

Important Information:

- 1 The School Bus Service is provided by **GEMS EDUCATION M2 SDN BHD (1106232-P)**, addressed at 10 Floor Maju Tower, 1001 Jalan Sultan Ismail, 50250 Kuala Lumpur. Contact Person: Mr William Lau (014-6816850) email at lau.w.gim@gemsedu.com
 - 2 **GEMS EDUCATION M2 SDN BHD (1106232-P)** will handle the application and coordination of the school bus and also the collection of the bus service fee.
 - 3 Application for the school bus service must be forwarded to **GEMS EDUCATION M2 SDN BHD** via email latest by **1 week prior to the requested commencement date**. Application form can also be sent by hand to the Reception Counter at GEMS International School Tropicana Metropark.
 - 4 Processing of the application may take up to **seven (7) working days**. School bus will be provided depending on the seats availability.
 - 5 Upon confirmation of the bus service availability, the parents required to make payments before commence using the school bus. Payments for the school bus service are based termly basis. An official receipt will be issued upon payment received.
 - 6 Parents are required to make full payments for the school bus service before the school term commences, within 1 weeks upon receiving the invoices.
 - 7 School bus services discontinuation. - The parents are required to provide **at least one (1) month notice** to **GEMS EDUCATION M2 SDN BHD**. Any claim will not be entertained without ample notice provided.
 - 8 Pro-rated school bus fee is upon discretion of **GEMS EDUCATION M2 SDN BHD**.
 - 9 Students taking the school bus are required to observe and adhere to the school bus rules and regulation. A copy of the rules and regulation will be provided to both student and parents upon commencing school bus service.
 - 10 GEMS EDUCATION M2 SDN BHD will not hesitate to prohibit the students from taking the school bus for two weeks should the students violate any of the stipulated rules and regulation.
- * ***Terms, conditions, support features, procedures, pricing and support availability for future periods are subject to change at any time without prior notice.***

I have read the important information attached above with my child (ren) and agree to comply and abide them with my child(ren).

Parent's Signature:

Date:

Name:
