

IGCSE exam entry details:

No	Subject	Code	Option Code	Fee (MYR)	Mark ✓ to Select
1	Information and Communication Technology components 13: Theory 13 22: Practical Test 22 32: Practical Test 32	0417	DZ	820.00	
2	Business Studies components: 12: Short Answer/Data Response 12 22: Case Study 22 *may not be entered in the same series as 7115	0450	Y	750.00	
3	Accounting components: 12: Paper 12 (Multiple Choice) 22: Paper 22 *may not be entered in the same series as 7707	0452	AY	750.00	
4	Economics components: 12: Multiple Choice 12 22: Structured Questions 22 *may not be entered in the same series as 2281	0455	Y	750.00	
5	Geography components: 13: Geographical Themes 13 23: Geographical Skills 23 43: Alternative to Coursework 43	0460	BZ	800.00	
6	History components: 13: Structured Questions 13 23: Document Questions 23 43: Alternative to Coursework 43	0470	BZ	800.00	
7	First Language English (Oral Endorsement) components: 12: Reading 12 22: Directed Writing and Composition 22 *may not be entered in the same series as 0510, 0511 or 1123	0500	BS	750.00	
8	First Language Chinese components: 13: Reading, Directed Writing and Classical Chinese 13 23: Writing 23	0509	AZ	750.00	
9	English as a Second Language (Speaking Endorsement) components: 12: Reading and Writing 12 22: Listening Multiple Choice 22 32: Speaking 32 *may not be entered in the same series as 0510, 0511 or 1123	0510	AY	820.00	

10	English as a Second Language (Count-In Speaking) components: 12: Reading and Writing 12 22: Listening Multiple Choice 22 32: Speaking 32 *may not be entered in the same series as 0500, 0510 or 1123	0511	AY	820.00	
11	Chinese as a Second Language components: 1: Reading and Writing 1 2: Listening 2 3: Speaking 3 *may not be entered in the same series as 0509 or 0547	0523	A	820.00	
12	Foreign Language Malay components: 13: Listening (Multiple Choice) 13 23: Reading 23 43: Writing 43 3: Speaking 03	0546	Z	870.00	
13	Foreign Language Mandarin Chinese components: 3: Speaking 03 12: Listening (Multiple Choice) 12 22: Reading 22 42: Writing 42 *may not be entered in the same series as 0509 or 0523	0547	Y	850.00	
14	Mathematics (Without Coursework) (Core) components: 13: Paper 13 Non-calculator (Core) 33: Paper 33 Calculator (Core) *may not be entered in the same series as 4024	0580	AZ	750.00	
15	Mathematics (Without Coursework) (Extended) components: 23: Paper 23 Non-calculator (Extended) 43: Paper 43 Calculator (Extended) *may not be entered in the same series as 4024	0580	BZ	750.00	
16	Additional Mathematics components: 12: Paper 12 22: Paper 22 *may not be entered in the same series as 4037	0606	AY	750.00	
17	Biology (Extended) components: 22: Multiple Choice (Extended) 22 42: Theory (Extended) 42 62: Alternative to Practical 62 *may not be entered in the same series as 0653, 0654, 5090 or 5129	0610	CY	800.00	

18	Biology (Core) components: 12: Multiple Choice (Core) 12 32: Theory (Core) 32 62: Alternative to Practical 62 *may not be entered in the same series as 0653, 0654, 5090 or 5129	0610	GY	800.00	
19	Chemistry (Extended) components: 22: Multiple Choice (Extended) 22 42: Theory (Extended) 42 62: Alternative to Practical 62 *may not be entered in the same series as 0653, 0654, 5070 or 5129	0620	CY	800.00	
20	Chemistry (Core) components: 13: Multiple Choice (Core) 12 33: Theory (Core) 32 63: Alternative to Practical 62 *may not be entered in the same series as 0653, 0654, 5070 or 5129	0620	GY	800.00	
21	Physics (Extended) components: 22: Multiple Choice (Extended) 22 42: Theory (Extended) 42 62: Alternative to Practical 62 *may not be entered in the same series as 0653, 0654, 5054 or 5129	0625	CY	800.00	
22	Physics (Core) components: 12: Multiple Choice (Core) 12 32: Theory (Core) 32 62: Alternative to Practical 62 *may not be entered in the same series as 0653, 0654, 5054 or 5129	0625	GY	800.00	
23	Combined Science (Extended) components: 22: Multiple Choice (Extended) 22 42: Theory (Extended) 42 62: Alternative to Practical 62 *may not be entered in the same series as 0610, 0620, 0625, 0654, 5054, 5070, 5090 or 5129	0653	CY	800.00	
24	Combined Science (Core) components: 12: Multiple Choice (Core) 12 32: Theory (Core) 32 62: Alternative to Practical 62 *may not be entered in the same series as 0610, 0620, 0625, 0654, 5054, 5070, 5090 or 5129	0653	GY	800.00	
25	First Language Malay components: 1: Reading and Directed Writing 1 2: Composition 2	0696	A	750.00	

