or withdrawal with at least given 1 academic term (3 academic months) notice.
3	Resource Fee	ALL	1,800	Per Annum	Covers all teaching and school resources. Does not include student textbooks.
4	Tuition Fees	Nursery	5,150	Per Term	3 terms per year
		Reception	5,500		
		Year 1	7,000		
		Year 2	7,750		
		Year 3	8,550		
		Year 4	9,300		
		Year 5	9,550		
		Year 6	10,150		
		Year 7	10,930		
		Year 8	11,370		
		Year 9	11,760		
		Year 10	12,060		
Year 11	12,280				

**Remarks**

- Security Deposit to be topped up yearly according to student’s year of study, following the tuition fee for the year.
- All fees are subject to change without prior notice.
- Starting date falls on 5<sup>th</sup> Week to 8<sup>th</sup> Week- 70% Pro- rate on Tuition Fee
- Starting date falls on 9<sup>th</sup> Week onwards- 40%Pro- rate on Tuition Fee

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## Sibling Discount

Effective January 2018, a **7% discount** is offered on tuition fees for the second younger child per family joining SIS per family, and **10%** for the third child and any more thereafter.

## Upfront Payment Discount

Effective August 2018, an additional **5% discount** on tuition fees is offered for upfront payment of the full academic year (must be from term 1).

## Payment Method

The school accepts school fees payment via online transfer, cheque or cash. The recommended payment method is online transfer and the bank details are as below. You are required to send over the transaction record/ receipt once you have done a transfer for verification purposes.

Payable to	: SG Straits International Education Sdn Bhd
Bank Name	: Maybank / Maybank Islamic Berhad
Bank A/C No	: 5573 9910 5684
Swift Code	: MBBEMYKL
Bank Address	: 1-1-28, I-Avenue, Medan Kampung Relau 1, 11900 Bayan Lepas, Malaysia

## School Fees Due Date

Fees are payable termly in advance, due by the first day of each term. A late payment penalty of 5% per month will be charged on the amount outstanding if payment has not been received by the 7<sup>th</sup> day from the start of the School term.

## Withdrawal Notice

The School requires **one (1) 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 considered to be **latest by the 7<sup>th</sup> day from the commencement of the School term**. This one (1) term's notice is in keeping with Straits International School official withdrawal policy. Failure to do so will result in the forfeiture of the security deposit. Where a registered child failed to attend any classes **one (1) month** from the 1st-day start of the new school term without informing the school officially, he/she will be classified (treated) as having withdrawn. All fees paid and the security deposit will be forfeited.

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## Additional Fee

Requirement	Description	Fee Required
English as Additional Language (EAL)	<p>Students who have been selected to take part in additional English lessons will be charged the following costs. The decision is binding and withdrawal from EAL classes is at the discretion of the Principal. The requirement of EAL will be reviewed by every end of the term.</p> <p><b>EAL During School</b> – To pick up English support class in reading, speaking and writing during the Mandarin lessons.</p> <p><b>EAL After School</b> – Additional English classes after school are available at between Monday and Thursday, 3.30pm till 4.30pm.</p>	<p>RM300/ month</p> <p>RM35/ session</p>
Public Examinations	<p>Payable for students who take external examinations in:</p> <p>Year 6 – <b>Primary Checkpoint Tests</b> – English, Maths &amp; Science</p> <p>Year 9 – <b>Secondary Checkpoint Tests</b> – English, Maths &amp; Science</p> <p>Year 11 – <b>IGCSE</b> – 8 subjects required</p> <p>The estimated fees per subject vary according to the currency and year of tests.</p> <p>*Apply to Double award or Art. Double award</p>	<p>RM255/subject</p> <p>RM305/subject</p> <p>RM650 –</p> <p>RM1200* /subject</p>
Books & Uniforms	<p>Students pay for textbooks and exercise books required for each year group. Every student is required to purchase a set of formal school uniform, PE uniform and house T-shirt (to be worn on Fridays and House trips/competitions).</p> <p><u>Bookstore Opening Hours</u>  Monday, Wednesday and Thursday : 8.00am – 4.00pm  Thursday and Friday : 8.00am – 3.00pm  Closed on weekend and public holidays.</p> <p>**The operation hours during school holidays are subject to change. Parents will be notified by email.</p> <p>If you wish to check on stock arrival, you may contact <b>Ms. Leto</b> at 04 – 611 9242</p>	<p>Around RM1,500 for books and uniform</p>
Meals	<p>Two meals are catered for on-site per day. Parents <b>top up the student's card</b> in the school office and the student then uses this as credit to pay for their meals each day.</p> <p>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 their decision is final. A note from a certified doctor must also be presented if there are medical reasons.</p>	<p>RM10-15 per day</p>
Challenge Week & School Trip	<p>A 'Challenge Week' which is part of the extended curriculum of the school will be held every alternate year. This is <b>compulsory</b> for all students.</p> <p>Nursery to Year 2 – Go to day trips within Penang.  Year 3 to 6 – Go to local overnight trips within Malaysia.  Year 7 to 11 – Either travel within Malaysia or to overseas within South East Asia.</p> <p>Additional School Trips available to complement classroom learning</p>	<p>RM500 – 4,500 depends on destination</p>
Library Fines	<p>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.</p>	

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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.	
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Updated as at 7/04/21



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