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WELCOME TO ASIA PACIFIC SCHOOLS (APS)

We are pleased to welcome you into Asia Pacific Schools (APS) and we hope that our learning experience together will be a happy and enriching one.

APS is made up of the Asia Pacific Smart School (APSS) and the Asia Pacific International School (APIS). While there are many commonalities between APSS and APIS, there is also significant uniqueness due to the different curriculum offered (APSS – National; APIS – International).

At APS, we believe in building the School together. As such, regardless of whether you are in APSS or APIS, the Principals, teachers and staff are always open to receive constructive feedback as we progress further into this journey of nurturing and enrichment, together.

This Handbook is intended to help make your introduction to APS an easy one, providing you with an outline of the standards and policies which guide our community and to help you find your way around. Please read it frequently and carefully. Should you need further clarification, both the staff and teachers will be more than willing to assist. We strongly encourage interaction with your child's class teacher via the School Portal so that you are kept abreast of your child's progress.

Here's wishing you a warm 'hello' and we are pleased to have you and your child in the APS family!

ASIA PACIFIC SCHOOLS

APS VISION

To be the model of a true Smart School internationally recognised for our innovative teaching-learning approach to education.

APS MISSION

To adopt innovative teaching-learning practices to nurture our children in a creative and enriching learning environment with the knowledge that:

- The best learning takes place through problem solving;
- Children develop better as they come to understand and know themselves and the world around them;
- We must build on not only their abilities, but also their interests, experiences and background knowledge; and
- Children must be nurtured with the relevant knowledge, competencies, skills and attitudes for life in the global community.

APS 5 Guiding Principles

- Academic Excellence
- Character Building
- Civic Mindedness
- Health & Sports
- Languages & Communication

It is our hope that with this handbook, which contains the Rules and Regulations on students' conduct, every member of the APS fraternity will work together to enhance morale, behaviour and good character among our students, as part of our mission and vision of achieving excellence in all fields of education.

The School reserves the right to add, amend and repeal existing rules and regulations from time to time, and these changes shall be binding. Parents and students shall be informed of the changes made.

SECTION 1: POLICIES AND PROCEDURES

1. ATTENDANCE

- Attendance in school is compulsory on every school day, including Saturdays used as replacement classes and for all official school activities.
- Students must be in school at least 10 minutes before school starts.
- Upon arrival at school, students must tap the Smart Card.
- All attendance will be recorded in the class register.
- Students must attend/participate in all organised activities for which they have enrolled, unless permission is granted for them to be absent.
- Students are not permitted to leave the School compound without permission from the Principal.

2. ABSENTEEISM / PUNCTUALITY

- Students who are absent from school MUST provide a letter from their parents/guardians or medical certificate, which is to be handed to the class teacher immediately upon return to school.
- The parent/guardian should inform the school immediately if his/her child is unable to attend school.
- Students would have to collect a “late slip” from the Principal’s Office in the event that they are late to school before entering class.
- The School reserves the right to take disciplinary action on students who are found to be regularly absent without valid reason(s).

3. SCHOOL ASSEMBLY

- It is compulsory for all students to attend the Assembly.
- Students must be punctual for the Assembly.
- Students must show respect for all proceedings of the Assembly.

4. SCHOOL COMPOUND

- Students are advised not to remain in the School premises after 5.30pm unless they are involved in school-related activities.
- Unauthorised persons brought in by students are not allowed into the School.

5. PARENTS' ACCESS TO SCHOOL GROUNDS

We would like to highlight that access into the Academic Blocks/Learning Areas and Cafeteria is **strictly prohibited** and this rule will be strictly implemented. These restrictions of access are set to enhance our level of security here at the School and we trust to get your utmost and full cooperation.

