

General Information

Declaration 特此声明

LUCA Academy is NOT an actual school as defined by the Ministry of Education but rather a resource academy set up as an extension of a church ministry to provide learning, training and skills development. Hence, the management of LUCA Academy Sdn Bhd is not obligated to provide any form of documents or records for the purpose of governmental documentations. Furthermore, the Academy is under no obligation to register any students for examinations, such as the IGCSE or other similar assessment/certificate examinations. Therefore, please take note that students or their parents/guardians are the sole authority for the registration process. Additionally, it is more cost-effective when a student does the registration process personally.

光合基督学院不是教育部所定义的学校，而是为教会事工提供学习、培训和提升技能所成立的一间资源性质的学院。因此，光合基督学院有限公司的管理层没有义务为政府官方提供任何形式的文件或记录。此外，本学院一概不负责帮助学生注册报考 IGCSE 或任何形式的评估考试/文凭考试，因此，学生或家长/监护人必须自己去注册报考，而且，这一方式是更有成本效益的。

Admissions Criteria 入学准则

Children of all nationalities and beliefs are welcome to join LUCA Academy throughout the academic year.

在整个学年里，我们欢迎来自不同国籍和信仰的孩子加入光合基督学院。

LUCA Academy reserves the right to accept applications from only those parents/guardians and students who are deemed able to align with **LUCA's DNA: Motto, Vision, Mission and Values.**

光合基督学院将保留入学决定的权利来接受可**配合本院基因：院训、异象、使命及价值观的家长/监护人和他们的孩子。**

In addition, assessments are based on each child's/student's ability to reasonably cope with the rigour of the academic work in order to determine the appropriate grade level at which he/she will be placed.

另外，我们也将测试孩子是否有能力应付本院所制定之学术与课程计划，来安置适合他入读的年级。须要进行测试的孩子为中一新生和插班生（任何年级），他将进行一场面试，而测试的项目有英文、数学和华文写作。

All decisions (regarding admissions) made by LUCA Academy are final.

光合基督学院拥有所有的最终入学决定权。

Suspension and Termination 停学及终止学籍

LUCA Academy reserves the right to require the withdrawal of a student at any time if the student fails to comply with established regulations and disciplines, or whose financial obligations remain unpaid. All fees paid will not be refunded.

若他们不遵守院方所制定的规则和纪律，或其财务责任未缴付，光合基督学院有权免除您孩子的学籍及不退还所有费用。

In the interest of a student and for the safety of the staff and other students of LUCA Academy, the principal or the vice-principal may prohibit the student concerned from attending school for such a period as deemed necessary if the principal or the vice-principal is of the opinion that the student may be a risk factor or a source of danger to other students of LUCA Academy. The parent/guardian and/or the student concerned shall, in such circumstances, have no claims whatsoever against LUCA Academy arising from any such action taken by the Academy.

为了保护学生和/或其他光合基督学院学生、教师和院长的人身安全，若教师和院长认为学生可能对光合基督学院的其他学生构成风险或危险，院长在必要时可对该学生实行在家禁足的惩罚，这除了禁止学生出席学校的课程及活动外，同时也不能外出进行任何活动。在这种情况下，父母和/或学生不得因光合基督学院采取的此类行动而对本学院提出任何索赔。

As students are still at the learning stage, with their physique, thought, personality and other aspects not yet fully matured, LUCA Academy therefore prohibits all students from forming any love relationship. **If there is evidence of, or if a student is found or caught by the Academy to be in a love relationship, he or she will be expelled from LUCA Academy.**

因学生仍处在学习的阶段，在体格、思想、人格等各方面都尚未成熟，因此，本学院一律禁止学生有任何的恋爱关系。**若学生被学院发现或逮到或有证据证明他们在谈恋爱，将被院方开除。**

Level Promotion and Retention 升留级

LUCA Academy also reserves the right to place each child/student in a class in which the principal or the vice-principal deems academically and developmentally suitable for his/her needs at any time, and from time to time whilst the he/she is enrolled with LUCA Academy. This may include requiring the child/student to repeat one or more academic year(s).

