



VALLEY INTERNATIONAL SCHOOL

ADMISSION & FEE POLICY

2024 - 2025



Philosophy

Valley International School in Malaysia is dedicated to providing a holistic education that shapes well-rounded global citizens. We prioritise individualised learning experiences, foster innovation, and instill ethical leadership qualities in our students, preparing them to navigate a rapidly evolving world with confidence and integrity.

Vision

To foster a learning environment where every student discovers their potential embraces diversity, and becomes a lifelong learner well prepared for a dynamic global future.

Mission

To dedicate in educating and empowering students with knowledge, skills, and values to become responsible, contributing members of a global community.

Motto

All education begins when a desire to learn becomes the motivating force. Desire.

“We Dedicate To Educate”



DISCLAIMER

The school has made every reasonable effort to ensure the accuracy and currency of the information provided in this publication at the time of release. However, it accepts no responsibility for any errors or omissions that may occur.

The school reserves the right to revise or alter policies, regulations, and procedures at any time. While every effort will be made to notify relevant parties of such changes, individuals are encouraged to contact the school directly for the most up-to-date information.



ADMISSION PROCESS

Early Years Foundation Stage / Cambridge Year 1 – Year 11 (IGCSE)

AGE	ACADEMIC YEAR 2024 - 2025
3 - 4	Foundation 1 (Early Years Foundation Stage)
4 - 5	Foundation 2 (Early Years Foundation Stage)
5 - 6	Year 1 (Lower Primary - Key Stage 1)
6 - 7	Year 2 (Lower Primary - Key Stage 1)
7 - 8	Year 3 (Primary - Key Stage 2)
8 - 9	Year 4 (Primary - Key Stage 2)
9 - 10	Year 5 (Primary - Key Stage 2)
10 - 11	Year 6 (Primary - Key Stage 2)
11 - 12	Year 7 (Lower Secondary - Key Stage 3)
12 - 13	Year 8 (Lower Secondary - Key Stage 3)
13 - 14	Year 9 (Upper Secondary - Key Stage 4)
14 - 15	Year 10 (Upper Secondary - Key Stage 4)
15 - 16	Year 11 (Upper Secondary - Key Stage 4)

Step 1: Submitting a completed application

To seek admission to the school you will need to do the following:

- Complete and sign our Application Form. These forms may be typed or completed in legible handwriting.
- The non-refundable application fee of **RM300.00** must accompany the forms



- Submitting all supporting information, **BEFORE** an application can be processed.
- The completed Application Form is to be submitted together with the following:
 - a. A copy of the student(s)'s passport-size coloured photograph that is not more than 6 months old,
 - b. A copy of each parent's passport-size coloured photograph that is not more than 6 months old,
 - c. A copy of the Birth Certificate, Identity Card including that of both parents, if Malaysian, or Passport and Visa of the foreign parent(s) and student(s),
 - d. Official copy of the student (s) School Report for the last 1 year,
 - e. A copy of the student(s)'s vaccination record.

Step 2: Assessment

Upon receipt of the application form, our Admissions team will contact you to schedule an appointment to assess your child to determine the acceptance and placement of the child.

Age-appropriate assessment will be conducted to assess your child's capability to cope and settle happily in our school. The outcome of the assessment is one of many factors that the School will take into consideration when it comes to the placement of your child. The School will have absolute discretion in terms of placement in the most suitable year group for each and every child based on well-established criteria, including that of the outcome of the assessment.

Step 3

a: For entry into Early Childhood Foundation 1 & 2

For these programs, the child will not appear for any formal assessment. Parents along with the child will meet Admission or Academic Coordinators / Head of



School for a formal discussion and next steps. Please note, that children applying for Early Childhood Programs must be toilet-trained before joining the school and without learning disabilities.

Step 3b: For entry into Years 1 to 11

For entry into these programs, all the applicants would be appearing for an age-appropriate written assessment. The assessments are not a criterion for admission, but an exercise to understand the student's academic levels enabling the school to help and place the child

Appropriately. After the assessments are evaluated, the student along with parents would meet the Academic Coordinator for a formal discussion and next steps.