The following restricted areas and procedure for access are as follows:

1. No Access to Academic Blocks / Learning Areas and Cafeteria

- Morning Drop-off: Parents may drop-off their children either at the entrance gates or lobbies. Parents are advised to be considerate towards other parents who are waiting in line to drop-off their children.
- Afternoon Pick-up: Parents are only allowed to wait in the Lobby area, and as mentioned above, Academic Blocks and the Cafeteria are off limits. [Please note that the School practices a strict 'Drive Through' policy and parents are not allowed to wait in their cars in the School grounds. Please see below under 'Traffic Regulations'].

2. Visiting During School Hours

- Parents are to park outside the school compound.
- Parents will be issued an Identity Tag which must be produced to enter the school grounds.
- Parents who do not have an Identity Tag must at all times collect a temporary Visitor's Tag, Sign In and Sign Out at the guardhouse upon entering and leaving the School (any ID* with photograph is needed to collect the Visitor's Tag).
*ID = Driving License
- ID will be held at the guardhouse till parents leave the School premises.
- Parents are to state which block they are going to, i.e. **Smart School Block** or **International School Block** and inform whom they intend to meet and if an appointment has been made. This will be validated by the Principal's Office. Parents will then be directed accordingly.
- Parents are to make themselves known to any of our personnel once inside the School so that they can guide you to the respective department. Walking unescorted around the School premises is strictly prohibited.
- Parents who wish to meet the Principal can arrange an appointment by email or telephone.
- Parents who have been issued with temporary Visitor's Tags are required to Sign Out, return the Visitor Tag and collect their ID at the Guard House.

3. Traffic Regulations

During peak times (morning Drop Off and afternoon Pick Up), we kindly request parents to take note of the following to enhance safety and security for the students:

- Plan Drop Off and Pick Up times accordingly.
- Take note of gates' closure times. Should parents arrive at the School during gate closure times, the vehicles must wait outside of the school as no entry will be provided. Parents who arrive early are advised to wait at the parking areas outside the mosque rather than queue up in front of the school as the gates will only be opened at the designated times.
- Only one-way traffic is allowed at the road in front of the School and all the way around the perimeter of the school campus. Parents are required to adhere strictly to the one-way traffic rule. There may be RELA personnel to assist in directing traffic outside the school. All vehicle drivers are required to render their full cooperation to the RELA and school security personnel.
- Strict 'Drive-Through' Policy: While in the school compound, parents will not be allowed to wait in their vehicles. If the student is not ready, parents are requested to make another round.
- While parents can park in the Basement, there is no access into school from Basement Parking. Parents will have to walk in through the main lobbies. However, in adverse weather, access to the lobbies through the basement may be provided.
- As far as possible, parents are advised to drop off and pick up their children outside the school gates. This will allow for better traffic flow and ease congestion within the school compound.
- Parents are permitted to park their vehicles only at the designated parking areas and not on the road shoulder.
- Parents with drivers are required to advise their drivers on the school's traffic regulations.
- For safety reasons, parents are advised to drop off and pick up their children in a timely manner.

6. TRANSPORTATION

- The School has a panel of van transporter services to most parts of Klang Valley. Parents intending to utilise this service should contact the school transport coordinator who will advise on which transporter to use. The list of approved transport providers is given by the School and available on the website. The school will not take responsibility for any transporter who is not on the approved list.

However, any arrangements/agreements between the transporters and the parents are strictly a **private arrangement**.

- Students should be at the designated Pick Up and Drop Off station at least 5 minutes before the arrival time of the transporter. Students should stay off the road whilst waiting for the transporter. Students must abide by all traffic signs and traffic regulations in the School compound.
- There will be duty teachers stationed at transporter Pick-Up points until 4.00pm to ensure safety.

SECTION 2: SCHOOL FACILITIES

1. SCHOOL CAFETERIA

The School Cafeteria is contracted and managed by Sri Emas Sdn. Bhd. The food served is Halal. Junk food and carbonated drinks are not served. The menu served is reviewed and revised from time to time by the School.

Meal plans (lunch only) are available for the students in Primary 1 and 2 only. Students of higher levels would be required to purchase food from the cafeteria. Parents who wish to engage a meal plan for their children are to make necessary arrangements at the Finance Office. Payment can be made via Cash or E-purse card. An amount can be uploaded in the card in advance at the Finance Office.

Cafeteria Operation Hours:

Monday – Thursday : 7.00am – 4.00pm
Friday : 7.00am – 3.00pm

Students are allowed to bring food to the School, but the food brought in must be considerate to the community at large. Parents who are dropping off food for their children must inform the Principal's Office. Parents are not allowed into the Cafeteria area to bring in the food for the student/child, unless permission is given by the Principal. Any food brought in must be collected at the Principal's Office.

2. LEARNING RESOURCE CENTRE / LIBRARY

Our Library or more generally known as the Learning Resource Centre is centrally located and divided into sections to cater for the needs of the Primary and Secondary students. The warm, welcoming atmosphere encourages students to come in and use the many resources available. The Library houses an interesting collection of reference, course and recreational reading matters. In addition, the Library also provides online facilities with Internet and email connections, word processing and Intranet. A collection of CDs on a variety of subjects enhances the material available to students.

- All students and staff are eligible for membership of the School Library.
- The rules for taking books out are displayed in the Library.
- Students must remember that the Library is a quiet area for silent reading, work and thought. As such, respect for silence must be observed.
- We expect our readers to be responsible borrowers. Therefore loss of books and or damage to Library property will be charged to the student/parent.

Library Operation Hours:

Monday – Friday: 7.45am – 4.30pm

3. HEALTH SERVICES / INFIRMARY

The School has a well-equipped Infirmary; it is manned by a trained Nurse. The Nurse takes care of students who are unwell, and/or suffering from asthma/allergic attacks, fevers and minor injuries. Should a student be brought into the Infirmary, parents will be notified via the Principal's Office.

It is important that parents fill in the School Medical Declaration Form so that the School is aware of any recurring problems such as asthma or allergy that a student may have.

It is expected that all students admitted to the School will have had all the required vaccinations and inoculations.

4. SWIMMING POOL

The School has a 25m long, 4ft deep swimming pool to cater for our students only.

Students however are only allowed to use the pool during their swimming lessons and they must be in proper swimming attire, i.e. swimming trunks/shorts, swimming suit, goggles and caps. We also have swimming classes after school hours - these classes are classified as Extra Curricular Activities and are charged separately from the School fees.

Students are strictly not allowed at the swimming pool area without the presence of a swimming instructor.

Students must follow instructions at all times.

5. MUSIC ROOMS

Music lessons are included as part of our Curriculum in primary and access to these musical instruments are only allowed when the students are with their respective music teachers. In Secondary, music is an appreciative subject offered to Lower Secondary students only.

Students may be required to bring their own instruments for certain classes which will be notified in advance.

SECTION 3: ACADEMIC CURRICULUM / REPORTS AND ASSESSMENTS

1. CURRICULUM

The curriculum at Asia Pacific Smart School is based on the approved syllabus by the Ministry of Education (MOE) of Malaysia. The primary medium of instruction is Bahasa Malaysia, with Mathematics and Science being taught in English at all levels at Primary and Secondary.

Primary

- **Lower Primary School Level (Primary 1 to Primary 3)**

The curriculum is based on the Kurikulum Standard Sekolah Rendah (KSSR) with effect from 2010 and subjects in the curriculum will be assessed under the Pentaksiran Berasaskan Sekolah (PBS).

- **Upper Primary School Level (Primary 4 to Primary 6)**

With effect from 2017, the curriculum for Upper Primary 4, 5 and 6 will be based on the Kurikulum Standard Sekolah Rendah (KSSR) with 2 new subjects; Sejarah and Reka Bentuk Teknologi. All subjects in the curriculum will be assessed under the Pentaksiran Berasaskan Sekolah (PBS).

At Primary 6, students will sit for the Ujian Penilaian Sekolah Rendah (UPSR) conducted by the Examinations Syndicate (Lembaga Peperiksaan) based on Bahasa Melayu Pemahaman, Bahasa Melayu Penulisan, Bahasa Inggeris Pemahaman, Bahasa Inggeris Penulisan, Science and Mathematics. Students will also be evaluated on PAJSK (Pentaksiran Aktiviti Jasmani, Sukan dan Kokurikulum) and PPSi (Pentaksiran Psikometrik) conducted at school level.

Secondary

- **Lower Secondary School Level (Secondary 1 to Secondary 3)**

The curriculum is based on the Kurikulum Standard Sekolah Menengah (KSSM). With effect from 2011 subjects in the curriculum will be assessed under the Pentaksiran Berasaskan Sekolah (PBS) as approved by MOE. Effective 2017, Reka Bentuk Teknologi will replace KH in Secondary 1. At Secondary 3, students will sit for Pentaksiran Tingkatan 3 (PT3), the subjects are Bahasa Melayu, English, Science, Mathematics, Living Skills, Pendidikan Islam and Mandarin (elective). There will be Aural and Oral Skills for Bahasa Melayu and English. History and Geography will be project-based. Students will also be tested on two non-academic subjects. They are PAJSK (Pentaksiran Aktiviti Jasmani, Sukan dan Kokurikulum) and PPSi (Pentaksiran Psikometrik) conducted at school level. Students will continue to be assessed on their academic performance as per the Ministry's directive.

- **Upper Secondary School Level (Secondary 4 to Secondary 5)**

The curriculum is based on the Kurikulum Bersepadu Sekolah Menengah (KBSM) will continue as approved by MOE. While students are prepared for the Sijil Pelajaran Malaysia (SPM) Examinations conducted by the Examinations Syndicate (Lembaga Peperiksaan), they are also developed in a wide range of non SPM examined subject areas.

2. REPORTS AND ASSESSMENTS

All students will receive two summative reports based on their Mid-Year and Final Year Examinations on their academic performance for the year.

For students who are assessed under the Pentaksiran Berasaskan Sekolah (PBS), their formative assessments will be based on school-based projects and written assignments which will be shared with parents. Secondary 1 to 3 students will be prepared for the Pentaksiran Tingkatan 3 (PT3) conducted by the Examinations Syndicate (Lembaga Peperiksaan). Parents are encouraged to attend Meet Parents' sessions as scheduled in the Academic Calendar.

SECTION 4: RULES AND REGULATIONS ON SCHOOL UNIFORM, PERSONAL ATTIRE AND APPEARANCE

- School uniform cited in this section includes the APSS formal uniform, attire for sports and co-curricular and extra co-curricular activities.
- Students of APSS shall wear the uniform provided on all school days.
- Students must conform to the requirements as stipulated in the rules and regulations on school uniform, personal attire and appearance.
- APSS UNIFORM

Girls
<p><u>Primary</u></p> <ul style="list-style-type: none"> • Short-sleeved Light Blue blouse with Bluish Grey skirt • The length of the short skirt must not be shorter than middle kneecap • The long skirt must reach the ankles • The School Polo T-Shirt Light Blue is allowed to be worn from Tuesday to Friday
<p><u>Secondary</u></p> <ul style="list-style-type: none"> • Short-sleeved Light Blue blouse with Grey skirt • The length of the skirt must not be shorter than middle kneecap • The long skirt must reach the ankle • School Polo T-Shirt Navy Blue is allowed to be worn from Tuesday to Friday
<p>“Baju Kurung”</p> <ul style="list-style-type: none"> • Traditional fashion with the “teluk belanga” neck cut • The “baju kurung” should be knee length and the sleeves must cover the wrist • The neck opening must be buttoned up at all times with press stud button/hook (butang katup/cangkuk) • A skin colour/white camisole must be worn together with the “baju kurung”
<p>Muslims - The Scarf</p> <ul style="list-style-type: none"> • Muslim students/pupils who wish to put on a scarf shall conform to the following rules: • The scarf must be a mini triangle in shape, white in colour without lace/any other accessories to enhance the scarf. • It must be tied at the back. This will ensure safety of students when doing practical work/physical and sporting activities.

Note:

Girls have the option to use either the blouse and skirt, or baju kurung.

Boys	
<p><u>Primary</u></p> <p>Shirts:</p> <ul style="list-style-type: none"> • Short-sleeved shirt • The sleeves must not be rolled up • Tight t-shirt or school uniform are not allowed • The School Polo T-Shirt Light Blue is allowed to be worn from Tuesday to Friday 	<p>Trousers/Long Pants</p> <p>Primary 1 – 3 : Short or long Bluish Grey pants Primary 4 onwards: Long Bluish Grey pants</p>
<p><u>Secondary</u></p> <p>Shirts:</p> <ul style="list-style-type: none"> • Short-sleeved shirt • The sleeves must not be rolled up • Tight t-shirt or school uniform are not allowed • School Polo T-Shirt Navy Blue is allowed to be worn from Tuesday to Friday 	<p>All levels: Grey Long Pants</p> <p>Length:</p> <ul style="list-style-type: none"> • All long pants must not be tight fitting or skinny cut and must be at ankle length • All long pants must not be above the ankles • The hem of the pants should not touch the floor
<p>Waist band: 3 cm wide with single straight straps to hold the belt</p>	
<p>Pockets: 2 side pockets and 1 back pocket with a flap and button</p>	
<p>Belt: Black only, 3cm wide. The buckle must be simple, small and silver in colour, not more than 3.5cm</p>	

- **Jackets**

- Students are not encouraged to wear jackets with hoods or obnoxious designs or letterings. Any form of hoods or caps is strictly not allowed over one's head in the school premises.
- Jackets must be of one colour only, preferably black or dark blue.

- **Shoes and Socks**

- **Shoes**

- Black canvas shoes with shoe lace or Velcro. The shoes should not be high/thick (to avoid injuries during sports and games). Torn and tattered shoes are not allowed.
- Shoes must be clean at all times and properly worn. Shoelaces should be neatly tied at all times.

- **Socks**

- Plain Black socks, at least 3 cm above the ankles.

- **Sports Attire**

- Only House T-shirts should be worn during PE and games sessions.
- Only shorts/track bottoms approved by the School are allowed during House practices and other sports activities. No tights allowed for Secondary students.
- Bermuda shorts/hot pants are not allowed in school. Students shall wear the approved swimming attire.
- Bikinis are not allowed.

SECTION 5: ACADEMIC HOURS

APSS Academic hours are as per table below:

	APSS
PRIMARY	Monday – Thursday: 8.00am to 3.20pm Friday: 8.00am to 12.20pm
SECONDARY	Monday – Thursday: 8.00am to 3.40pm Friday: 8.00am to 12.20pm

The School also provides a wide range of extra-curricular activities which are held after academic hours. Kindly contact the School for more information.

SECTION 6: COMMUNICATION

Communication flow between the School, parent and student is an important component of the educational process at APSS. As such, it is encouraged that all communications can be accessed via:

- School Portal
- E-mail
- School Website / Parents' Portal
- Virtual Learning Environment (VLE)

1. HOMEWORK POLICY

Here at APS, we believe that learning does not only happen in the classroom. As a result, homework is given to students to further enhance their knowledge on subjects.

The following points will help you understand why we give homework:

Homework is:

- An integral part of the curriculum and is necessary in order to consolidate work done in class.
- An extension of class work.
- Of special help to students who are working in a language other than their mother tongue.
- Appropriate to the age, ability and developmental stage of the individual student.
- Done on the day allocated in the homework timetable for a particular subject.

Parents will be able to check on their child's homework progress through the School Portal where parents will be given a username and password in which they can use to log in to the portal for any of the School's latest information.

Teachers will also send homework notifications to parents via electronic mail / or on the VLE / Portal.

2. STUDENTS' RESPONSIBILITY

Ultimately, it is the student's responsibility to ensure the veracity of all work and to understand what constitutes an offence against academic honesty. Students are strongly advised to acknowledge all sources (e.g. books, journals internet sites, CD Rom, magazines, photographs etc.)