当孩子进入光合基督学院就学时，本学院有权决定孩子进入哪个班级或适读哪个年级（可能降级或留级或升级或跳级），若院长/副院长认为学业和体智等各方面的发展适合该孩子的需求。这包括了要求孩子重读一个或多个学年。

Admissions Process 入学程序

The admissions process is as follow:

入学程序如下：

1. Parents/Guardians engage in consultation with General Office.
家长 / 监护人与总办公室接洽及咨询。
2. Parents/Guardians complete the Application Form. Appointment for an interview is arranged for parent's/guardian and child to meet with LUCA's staff from General Office.
家长 / 监护人填写申请表格。光合基督学院职员将与家长/监护人和孩子安排一场面试。
3. Upon successful completion of the parent's/guardian and child's interview, parents are required to make payment of an Application Fee of RM500 (not-transferable and non-refundable) for the child's entrance assessment session.
成功完成面试的家长/监护人及孩子，必须支付 RM500 的申请费（不可转让和不可退款），以便进行孩子的入学测试。
4. If the child does not pass the assessment, 50% of the application fee will be refunded to his/her parents/guardians.
若孩子无法通过测试，院方将退还 50% 的申请费给予家长/监护人。

5. Parents/Guardians are required to bring along the recent school reports or portfolios of their child/children on the day of assessment.
在孩子进行测试的那一天，家长 / 监护人须携带孩子最近的学业成绩报告或学习档案到学院。
6. The General Office will contact the parents/guardians within three (3) working days upon the Principal's approval of the assessment outcome.
院长批准测试的结果后，总办公室将在 3 个工作日内联系家长/监护人。
7. For successful applicants, the General Office will issue an Offer Letter, which the applicants must sign and return to the Academy within 10 working days.
总办公室将给成功录取者发出录取通知信，申请者须在 10 个工作日内签署及交还给本学院。
8. Upon full payment, parents/guardians will receive a Welcome Kit. It is to be duly filled, signed and returned to the Academy. These signed documents serve to confirm the reading, understanding and acceptance of the terms, conditions and indicated policies of LUCA Academy, and they must be endorsed and submitted back to the Academy. Please kindly note that endorsement of this Welcome Kit is part of the admissions requirement.
缴付所有费用后，家长/监护人将收到一份欢迎配套以便填写、签名及交还文件给本院。所有已签名的文件都是为了确认对规则与条件的阅读与理解及对条例表示认可，并提交给学院。请注意，这份欢迎配套是入学要求的一部分。
9. Enrolment into LUCA Academy is confirmed only upon completion of the admissions process.
只有完成报名程序后，光合基督学院的入学资格才可获得确认。
10. The time required to process admissions applications varies from a few days to two weeks, depending on the completeness of documentation and completion of the applicable admissions assessments.
处理入学申请所需要的时间可能是几天到两周，这取决于文件的完整性及入学测试的完成。

The Fees 费用

1. Upon the return of the Letter of Offer (duly signed by the applicant), and in accordance with the policy of LUCA Academy, all applicable fees must be paid

up **prior** to a child starting class at the Academy. Upon acceptance of the application, parents/guardians are required to make payment of the Tuition Fees, Resources Fees by the due date indicated in the Offer Letter. Invoices are issued every 3 months (quarterly) and full settlement of fees must be received within ten (10) days from date of issue. **There will be a 1.5% interest charge on late payments.**

签署及交还录取通知信后，根据光合基督学院的规定，所有申请费用必须在孩子**入学前**缴付。在接受申请信后，家长/监护人须在录取通知信上所定的到期日支付学费、保证金和技术与教育资源费。单据每 3 个月（季度）发出一次，并且须在发出之日开始算起 10 天内全额缴付。**逾期付款，将被收取 1.5% 的利息。**

2. The above fees exclude costs of transportation, uniforms, field trips, external examination fees and other non-relevant expenses.

以上费用不包括交通费、制服费、实地考察/学习之旅费用、外部考试费用等相关费用。

3. There will be no refunds of fees, or part thereof, if the child/student falls ill during the term, or has to be confined to his/her home for an incubation period, or is away on holiday, or for any other reason which causes the child/student to be absent from LUCA Academy. Parents/Guardians will have to pay the full fees for the particular term if they wish to retain places for their children irrespective of their children's absence from LUCA Academy.

若孩子在病假期间，或在患病之潜伏期，或因疑似病而需隔离在家，或因任何其他原因而需远离光合基督学院，本学院将不退任何费用或其中一部分的费用。无论孩子是否出席光合基督学院的课程或活动，若家长/监护人希望为孩子保留学籍，则必须支付特定期限的全额费用。

4. LUCA Academy reserves the right to adjust and revise, annually, all fees as in accordance with Malaysia's econometric models. However, any adjustment factor undertaken by the Academy will not exceed 5% per annum, applicable on the 1st of January each year for that calendar year. Parents/Guardians will be given two (2) months' prior notice regarding any such revision.

光合基督学院的所有费用将依据马来西亚经济发展情况，保留每年修改和调整的权利。不过，学院保证任何原因的调整都不超过每年 5%，适用于每年的 1 月 1 日。我们将在 2 个月前通知家长。

5. GST (Goods and Services Tax) will be imposed in due course to meet the requirements of the Malaysian GST regulations.

学院将实施消费税，以符合马来西亚消费税条例的规定。

Waiting List 备取名单

To maintain a high quality standard of management at LUCA Academy, the Academy will have one and only one for each level of class with a maximum of 25 students per class. As LUCA Academy adopts a Waiting List system, enrolment from the Waiting List will be considered as and when places become available.