New admission students' past schools may be contacted for the confidential student report.

Step 4: Admission Offer Letter

Following the assessment stage, the Head of School/Coordinator reviews the information provided in the application form and/or the assessment results. Based on the review and formal discussion, the Head of School/Coordinator will confirm the admission and issue the admission letter.

Step 5: Acceptance of Admission Offer Letter

Parents need to accept and confirm the admission by:

- a. Paying the non-refundable registration fee and the refundable deposit within 7 days of receipt of our admission letter.
- b. Pay all other fees due before admission.

Students will not be admitted into the school unless a signed letter of offer has been received and all fees have been paid in advance.



SCHOOL FEES POLICY

1. Application Fee

- A non-refundable application fee of RM 300.00 is payable on submission of the application for all students.

2. One-Time Only Fees – Registration Fee (Non-Refundable)

- Upon satisfactory assessment, a copy of the ‘Letter of Offer’ will be issued. The acceptance of the offer must be made prior to the child’s commencement of school.
- The payment of Registration and Refundable Deposit constitutes acceptance of a place and therein confirms the place for the child.

If you require further clarification, please contact our Admissions Department.

Fee Type	Applicable to	Fee per student	Details
Registration Fee	Foundations 1 & 2	RM 3000	Non-refundable, a one-time fee to be paid before a student is enrolled.
	Year 1	RM 3500	
	Year 2 - 4	RM 4500	
	Year 5 - 6	RM 5500	
	Year 7 - 11	RM 6500	

3. Refundable Deposit

- It is equivalent to the Tuition Fee for one academic term for Primary and Secondary schools except for Early Years.
- It is payable together with the other fees upon the confirmation of admissions.
- It is refundable subject to terms and conditions.



Fee Type	Applicable to	Fee per student
Refundable deposit	Foundation 1 - Year 1	RM 5500
	Year 2 - Year 6	RM 6500
	Year 7 - Year 10	RM 7500

- It will be correspondingly increased if an increase in tuition fees occurs.
- The deposit will be returned to parents within 90 days of completion of all withdrawal procedures, counseling with HOS, and after adjustments for any outstanding amounts owing to the school.

4. Tuition Term Fees (Termly)

Year	Term Tuition Fee	Total Annual Tuition Fee
Foundation 1 - Year 1	RM 5000	RM 15000
Year 2 - 4	RM 6300	RM 18900
Year 5 - 6	RM 6600	RM 19800
Year 7 - 11	RM 7500	RM 22500

- There are 3 terms per year. **School Tuition Fees** are strictly due and payable in advance before the date of admission for new parents and/or by the 7th day of each **New Term**.

5. Other School Fees and Costs

Annual Fees	
Insurance Charges	RM 65
CIE Fees	RM 250



All fees are payable before the date of admission or annually before the first day of the new academic year. The insurance fees are non-refundable. A schedule of benefits is available upon request.

- **Textbooks and Equipment:** Tuition fees are excluding textbooks, materials, uniforms, resources, and general classroom stationery.
- **Board Exams Fees:** Primary/Secondary Checkpoint and IGCSE Exam fees are set each year by the Cambridge Board. Parents with children taking these exams will be invoiced individually, including an additional charge to cover the cost of administering the exam (invigilators and courier charges).
- **Field / Residential / Social / Class Trips:** All school trips must be self-financing. Fees are normally charged on an individual basis, based on quoted costs incurred for the trip concerned.
- **Transport:** The school will provide transportation using outside contractors. The charges for the same would depend on the distance. Own transportation is **not allowed**.

6. Payment of School Fees

All School Fees are to be paid before the fixed date given upon enrollment. Each Academic year consists of **3 Terms**.