PAYMENT DESCRIPTION

Please note that the fees indicated below are inclusive of the sterling pound entry fees payable to Cambridge Assessment International Education:

Total number of subjects or syllabus _____ X MYR 750.00	MYR _____
Total number of subjects or syllabus _____ X MYR 800.00	MYR _____
Total number of subjects or syllabus _____ X MYR 820.00	MYR _____
Total number of subjects or syllabus _____ X MYR 850.00	MYR _____
Total number of subjects or syllabus _____ X MYR 870.00	MYR _____
Registration Fee – Fee for every student registration per series	MYR 100
Late Registration Penalty Fee – Penalty for Late Entry (per Subject) (Per Subject) _____ X MYR 390.00	MYR _____
Returning Student (Registration fee waived) – Returning Student (Registration fee waived)	MYR 0.00
Early Bird Discount – Early Bird Discount (Per Subject) _____ X MYR 50.00	MYR _____
TOTAL PAYABLE (MYR)	MYR _____

Checklist: Your completed entry form must be accompanied by the following (please tick)

- ☐ A recent coloured passport size photograph affixed to the entry form.
- ☐ A copy of your passport or Identity Card.
- ☐ The total examination fees.
- ☐ A medical report for Access Arrangements. (If applicable)

PAYMENT MODE

• ONLINE BANKING

If parents/ Candidates choose to make online payment please make sure to mention the candidate's name in the details at the time of transaction. The payment should be transferred in Ringgit Malaysia only and should be the exact amount as stated above.

Online payments can be made to the following account details.

Company Name : HARVEST EDUCATION GROUP SDN. BHD.
Account No : 322 536 5706
Swift Code : PBBEMYKL
Bank Name : PUBLIC BANK BERHAD
Bank Address : 3, 5 & 7, JALAN USJ 10/1F, 47620 SUBANG JAYA, SELANGOR.

• CASH PAYMENT

Candidates or parents may proceed to the administration office at the school to make payment by cash. Please make sure you receive the payment receipt once the payment has been made for your records and proof.

• CHEQUE

Parents and candidates can also issue cheques under “**HARVEST EDUCATION GROUP SDN. BHD.**”

DECLARATION

1. I agree that I am responsible for understanding all aspects of the exam paper, CAIE requirements and the examination conditions set forth.
2. All information provided in the registration form are correct and true and I will be responsible for any errors thereafter.
3. I ensure that no further corrections are needed in the registration form.
4. I agree to appear for the subjects/papers as registered in this form.
5. I declare that I have only registered with HIS International School for the CAIE examination.
6. I understand that there will be no refund of the fee should I decide to withdraw from the CAIE examination after I have made the payment.
7. I accept the responsibility to arrive at the place and date of the examination in time and with every intention to sit the exam/s.
8. HIS International School reserves the right to reject/hold this registration form if it is not complete or paid.
9. I agree to refrain from the following and if found to be involved in any of the following activities HIS International School has the right to take the necessary action against:
 - Vandalism or any misuse of HIS International School facilities
 - Deliberate cheating during IGCSE examination
 - Misconduct against staff and/or examiner(s).
 - Indecent behaviour: Verbal harassment, Sexual harassment, stalking,
 - Drug and substance abuse of any kind
 - Bullying & Gang relations/related activities within and/or outside the school premises.
 - Smoking (including vaping and e-cigarettes) on school grounds
 - Stealing HIS International School/Candidate property.