3. SCHOOL WEBSITE/PORTAL

The School Website/Portal will allow parents and the School to keep in touch electronically. It is a channel for communication of school related events, student affairs, etc. This will be the main form of communication between parents and the School.

Parents will be given a username and password to access the School Portal. Parents are advised to log in to the portal regularly to be kept informed of the School's happenings and student's progress.

Should parents encounter problems in accessing the School Portal, parents may write to the School's Helpdesk for further assistance as per email below:

Email: feedback@apss.edu.my

4. EMAIL

The teachers will communicate with the parents on students' issues, progress and homework via email whenever necessary. Parents who wish to meet up with teachers should make an appointment first via the Principal's Office to ensure availability of the teacher.

5. SMS

Students' attendance at school will be notified to parents via SMS when they tag-in at the entrance of the School Lobby and transporter area.

SECTION 7: CO-CURRICULAR ACTIVITIES

There are 4 Components of Co-Curricular Activities in APSS:

- a) **Clubs/Societies, Sports/Games and Uniformed Bodies;**
- b) **Sports House;**
- c) **School Teams; and**
- d) **Extra Co-Curricular Activities.**

A. CLUBS/SOCIETIES, SPORTS/GAMES AND UNIFORMED BODIES

1. All students MUST register in CCA from the 3 CCA groups, namely, Sports and Games/Clubs and Societies/Uniformed Body. Students are encouraged to specialize in one core CCA to best develop their talents.
2. Students are not allowed to change CCA activities once they have registered for the year.
3. To ensure the effectiveness of CCA programme, the number of members is limited per CCA unit.
4. In APSS, CCA will be divided into two groups, namely lower form & upper form. During CCA time, the lower form group will have to go for club & society while the upper form will have to go for Sports & Games, this will alternate throughout the year.
5. CCA registration is based on first come first serve basis, and it is solely at the discretion of Sports & CCA Department.
6. Certain CCA units may incur additional fees if outside facilities are used such as Bowling and Shooting Clubs.

Time

1. Secondary - Every Thursday from 2.20pm- 3.40pm.
2. Primary - Every Wednesday from 8.00am- 9.00am.
3. CCA will be conducted alternately with sports/games & clubs/ societies/uniformed bodies within school hours.
4. No CCA will be conducted during assessment & exam week.

List of Weekly CCA Units:

Sports / Games	Clubs / Societies	Uniformed Bodies
Basketball Club	Art & Craft Club	Red Crescent
Badminton Club	Photography & Editorial Club	Air Scouts
Bowling Club	Music Club	Junior Scouts*
Football Club	English Debating & Literary Club	Girl Guides*
Netball Club	ICT & Multimedia Club	
Table Tennis Club	Go Green Club*	
Softball Club*	Young Entrepreneur Club*	
Junior Rugby Club*	Percussion Club*	
Dodgeball Club	Fitness & Traditional Dance Club*	
Fitness Club	Science Whiz Society	
Shooting Club	Chinese Language Society	
Indoor Games	Cooking Club	
Athletic Club		

**offered in Primary School only*

B. SPORTS HOUSE

Every student belongs to a sports family from where motivation will drive them to compete in various sports activities and the meaning of togetherness is seen as every family member plays a pivotal role to keep their house's reputation and prestige. Each student will be assigned to one of the four sports houses, namely; *BLUE*, GREEN, RED and YELLOW.

Activities under Sports House:

1. Cross Country/ Road Run
2. Track and Field
3. Inter house basketball/football/ netball/ badminton competition.
4. Swimming Gala

*Representatives of each house will be selected at respective house level to represent in inter-house competition.

** Student with sibling may request to be in the same house, kindly notify Head of Sports & CCA.

C. SCHOOL TEAMS

The school also offers those with talents to represent the school in competitions and tournaments in the following sports. There will be selection session for those who wish to represent the school. Selected students will represent the school in inter-school competition at district level up to national level.