- Cheque or Bank Draft in Ringgit Malaysia, payable to “TIPS Educate Malaysia Sdn Bhd”.
- For payment into the Valley International School account using cash or cheque, please inform the school by email. Attach a copy of your bank-in slip so that your payment can be verified accordingly.
- For Bank Transfer or Online Banking: Please quote the invoice number when paying via this method. The bank payment slip must carry the following descriptions:
 1. Name/s of Ward/s,



2. Year of Ward/s, eg. Y3,

3. Invoice No.

The online bank transfer slip must be submitted via email to the school office to confirm the payment before the due date.

Account Name: TIPS Educate Malaysia Sdn Bhd

Account Number: 3211169509

Bank Name: Public Bank

Email: info@valley.edu.my

7. Late Fees Payment

- School fees are strictly due and payable in advance before the date of admission and/or by the 7th day of each term. ***Unpaid fees will incur a late charge of RM10 per day until such time the tuition fees are paid.***
- ***The school reserves the right to suspend or deny entry to students with outstanding fees exceeding 20 school days or 4 weeks.***

8. Students Excluded or Suspended from the School

- No fees will be refunded to students who are excluded or suspended from the school.

9. Registered Students

- Should a registered student not attend school for a month without a formal explanation, the student's name will be taken off the register.
- Subsequently, if the place is still required, a new application will be mandatory.

10. Refund Policy

Refund Submission: All refund requests must be submitted ONLINE via Email.

Non-Refundable Fees: Fees paid are generally non-refundable and non-transferable, except under specific conditions:

- **Medical Withdrawal:** If a student withdraws from the program before it



begins due to valid medical reasons, all fees except the Application Fee and Registration Fee will be refunded.

- **Non-Medical Withdrawal:** If a student withdraws for non-medical reasons before the program starts, 70% of the fees paid will be refunded, excluding the Application Fee and Registration Fee. Additionally, an RM150 administrative fee will be applied for processing the refund.
- **Conditional Offer:** If a student who was conditionally accepted does not meet the entry requirements after receiving their official results, a prorated refund will be issued for all fees, excluding the Application Fee and Registration Fee.
- **Expulsion:** If a student is expelled from Valley International School due to disciplinary actions or misconduct, no fees will be refunded except for the refundable deposit after adjustments for any outstanding amounts owing to the school.
- **Outstanding Fees:** The school reserves the right to deduct any outstanding fees from the refundable deposit and other school deposits, if any, before refunding the remaining balance to the student.
- **Refund Beneficiary:** All refunds will be issued to the sponsor (parent/guardian) as indicated on the Refund Form.
- **Refund Claim Period:** All refund claims must be made within 12 months from the date the student is no longer enrolled at Valley International School.

11. Withdrawal Policy

- **Submission of Withdrawal Form:** Any student wishing to withdraw from the School must complete and submit the official **Student Withdrawal Form** to the Registry. This requirement applies to all students, including those who intend to finish their exams early (such as Checkpoint or IGCSE) and leave the school after completing the exams.
- **Completion of Form:** The **Student Withdrawal Form** must be fully



completed and signed by the parent or guardian. Incomplete or incorrect forms may be rejected at any stage during the withdrawal process.

- **Notice Period:** Parents or guardians must submit the withdrawal form **at least 1 full term in advance**. This term notice is a compulsory requirement. For example, if the withdrawal form is submitted before the 1st of January 2025, the notice period extends until the 30th of April 2025, resulting in a notice period of 1 full term.
- **Fees and Attendance During Notice Period:** Fees for the term notice period will be charged in full, and student attendance is compulsory. Failure to comply may result in the forfeiture of any or all refundable deposits, school deposit(s), and payments. If these deposits are insufficient to cover fees during the notice period, the School reserves the right to request the outstanding balance from the parent or guardian.
- **Exceptional Circumstances:** In cases where a withdrawal request is based on exceptional circumstances, such as medical reasons or other compelling factors, a reduced notice period (less than a full term) may be considered. Valid reasons must be submitted for approval by the School. The school retains the right to assess and verify the validity of any special withdrawal requests, which will be evaluated on a case-by-case basis, especially in instances involving humanitarian grounds or urgent medical conditions. Approval is granted solely at the school's discretion and only if the request meets the school's criteria for exceptional circumstances.
- **Cancellation of Withdrawal:** If a parent or guardian decides to cancel the withdrawal after submitting the form, they may do so within two (2) months of the approval date. If a student wishes to re-enroll after the withdrawal process is complete, they must undergo the admission process as a new student. A letter of appeal for re-entry must be submitted, subject to the School's approval.
- **Administration charges:** An administration fee of RM150.00 shall be charged once the withdrawal process commences upon receiving the