The following violations will be dealt with in the manner as stated further below:

One warning to candidates:

- Indecent behavior - Sexual harassment, stalking, outraging of modesty.
- Public displays of affection or any form of indiscreet behavior.
- Bullying/Fighting - Physical, mental, emotional, psychological, extortion or otherwise.
- Stealing, Gambling, Smoking, etc.
- Vandalism - Abuse of facilities provided by the hosting school.
- Deliberate of intentional misconduct against staff and examiners.

Cheating - In serious cases, Cambridge reserves the right to:

- Ban a candidate from entering Cambridge exams for up to five years.
- Inform other examining bodies of the details of the case and the action taken.
- Inform the police in serious cases involving theft, impersonation or the falsification of documents.

After one warning has been issued, any repetition of a similar offence or multiple variants of offences or combination of lesser violations will result in me being barred from sitting for the rest of the examinations.

10. I accept the responsibility to ascertain the place and date of the examination should any official notification not reach me.
11. The examination centre reserves the right to reject an incomplete registration form.
12. Absences from any of the examinations require valid reasons only (medical, death of immediate family members, and other major exams) and certifiable proof.
13. I give consent after results have been issued to the school for the school to request for copies of my script(s) if necessary. The content of script(s) will only be used in the candidate's best interests, to inform their educational progress and support their wellbeing and other use by the school will be anonymised.
14. I understand that uncollected Cambridge documents will be held for one (1) year from the date of receipt of delivery from CAIE, after which, they will be returned to CAIE or disposed of accordingly. (Please organize your collection accordingly)

Privacy Policy

This privacy notice explains what information HIS International School (HIS) (Wholly owned by Harvest Education Group) collects, how we use it and how we protect any information provided to us, by our website users and through any forms submitted to us. HIS is committed to preserving your privacy. Please read the following privacy notice to understand how we use and protect the information obtained from those visiting and using the HIS website www.hisschools.edu.my, its associated platforms and subsites, and through any forms submitted to us. This notice is your guide to how we will handle information we learn about you from your visit to our website and through any forms submitted to us and you can be assured that any information we have obtained from you will only be used in accordance with this privacy notice. By using the website and submitting of any forms, you consent to the collection/retention and use of your personal information in accordance with this notice.

1. Introduction

HIS is committed to the protection of your Personal Data and takes the matter of protecting your privacy as a high priority matter. These statements outlined hereunder explains the general terms on how we protect the privacy of your Personal Data under the Personal Data Protection Act 2010 ("PDPA") and all regulations and schedules made thereunder by the Commissioner for Data Protection.

2. What Personal Data We Collect

The types of Personal Data that we collect directly from you or from third parties may include (but not limited to) your name, address, educational details, credit/debit card number and expiry date, billing address, telephone numbers and health issues relevant to your child (children). We may collect such other relevant information that could be required by us or such other Third Parties in order to facilitate the nature of our business and to be sent to Examiners for purposes of conducting Examinations and Tests, for third party payments, enrolments, and such. The information that we collect from you is strictly on a voluntary basis.

3. How Personal Data Is Collected

This Privacy Notice covers any Personal Data provided to us:

- Under any other contractual agreement or arrangement; and/or
- Via a third party
- Provided by you
- When payments are made via Debit or Credit Card or Online Banking/Payment Services

4. Other Methods of Personal Data Collection (but is not limited to):

- Via telephone, letter, email
- When you visit our School
- When you visit our website
- When you contact us in person
- When we contact you in person; or
- When we collect information about you from third parties
- When payment is made via debit or credit card
- When payment is made by online banking/payment services

5. How Personal Data Is Collected From Our Website IP Address

We use your IP address to help diagnose problems with our server, and to administer our website. Your IP address is used to help identify you and your information and to gather broad demographic information. We may use cookies for purposes of tracking your preferences. Cookies are small amounts of information that we transfer to your computer's hard drive through your web browser. They tell us when you have visited our site and where you have been. They do not identify you personally, just the presence of your browser. Cookies make it easier for you to log on and use the site during future visits. They also enable us to provide you with a more personalised service. By clicking on our website, you have agreed to our terms and conditions as stated in our privacy notice.

