

## POLICY OF EXPATRIATES' CHILDREN SCHOOL FEE

### UNIVERSITI MALAYSIA PAHANG

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#### A. INTRODUCTION

This policy explains the Subsidy of Schooling Fees for the child /children of expatriates of Universiti Malaysia Pahang (UMP).

#### B. INTERPRETATION

The policy stated that:

- (i) "Expatriate" means the officer recruited under contract and not a citizen;
- (ii) "Child/ children" means children stated in the Staff Profile (including step children or legally adopted children in terms of the law) who are still studying primary education and secondary education;
- (iii) "Primary education" means an educational program for pupils aged seven to twelve years old;
- (iv) "Secondary education" means an educational program for students aged thirteen to seventeen years old;
- (v) "Government assisted school" means a school or educational institution that receives contributions or government-aided education (Education Act 1996);
- (vi) "Private school/ private" means a school or educational institution which is not a school or institution of government or government-aided education (Education Act 1996);

- (vii) "International school" means private schools recruiting for students at the primary or secondary schools levels where the medium language is not Malay.

### **C. TYPE OF SUBSIDY**

1. School fees for the child/ children of expatriates are only subsidized for primary school and secondary education only (ages seven to nineteen years).
2. Type of school fees subsidized by the University is for private school and international schools only. UMP does not subsidize any fees paid to child/ children studying at the government-aided schools.
3. School fee subsidized by the University is RM1,200.00 per month and limited to only three children per family.
4. University only subsidized fees incurred for school registration fee (annual), and fees associated with the learning of the child / children of expatriates.
5. The University does not bear the cost for transportation/school bus fares/ meals allowance for child/ children of expatriates.
6. Subsidy of school fees for the child/ children of expatriates is cancelled automatically when the contract expires.
7. This policy may be amended from time to time subjected to the discretion of the University.

## **D. CONDITIONS**

1. All expatriates of Universiti Malaysia Pahang are eligible to receive the school fees subsidy.
2. Application must be made by filling up the 'School Fee Claim Form for Expatriates' (as shown in Appendix 1), which can be obtained from the Division of Management Services, Registry.
3. Original receipt certified by the Head of Department must be attached to the application form during submission.
4. Completed forms should be sent to Division of Management Services, Registry for approval.
5. Completed applications approved will then be sent to the Treasury Department for payment. Payment will be made within fourteen (14) working days.