completed withdrawal forms.

- **Acknowledgment of Receipt:** Upon receiving the withdrawal form, the Registry will acknowledge receipt by stamping the form with the date.
- **School Follow-up:** The School will follow up with the parent or guardian via email within seven (7) working days of receiving the form, using the email address provided in the form.
- **Issuance of School Leaving Certificate:** The School will issue the **School Leaving Certificate (Transfer Certificate)** within two (2) weeks after the student's final day. However, the School reserves the right to withhold this certificate, along with other official documents (such as CAIE certificates and academic transcripts), if there are any outstanding fees or payments due.

12. Students' Termination or Suspension

The School shall be entitled to suspend and/or expel a Student if, in the absolute discretion of the School, the Student has breached the rules and regulations of the School and/or misbehaves or conducts himself/herself in a manner unbecoming of a Student.

In addition to the rights of expulsion, as stated above, the School reserves the right to withdraw a Student from the School for any reasons whatsoever and at the full discretion of the Coordinator/Head of School.

In the interest of the Student and/or other students of the School, the Coordinator/Head of School may prohibit the Student from attending the School for such a period as deemed necessary if the Coordinator/Head of School is of the opinion that the Student may be a risk or danger to the other students of the School. The Parent and/or the Student shall, in such circumstances, have no claims whatsoever against the School arising from any such action taken by the School.

13. Emergency and Liability

In the event of an emergency where the Parent or emergency contact cannot be reached, the Parent consents and authorises the Coordinator/Head of School to



arrange for a medical examination or to transport the Student to a clinic or medical center. Any resulting expenses will be the responsibility of the Parent.

The Parent agrees that the School shall not be liable for any loss and damage suffered as a result of death, personal injury, or loss of any kind whatsoever which the Student may sustain at any time either within the School premises or elsewhere which is not attributable to the negligence of the School, its staff or employees.

14.a. Uniforms

Uniforms - Available from VIS	Cost
GIRLS & BOYS - Foundation 1 - Year 10	RM 135

b. House Uniforms

Category / Year	Cost
Foundation 1 - Year 2	RM 90
Year 3 - Year 10	RM 105

15. Textbooks & Notebooks

Textbooks/Activity Books - Available from VIS	Cost
Foundation 1 & Foundation 2	RM 275
Year 1 to Year 2	RM 450
Year 3 to Year 4	RM 550
Year 5 to Year 6	RM 600
Year 7 to Year 8	RM 1000



Year 9 to Year 10	RM 1200
Exercise Books/Notebooks - Available from VIS	Cost
Foundation 1 to Year 10	RM 150

16. Terms of Re-Admission

A student who has withdrawn from Valley International School and applies for re-admission at a future date shall be subject to the following terms and conditions:

- Approval from management
- Availability of admission place
- Providing valid reasons justifying the re-admission
- Full settlement of any outstanding sum owed to the school
- Full payment of fees applicable to the intake applied for.

The Head of School and Board of Management, however, reserve the right to review each case on an individual basis on receipt of a written request to do so from parents for admission, withdrawal, and retention.

2024 - 2025 TERM DATES	
TERM 1	1st Sep 2024 - 31st Dec 2024
TERM 2	1st Jan 2025 - 30th April 2025
TERM 3	1st May 2025 - Aug 31st 2025