User enquiry Form and other Forms

Our enquiry form and other forms requires you to give us contact information (e.g. your name and email address) so that we can respond to your comments. We may use your contact information from the form to send you information about our company. Your contact information is also used to contact you when necessary. Demographic and profile data are also collected at our site. We use your Personal Data to tailor your experience at our site by showing you content that we think you may be interested in according to your preferences.

Information on Cookies

A cookie is an element of data that a website can send to your browser, which may then store it on your system. We use cookies in some of our pages to store your preferences and record session information. The information that we collect is then used to ensure a more personalised service level for our users. You can adjust settings on your browser so that you will be notified when you receive a cookie. Please refer to your browser documentation to check if cookies have been enabled on your computer or to request not to receive cookies. In the event we do not receive any such notification that that you do not wish to receive cookies from us, then it shall be deemed that you have consented and agreed to accept such informational cookies.

6. Usage of Personal Data

We may use your Personal Data for the following purposes ("Purpose"):

- To send you promotions and information on educational activities
- To facilitate your participation in any loyalty programs
- To protect the safety and well-being of yourself and/or other customers
- To investigate and respond to claims from you; or
- To comply with any legal or regulatory requirements
- To be sent to examiners or such Bodies for the purposes of conducting examinations
- For the purposes of conducting surveys or collecting opinions from you pertaining to our current service or for any future products or services that we may offer in due course
- For future marketing and promotional activities
- For processing of applications
- For collection of student and parent information to be use in accordance to the processes of the school

Accessing / Limiting / Correcting / Updating Your Personal Data

You may request to obtain information of your Personal Data, limit the processing of your Personal Data and also update or make amendments to your Personal Data as below:

You may forward your request to **admin@hisschools.edu.my** . We will endeavour to respond to you as soon as possible. We also reserve the right to validate all requests in order to authenticate the said request prior to updating or making amendments as requested.

In regards to the submission of a request, you will be required to provide such proof that you are the data subject in question. As such we shall be at liberty to request any verifying and identifying information and/or records to prove your identity before any such access to amend or alter or change personal data is allowed. We reserve the right to deny you access to such personal data in our records should there be any suspicion or inconsistency in regards to the information provided by you. Any such application shall be made directly by you on a personal basis. In these circumstances, no third parties are allowed to seek access to your personal data within our database. Therefore, your Privacy and Personal Data are kept secure. In the absence of any such verification provided by you, we shall disregard such requests made.

Withdrawing Consent

Please note that it is obligatory for us to process your Personal Data, without which we will not be able to make educational arrangements for you and keep you updated about our future, new and/or enhanced services and products. Nonetheless, you may stop receiving promotional activities by:

- unsubscribing from the mailing list
- editing the relevant account settings to unsubscribe; or
- sending a request to **admin@hisschools.edu.my**
- sending a formal written notice to our headquarters at: **Block E, No. 1, Jalan SS 15/8, 47700 Subang Jaya, Selangor, Malaysia**

7. Personal Data Disclosure

We will not trade or sell your Personal Data to third parties. Your Personal Data shall only be disclosed or transferred to the following third parties who may be located within or outside Malaysia for the following purposes:

- Other HIS affiliates and subsidiaries where necessary to facilitate your educational needs
- Credit card verification providers, data warehouse and other third parties in order to process your commercial transactions
- Legal bodies as permitted or required by law such as in compliance with a warrant or subpoena issued by a court of competent jurisdiction
- The Government of Malaysia
- The Ministry of Education and such affiliated Bodies
- The University of Cambridge
- Such other Higher Institute of Education whose role is necessary for the conduct of examinations

8. Personal Data Retention Period

The personal data collected will be retained as long as it is necessary to fulfil our role in providing all the assistance that may be required in providing optimum results or experience for the student. The relevant Personal Data may be retained subject to the conditions below:

- As and when required by law; or
- Where legal actions have arisen and are pending
- For the duration and subsistence of any contract with us so as to provide the service to you

