

GENIUS AULAD

ADMISSION AND FINANCE

TERMS AND CONDITIONS

1. Introduction

GENIUS AULAD prides itself on being a leading brand in early childhood education that prioritizes nurturing the unique potential of every child and fostering their growth and development. GENIUS AULAD preschool provides a high-quality Islamic education for children between 4 and 6 years old, nurturing their intellectual, emotional, social, and spiritual abilities through fun and interactive activities in line with the requirements of the National Pre-School Curriculum Standard. GENIUS AULAD offers two types of programs, half-day preschool and full-day preschool, to meet your children's educational needs and provide them with a seamless transition into formal primary education.

2. Admission and Enrollment to GENIUS AULAD

- 2.1. Parents or legal guardians who wish to enroll their child must complete the registration form with accurate information and have it duly signed.
- 2.2. Any false, inaccurate, and/or misleading information in this form shall amount to rejection of the application to be enrolled at the school.
- 2.3. Any changes to the information in this form must at all times be communicated to the school and updated in the management system (MGS).
- 2.4. The admission of the child is at the absolute discretion of the school, and the school is not obliged to offer any justification for the rejection of any application.

3. Payment Fees

- 3.1. All fees, including the non-refundable Booking payment of RM 130 for the following year's registration, are non-refundable and non-transferable.
- 3.2. The Booking payment will be deducted from the total amount of the Annual/Registration Fee. The balance payment for the registration annual fee must be made before 15th December, following the school's Fee structure.
- 3.3. Monthly payments are due on the 5th of each month. Failure to make payment for one consecutive month will result in the loss of placement for the child, and legal action may be taken.
- 3.4. Waived Monthly School Fees will not be granted for absences or days missed due to illness, vacation, or any personal-related matters, such as a mother's confinement leave, mother's Hajj/Umrah leave, or family-planned vacations and other deemed matters.
- 3.5. Payment must be made exclusively through the system, and alternative payment methods will not be accepted.

4. Transfer Policy

- 4.1. Parents can request for their child/children to be transferred to another centre after the 30th of the month, subject to providing a one-month advance written notice.
- 4.2. Similar to the withdrawal policy, all outstanding fees must be settled before finalizing the transfer request.

5. Withdrawal Policy

- 5.1. A one-month written notice is required to commence a student's withdrawal. This notice period allows our teachers and management to make necessary arrangements for the smooth departure of the student.
- 5.2. During the months of October and November, withdrawal notices cannot be accepted. These months are critical for preparing for the academic year-end, and any withdrawals during this period will result in the student progress report not being issued.
- 5.3. Before processing any withdrawal or transfer request, all outstanding fees must be settled.

6. Advance and Refund Policy

- 6.1. All fees paid, are non-refundable and non-transferable.
- 6.2. Refunds will not be granted for any personal related matters, including relocation/transfer of parents' workplace or office, parents' desire to change children's school, or moving out from town/house and other deemed matters.
- 6.3. Similarly, no exemptions of school fees are granted for absence or days missed due to illness, vacation, or any personal-related matters, such as a mother's confinement leave, mother's Hajj/Umrah leave, or family-planned vacations and other deemed matters.
- 6.4. We are committed to upholding a fair and organized financial system that ensures the welfare of our students and their families. Your cooperation in adhering to these guidelines is highly appreciated.

7. Privacy and Data Protection Policy

- 7.1. GENIUS AULAD is committed to protecting our students' and parents'/guardians' personal information by complying with the Malaysian Personal Data Protection Act 2010 ("PDPA").
- 7.2. Under the Personal Data Protection Act (PDPA), photograph(s) and video image(s) of an individual are considered personal data.
- 7.3. GENIUS AULAD may take and use images and videos of students or groups of students as part of school displays to celebrate school daily activities and achievements; to promote the school on social media and on the school websites; and for other publicity purposes in printed publications, such as newspapers, publications, newsletter or the school prospectuses.
- 7.4. If parents/guardians provide personal data of third parties (e.g., family members, beneficiaries, or emergency contacts), parents/guardians confirm that they have obtained consent from those third parties for the school to process their personal data for the specified purpose.
- 7.5. This Policy does not apply to websites and services that display or link to different privacy statements. Websites and services co-branded with other partners may display or link to a joint privacy statement or separate privacy statements of our partners in addition to our Policy.

8. Regular Updates

- 8.1. Any changes to the information given in the Registration form, Parents/Guardians are responsible to update the information in management system (MGS) and communicated to the school.
- 8.2. If any changes are made to the Registration form, management system (MGS), or any of its components, parents/guardians are responsible for filling out the necessary information.

9. DECLARATION (Please tick the boxes)

- I hereby declare that I have read, fully understood, agree to the GENIUS AULAD Terms and Conditions of Admission and Finance.
- I have thoroughly reviewed the terms outlined in this and hereby provide my consent for the processing of my Personal Data as described above.
- I hereby agree to give a consent to the school for my child to be captured during school activities and events.
- The school may use and publish such photographs and/ or video recordings in school publications, websites, social media channels, and other communication channels.

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Signature

Date:

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Parent/Guardian Full Name

NRIC/Passport No: