



Garden International School

Bringing Out The Best In You Since 1951

Key Information



School Calendar 2018/19	START	END
TERM 1	Monday, 20 August 2018	Friday, 14 December 2018
Mid-Term Holidays	Saturday, 13 October 2018	Sunday, 21 October 2018
Christmas Holidays	Saturday, 15 December 2018	Sunday, 6 January 2019
TERM 2	Monday, 7 January 2019	Friday, 12 April 2019
Mid-Term Holidays	Friday, 1 February 2019	Sunday, 10 February 2019
Easter Holidays	Saturday, 13 April 2019	Sunday, 28 April 2019
TERM 3	Monday, 29 April 2019	Friday, 28 June 2019
Summer Holidays	Saturday, 29 June 2019	Sunday, 18 August 2019

School Calendar 2019/20	START	END
TERM 1	Monday, 19 August 2019	Friday, 13 December 2019
Mid-Term Holidays	Saturday, 26 October 2019	Sunday, 3 November 2019
Christmas Holidays	Saturday, 14 December 2019	Sunday, 5 January 2020
TERM 2	Monday, 6 January 2020	Friday, 3 April 2020
Mid-Term Holidays	Saturday, 25 January 2020	Sunday, 2 February 2020
Easter Holidays	Saturday, 4 April 2020	Sunday, 19 April 2020
TERM 3	Monday, 20 April 2020	Friday, 26 June 2020
Summer Holidays	Saturday, 27 June 2020	<i>To be advised</i>

School Hours	MONDAYS TO THURSDAYS	FRIDAYS
Nursery	8.00 am to 1.30 pm	8.00 am to 12.30 pm
Break	Between 9.15 am and 10.45 am	Between 9.15 am and 10.45 am
Lunch	12.00 noon to 1.00 pm	11.00 am to 11.40 am
Reception	8.00 am to 1.40 pm	8.00 am to 12.40 pm
Break	Between 9.00 am and 10.15 am	Between 9.00 am and 10.15 am
Lunch	11.45 am to 12.45 pm	11.20 am to 11.50 am
Years 1 to 3	7.40 am to 2.10 pm	7.40 am to 1.10 pm
Break	10.00 am to 10.20 am	10.00 am to 10.20 am
Lunch	12.20 pm to 1.10 pm	12.20 pm to 12.50 pm
Years 4 to 6	7.40 am to 2.20 pm	7.40 am to 1.10 pm
Break	10.00 am to 10.20 am	10.00 am to 10.20 am
Lunch	12.20 pm to 1.10 pm	12.20 pm to 12.50 pm
Years 7 to 13	7.40 am to 2.20 pm	7.40 am to 12.40 pm
Break	9.05 am to 9.25 am	10.00 am to 10.20 am
Lunch	11.50 am to 12.40 pm	12.50 pm to 1.20 pm (<i>Optional</i>)

Co-Curricular Activities		
CCAs	Between 2.30 pm to 4.30 pm	1.20 pm to 2.20 pm
Dragons & GIS Academy	Various times including Weekends	



Application Process

Thank you for your interest in Garden International School.

We accept student admissions throughout the year, subject to the School's schedule, the suitability of the programme for your child, and the availability of class places. Please discuss this with us upon application.

To apply for a place at Garden International School, please complete the following steps.

Step 1

MAKE AN APPLICATION

- 1 | The Application for Admission form may be obtained from the School, downloaded from the School's website (click here). Upon completion, kindly email scanned copies of the completed form to admissions@gardenschool.edu.my, or courier these to us at the address stated on the form. If you prefer to complete an Online Application for Admission, please visit gardenschool.edu.my.
- 2 | To avoid delays in the processing of your child's application, please take care to ensure that all documents listed on the application checklist are included. Should any additional documents be required, our Admissions Team will let you know as soon as possible. We will begin the application process as soon as the complete documentation and the application fee have been received.
- 3 | As places fill up very quickly, we advise submitting your child's application as early as possible. As far as possible, we will try and provide you with a realistic assessment of your child's chances of successful enrolment and possible timing for admission. However, like most international and private schools, our enrolment situation is dynamic and often unpredictable. Thank you for your understanding.

Step 2

APPLICATION REVIEW

- 1 | Applications will be reviewed taking into consideration various factors, including but not limited to, most recent and past school reports in its original language and in English, an assessment, English Language proficiency, a review of the child's learning needs and required support, behaviour, subject options at IGCSE/A Levels, and availability of places.
- 2 | The nature of the assessment varies for different year groups and may require meeting a member of the academic staff. Children who require learning or language support will be assessed carefully to determine whether the School is able to effectively support their needs. All forms of assessments conducted are a property of the School and will be kept private and confidential.
- 3 | The application review and assessment process is designed to ensure that the placement of all children will best meet their educational and personal requirements.

Step 3

THE SCHOOL'S DECISION

- 1 | If your child's application is successful, an offer of place will be made.
 - An offer of admission to the school is based on the belief that a child will benefit from the curriculum offered and that his/her admission will support the education of existing students
 - It is possible that a child may be accepted subject to specific conditions being met
- 2 | To accept the offer, please ensure that you pay the applicable fees on or before the stipulated date on the letter of offer. The payment of the required fees in full constitutes the acceptance of a place and therein confirms the place for your child.
- 3 | It is important to note that the placement of your child in an appropriate class is at the absolute discretion of the School. The School takes great care when placing students in classes and take into consideration a number of factors, including: the child's gender; nationality; academic ability; level of achievement relative to the School's current students; the child's social, emotional and behavioural needs.
- 4 | Garden International School does not provide boarding facilities. Therefore, your child must be living with their parents or legal guardians, who must be in possession of valid visas issued by the Malaysian Immigration Department. Please note that admission to the school and having continued status as a student at GIS, is conditional upon your child possessing a valid visa as well.
- 5 | The School reserves the right to assign priorities for admission or refuse admission for any reason we deem fit. Where places are insufficient, applications will be placed in a wait pool.

Step 4

PREPARATION FOR ADMISSION

- 1 | Before your child begins school, you will receive a comprehensive information pack including: a School Calendar; List of Uniform to purchase; information of Bus Services; your parent security ID cards; your Family (FAM) email account details and clear instructions for how to access to the GIS Parents' Portal and the CCA website.
- 2 | Every new child at GIS will have the opportunity to join an induction session. The timing of this depends on his/her year group and the date of their admission. This is an excellent opportunity to meet the teachers and make some new friends too.

Fee Schedule Academic Year 2018/19

APPLICATION FEE

Payable upon submission of an Application. *Please note that this fee is non-refundable, even if your child's application is not successful.* **1,300**

REGISTRATION FEE

Payable upon receipt of the Letter of Offer. *This fee is one-off & non-refundable. See Discounts for Siblings.*

YEARS 1 TO 13 **20,000**

NURSERY & RECEPTION* **10,000**

**Upon entering Year 1, the difference between the Registration Fee paid and the Registration Fee for Year 1 must be paid, at the rate then applicable for the academic year.*

DEPOSIT

An equivalent of one term's tuition fee is required as a deposit for each individual child. The amount is to be upgraded as tuition fees increase according to year level. **See Table**

Please note:

- The deposit is refundable, provided one term's written notice of withdrawal is given while the student is in school
- The said notice must be received and acknowledged by the School on or prior to the commencement of the term the student will be withdrawn
- Please refer to the Terms & Conditions as stated on the Application for Admissions form

YEAR GROUP	TUITION FEE Per Term (RM)	TECHNOLOGY FEE Per Term (RM)	DEPOSIT (RM)
NURSERY	14,250	250	14,250
RECEPTION	16,360	250	16,360
YEARS 1, 2	22,380	400	22,380
YEARS 3, 4	24,880	400	24,880
YEARS 5, 6	26,020	400	26,020
YEARS 7, 8	28,610	450	28,610
YEAR 9	29,990	450	29,990
YEARS 10, 11	30,670	450	30,670
YEARS 12, 13	31,120	450	31,120
EAL YEARS 7, 8	31,470	450	31,470
EAL YEAR 9	32,990	450	32,990



Advance Payment Rebate

3% REBATE ON TUITION FEE

Students of Garden International School will be given a 3% rebate on the Tuition Fees for Term 2 and Term 3; provided that the annual Tuition Fee is paid in full on or before the first day of Term 1. For new students joining the school, the annual tuition fee (for 3 full terms) must be paid on or before the commencement of study in Term 1.