HIS shall take all reasonable steps to ensure that all Personal Data is destroyed or permanently deleted when no longer required. You are at liberty to write in to us, upon expiry of your contractual obligations with us, to request that we remove your personal data from our database. Such request can be made via email to **admin@hisschools.edu.my** . Likewise you may also send us formal written notice to our headquarters at:-

Block E, No. 1, Jalan SS 15/8, 47700 Subang Jaya, Selangor, Malaysia

9. Notification of Changes of the Privacy Notice

Please note that this Privacy Notice may be amended from time to time in accordance to applicable laws and regulations and such variations may be applicable to you. The latest version of this Privacy Notice will be made available to all persons when visiting the website **www.hisschools.edu.my** .

It shall be your responsibility to check and read our Privacy Notice and any subsequent changes, additions or alterations that we may made to the said Notice from time to time. We shall not be responsible nor held accountable for any such omission on your part for not reading nor updating yourself in regards to the terms and conditions of our Privacy Notice.

10. Contact Information

For any queries, concerns or complaints in relation to our handling of your Personal Data or HIS's Personal Data Protection policies, please contact us at **admin@hisschools.edu.my** . We shall do our best to respond to you within the shortest possible waiting period. However, we reserve the right to also seek legal

advice before responding to any complaint. We also reserve the right and prerogative as to whether to take action upon our staff or make any such changes to our Privacy Notice should we feel that any complaint lodged is unfair, illogical or unreasonable.

11. **Information Collected**

Information we may collect includes personal details and information relevant to customer surveys and/or offers. This information is mainly used to serve you better by improving our products, services and website, and sending out promotional information regarding new products, offers and other information which may be of value to you. We may also use your information to contact you by email, phone, fax or mail, for market research purposes. The information is also used for internal record keeping.

Your personal information is kept private and stored securely until a time it is no longer required or has no use. It is not passed on to any third parties unless we have your permission or are required to do so by law. Every effort has been made to ensure a safe and secure form to the email submission process but we do advise users that when using such form to email processes that they do so at their own risk.

For the purposes of data collection, it refers to any such information collected from you in regards to your children, whether in regards to making an enquiry for our courses or for the purposes of registration for our courses or examination with us. By submitting your children's personal data and their information, it is deemed that you, as the legal guardian have duly submitted their personal data and hereby consent to the terms of conditions of our Privacy Notice.

Sensitive Personal Data may be collected from you upon registration. Sensitive Personal Data means any personal data consisting of the physical or mental health or condition, political opinions, religious beliefs or other beliefs of a similar nature, the commission or alleged commission of an offence or any such other Personal Data described under the law as sensitive personal data.

If in the event Sensitive Personal Data is submitted, it will be deemed submitted on your own volition and with your consent. As such we, as a responsible Data Collector shall treat such data as confidential and such sensitive personal data shall be subject the terms and conditions of the privacy policy including as to processing, usage and disclosure thereof.

12. **Incorrect / Incomplete Information**

If you believe that any information we are holding on you is incorrect or incomplete, please email us as soon as possible to admin@hisschools.edu.my. We shall be at liberty to seek verification from you before making any such changes or alterations to the personal data that you wish to change, amend, or alter.

DISCLAIMER

HIS International School ensures it will undertake all the necessary and reasonable steps to provide access to the CAIE provision of service. However, **HIS** cannot be held responsible for any interruptions caused by circumstances which are deemed beyond our control. Where possible, every effort will be made to rectify or assist in the provision of service as soon as possible within the confines and under advice from the Cambridge Assessment International Education Board. By signing below you consent to the use of your personal data in accordance to our PDPA policy.

Signature of Parent

Name:

IC/Passport No:

Date:

Signature of Candidate

Name:

IC/Passport No:

Date:

For handicapped/special needs candidate only:

Does the candidate require "Access Arrangements"? Yes ☐ No ☐

If yes, briefly the candidate's disability and attach a copy of a recent physician's letter detailing this:

(Do take note that access arrangements are subject to Cambridge approval and may or may not be approved)

<i>For official user only</i>			
Amount Paid		Date of Payment	
Receipt Number		Registered By	