为维持光合基督学院高品质的管理，本学院只有一个且是每个年级只有一个，至多 25 位学生的班级。因此，本学院将采用备取名单制度。备取名单的入学登记将以有空出来的名额而定。

Refundable Deposit Policy 保证金的规定

All deposits paid to LUCA Academy shall under no circumstances be treated as payment for the tuition fees or any other fees or payments due to LUCA Academy, and shall not be used to off-set any other amounts due and payable by the Parents.

所有缴付给光合基督学院的保证金，在任何情况下均不得视为支付学费或任何其他支付给学院的费用或款项，也不得用于抵消家长/监护人应负责及其应付的其他款项。

Notification, in writing, of the intention to withdraw a student must be received by LUCA Academy not less than 2 months in advance, failing which the parent will be liable to pay the Tuition Fees for the subsequent term.

学生若有意退学，须在不少于 2 个月以书面通知学院，否则家长将有责任缴付下一学期的学费。

There will be no refund of the Tuition Fees and Resources Fees if, after the signing and return of the offer letter, the parents decide to withdraw their child/children before the commencement of class.

在签署及交还录取通知信后，在开学之前，若家长/监护人决定不让孩子入学或取消入学，本学院将不退还学费和技术及教育资源费用。

Provided that the above-mentioned 2 months' notice of withdrawal is observed, the refundable deposit paid will be returned to the applicant within seven (7) working days, after the deductions of (if any) amounts owed to LUCA Academy are made, including costs of damages and losses caused to the Academy, its property or its equipment by the student.

若遵守在 2 个月的退学通知，保证金将在 7 个工作日内退还，退还保证金的数额是在扣除学生在学院所欠之款额，包括了使用学院财产及设备时所造成的损失后退还。

All monies paid during the term will be forfeited except the refundable deposit if a student is being permanently dismissed from LUCA Academy.

若学生被学院开除学籍，所有在学段期间支付的费用，除了保证金之外，一律将被充公。

Academic Calendar 学院日历

The LUCA Academy calendar is divided into 2 semesters of 2 terms each. The term dates for the **academic year 2018** are as follows:

光合基督学院的学院日历分为 2 个学期，每个学期有 2 个学段。2018 年的上课日期如下：

AY 2018 Semester 1 Term 1 Monday 08th Jan 2018 to Friday 16th Mar 2018

2018 学年 Term 2 Monday 26th Mar 2018 to Friday 01st Jun 2018

第一学期 第一学段 2018 年 1 月 08 日（周一）到 2018 年 3 月 16 日
（周五）

第二学段 2018 年 3 月 26 日（周一）到 2018 年 6 月 01 日
（周五）

Semester 2 Term 3 Monday 01st Jul 2018 to Friday 17th Aug 2018

Term 4 Monday 27th Aug 2018 to Friday 30th Nov 2018

第二学期 第三学段 2018 年 7 月 01 日（周一）到 2018 年 8 月 17 日
（周五）

第四学段 2018 年 8 月 27 日（周一）到 2018 年 11 月 30 日
（周五）

Academic Day 上课日

The LUCA Academic day runs from 7.55am to 3.15pm, inclusive of recess time and lunch break, daily from Monday to Friday (except for public and academic holidays). Co-curricular activities (CCA) will be held from 3.30pm to 4:30pm.

光合基督学院的上课日是每周一到五（公共假日和学院假期除外），从早上 7 点 55 分到下午 3 点 15 分，包括了休息时间和午餐时间。课程辅助活动将从下午 3 点半开始到四点半结束。

For students who need to arrive early at the Academy or remain at the Academy later than 4:30pm, kindly take note of the following (this is to ensure that there is adequate adult supervision while the students are in the Academy):

Morning: Not earlier than 7.30am. The gate to the Academy will not be opened prior to this.

Evening: Not later than 5.15pm. The gate will be closed after this.

对于须要早到学院或迟离开学院的学生，请留意以下时间(这是为了确保学生在学院时有职员看顾)：

早上：不早于 7 点 30 分，因大门在此时间之前是关闭的。

傍晚：不晚于 5 点 15 分，因大门在此时间之后关闭。

In the event that a student needs to arrive at LUCA Academy earlier or leave later than the above-mentioned times, please inform the General Office in advance.

因特别活动而须要比上述时间早到或迟离开学院的学生，须提前 3 天通知总办公室。

Intensive English Programme 强化英语课程

LUCA Academy plans and supports an after-class English Language Support (ELS) Programme, which is a wide-ranging and intensive English course for students who need to improve their proficiency in English. The ELS is an additional (chargeable) intensive course, and it aims at improving students' skills in the command of basic fundamentals of the English language so that the students can have a better grasp of what is being taught in the classroom.