Should a student leave the School during or within the academic year, and provided that adequate written notice of withdrawal is served according to the terms and conditions governing withdrawal in the Enrolment Form, the prepaid Tuition Fee for the terms that the student will not be enrolled in will be refunded. The rebate granted at the beginning of academic year will be proportionately deducted from the prepaid Tuition Fee. For the purpose of clarity, Tuition Fees paid in advance at the beginning of each term will not be pro-rated, even if a child chooses to cease his studies in the middle of a term.

Discounts For Siblings

REGISTRATION FEE

Families enjoy a discount on the published Registration Fee for their second and/or subsequent children's admission, provided that the first child is a full fee-paying student at the point of the sibling/s' admission.

The second and/or subsequent children must be on the fee structure as stated on this Fee Schedule, and not currently on any other discount or scholarship.

The discounts are as follows:

2nd child at 30% discount, 3rd child at 50% discount, 4th and subsequent child at 75% discount.

TUITION FEE

Families will enjoy 5% Discount on the termly Tuition Fee for their third and subsequent children, provided that the first two children are full paying students in the same term. To be eligible for this tuition fee discount, the third and subsequent children must be on the fee structure as stated on this Fee Schedule, and not currently on any other discount or scholarship.

Notes

1. Garden International School has 3 terms per academic year.
2. Tuition Fees and Technology Fees are invoiced termly, and payable upon the commencement of each term.
3. Tuition Fees for Nursery, Reception, Years 1 to 9 and EAL Years 7 to 9 include books and some stationery.
4. The termly Technology Fee is for the acquisition and development of technology in school, to support the curriculum and enrich students' experiences in learning.
5. The cost of Uniform, Bus Services, CCAs, School Trips, Exam Fees and iPads are not included in the fees listed.
6. For Current Families - Please view payment options by selecting "Online Payment" on the school's website: www.gardenschool.edu.my
7. For New Families - Payment may be made by Online Bank Transfers, Cheques or Bank Drafts to:
GARDEN INTERNATIONAL SCHOOL SDN BHD

Payment Modes

CHEQUES AND BANKER'S DRAFTS

Cheque or Banker's Draft should be drawn from a bank in Malaysia. No alterations are allowed on a cheque and please remember to sign it. All cheques or Banker's Drafts are to be made payable in Ringgit Malaysia (MYR) to "GARDEN INTERNATIONAL SCHOOL SDN BHD".

BANK TRANSFER

1. A bank transfer may be made to the School's bank account. Please ensure you or your bank provide as much information as possible in order to enable us to identify your fund transfer. Please include details of the payment, your name, your children's full names, their tutor groups (if available), their student numbers (if available) and invoice numbers (if available).
2. For overseas transfers, please include an additional amount to cover any bank charges, which must be borne by the Sender.
3. A copy of the bank transfer report must be forwarded to the School's Admissions office via email: admissions@gardenschool.edu.my

BANK DETAILS

Bank Name	OCBC Al-Amin Bank Berhad <i>Note: If this option is not available with online transfers, please select OCBC Bank.</i>
Account Name	GARDEN INTERNATIONAL SCHOOL SDN BHD
Account Number	187-100136-3
Bank Address	19 Jalan Setiapuspa, Bukit Damansara, 50490 Kuala Lumpur, Malaysia.
Bank Contact No.	+ 603.8314 9090
Bank Fax No.	+ 603.2698 1411
Bank Swift Code	OCBCMYKLXXX

PARENTS ARE RESPONSIBLE FOR PAYMENT OF THE TOTAL SUM DUE, REGARDLESS OF ANY SUBSIDIES PROVIDED BY THEIR EMPLOYER.

At GIS, we bring out the best in everyone, both inside and outside of the classroom through our unique learning culture where we pursue our passions and strive for excellence; all in the spirit of respect, integrity and well-being.

If you have any questions, please contact us at:

Tel: +(603) 6209 6888

Email:

feedback@gardenschool.edu.my (*General Enquiries*)

admission@gardenschool.edu.my (*Admissions*)

Address:

Garden International School

16 Jalan Kiara 3, Mont Kiara, 50480 Kuala Lumpur

GIS Early Years Centre

1 Jalan 41/70A, Desa Sri Hartamas, 50480 Kuala Lumpur

Visit us online at gardenschool.edu.my



GISMalaysia



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Garden International School Malaysia



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Garden International School

Bringing Out The Best In You Since 1951

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