School Teams at APSS:

- | | |
|------------------|----------------|
| 1. Athletics | 9. Badminton |
| 2. Basketball | 10. Chess |
| 3. Rugby | 11. Tennis |
| 4. Football | 12. Netball |
| 5. Table Tennis | 13. Swimming |
| 6. Cross Country | 14. Gymnastic* |
| 7. Cricket* | 15. Bowling** |
| 8. Hockey* | |

* Available for Primary students only

** Available for Secondary students only

CCA Grading

At the end of each academic year, CCA Grading Scheme is based on the scheme provided by the Ministry of Education (MOE). Students are assessed based on the following criteria for their involvement in Sports/ Games, Club/ society, uniformed body, Sports House, School Team, involvement in school event and any extra contribution to the school.

1. CCA points are awarded as follows;

40 - Attendance	10 – Position
20 – Participation Level	20 - Achievement
10 - Commitment	10 - Contribution
10 - Extra Co-Curriculum	
3. The points are awarded for the best achievement in two of CCA component based on the scheme provided by Ministry of Education.
4. For secondary 1, 2 & 3 their CCA will be a part of *Pentaksiran Berasaskan Sekolah (PBS)*
5. CCA involvement will contribute 10 percent for local universities intake after *Sijil Pelajaran Malaysia (SPM)*.

D. EXTRA CO-CURRICULAR ACTIVITIES

Through carefully selected outsourced providers, students also have access to a range of Extra Curricular Activities which are typically held outside of school hours, usually using the School's facilities. Parents will make arrangements directly with these outsourced providers for these activities, for which additional participation fees will be payable. These activities enable students to develop their skills to advanced and competitive levels, and include the following:

*Aikido, Animation, Badminton, Cheerleading, Creative Clay Art, Drums, Fencing, Football, Gymnastics, Piano, Lego Robotics, Speech & Drama (Lil' Orators/Theatre for Aspiring Actors), Swimming, Taekwondo, Karate/Capoeira, Tennis, Zumba for Kids**

**The above activities are subject to change. Students are only allowed to join ECA if he/she has completed payment for the term. Only a minimum number of five (5) students is required to start a class upon registration and payment.*

SECTION 8: GENERAL INFORMATION

1. PAYMENT OF FEES

- School fees can be made at the Finance Office that is located at Ground floor.
- All fees can be paid by Credit Card, Cash, Online Payment via CIMB Clicks/Maybank2u/Standard Chartered and Cheque or Banker's Draft made payable to:
 - **ASIA PACIFIC SCHOOLS SDN BHD**
 - The Application fee is a one-time payment, non-transferable. It is payable in full upon submission of the Application Form in order to secure a seat for your child
 - Online Payment: Asia Pacific Schools Sdn Bhd – **Maybank Account No: 514413500582**
- Parents can choose to pay the fees for a Full Year (2 semesters) or by semester basis.
- All fees must be paid at least two weeks prior to the commencement of the school semester/course.
- The School reserves the right to deny entry and enforce suspension to the student if the fees remain overdue after the payment due date.

2. WITHDRAWAL PROCEDURE

- If a student chooses to discontinue his/her studies at **Asia Pacific Smart School**, a notice of withdrawal should be given **6 months** prior to the student's last day of school.
- Valid reasons should be included in the notice of withdrawal and parents/guardians are required to attend a session of 'Exit Interview' with the School Principal.
- Outstanding school fees must be settled in full before the student's last day at school.
- The Deposits will **ONLY** be refunded if all the above complied accordingly.
- For any withdrawal before the commencement of the School term/course, fees paid will be refunded. However, if the student withdraws after the term/course commences, fees paid will not be refunded.

3. CONTACTS

GENERAL LINE: 03-7847 1000

APSS

PRIMARY PRINCIPAL'S OFFICE	:	putera@apschools.edu.my
SECONDARY PRINCIPAL'S OFFICE	:	irenechee@apschools.edu.my
HELPDESK	:	feedback@apss.edu.my
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