光合基督学院在课后将有一个广泛的英语支持计划（**ELS**），这是一项额外付费的强化英语课程，主要是针对那些需要在英语能力上有所提升的学生。这个计划将帮助他们提升他们的英语能力，使他们可以更容易理解课堂所教授的内容。

Student Name Tag 学生名签

Each student will be issued with a Student Name Tag.

每一位学生将获得学生名签。

Student Care Insurance 学生安全保险

LUCA Academy has contracted an external provider, Alliance General Insurance Company Berhad, to provide student-care insurance. Parents may check with Serene Lim (License #735426-V) for the details of the coverage and the related claim forms and procedures.

光合基督学院已与外部供应商，安联综合保险公司，提供学生安全保险。家长/监护人可以向 Serene Lim (执照 #735426-V) 查询有关保障详情和相关的索赔表格与程序。

Cafeteria 餐厅

All the food and meals provided by the kitchen of LUCA Academy are prepared after careful consultation with professional food nutritionists. Besides preventing the children from consuming “junk food,” it helps to ensure that they receive sufficient nutrients for healthy growth and development.

光合基督学院餐厅所烹调的菜肴及提供的食物，都咨询过营养师的意见，以避免孩子食用到垃圾食品，确保孩子可以取得有益于健康成长/发育的营养。

Clinic 诊所

The Academy operates a LUCA clinic in the premise, which is managed by an ex-registered nurse.

光合基督学院经营一所由具有护士资格认证的护士来管理的学院诊所。

The key role of the Academy nurse is to provide first aid, as well as emergency nursing care to all students. She also supports the health and safety curriculum within the premise.

学院护士的关键角色是为所有学生提供急救或紧急护理。学院护士还支持学校内的健康和安全教育课程。

Please note that the LUCA clinic is not a medical centre. As such, it will not be staffed with a licensed doctor. When necessary, the Academy nurse will contact parents/guardians to come and pick up their children, or make arrangements to have their children taken to our panel doctor at Clinic Tan, Bandar Dato' Onn, for further examination or treatment. **All costs incurred in connection with the medical examination and/or treatment shall be fully borne by the parents/guardians.**

请注意，学院诊所不是医疗中心；因此，它是没有持有医生执照的。必要时，学院护士将联系家长/监护人，带他们的孩子或安排他们的孩子到位于 Bandar Dato' Onn 的陈氏诊所，我们的主治医生检查或治疗。**与医疗和/或治疗的一切费用应由家长全额承担。**

Resource Centre 资源中心

Students at the Academy are required to wear the stipulated uniforms. Parents may order the LUCA Academy uniforms from the General Office.

光合基督学院的学生必须穿着院方所规定的制服。家长/监护人可向总办公室订购学生的制服。

Students who need to purchase additional exercise books or stationeries during the academic year may do so at the General Office.

在学年期间，需要购买额外的练习簿或文具的学生可以在总办公室购买。

Transportation Services 交通服务

LUCA Academy has contracted an external provider to provide transportation services where required. Please refer to the transportation flyer for contact details and the necessary arrangements.

光合基督学院与外部供应者签约，在需要时提供交通服务。请参阅交通手册，以便联系和做出适当的安排。

Orientation 迎新活动

An Orientation session will be organized at the start of each academic year in the month of January for all students and their parents/guardians. This session aims at familiarizing students and their families with life at the Academy, apart from helping students to settle down to their studies at LUCA Academy and ensuring all students have the necessary information and support in order to be ready when classes commence.

每学年开始，所有入学新生和他们的家长将参与学院所组织的迎新活动。这活动旨在帮助新生和他们的家长融入光合基督学院，及确保所有的新生可以掌握相关的信息和支持，并准备上课。

Representatives of the Parents Support Group (PSG) will be in attendance during the Orientation, to meet with parents who are interested in helping LUCA Academy with various activities during the academic year.

家长支援小组的代表也将出席迎新活动，与有兴趣在学年期间协助学院活动的家长们会面。

Photographs and Images 照片、肖像、录影及各类作品版权

Parents/Guardian will hereby give consent to LUCA Academy to take photographs, images, recordings, work or derivative work of the students and to use, free of charge, such photographs, images, recordings, work or derivative work in any media and for whatever purpose the Academy shall deem fit.

家长/监护人特此允许光合基督学院因任何与学院相关之目的或在任何媒体上，拍摄及免费使用学生的照片及图像、肖像、录影，或他们的作品及衍生作品。并且，同意这些照片、肖像、录影及各类作品的版权属于光合基督学院所有。