

THE TEMPLE OF FINE ARTS MALAYSIA

STUDENT RULES & REGULATIONS (SUMMARY).



Attendance

- Students are expected to be regular and punctual for all classes.
- A medical certificate or written explanation must be submitted for continued absences.
- Frequent absences may lead to de-registration.
- **Fee exemption is considered only for approved leave applications of 3 months or more.**

Conduct

- Students must maintain good discipline, ethical behavior, and respect at all times.
- Parents are not allowed inside classrooms during class hours.
- Classrooms must be kept clean :
 - NO food or drinks allowed
 - Only water is permitted
- Smoking, alcohol, and non-vegetarian food are strictly prohibited on the premises.

Property Rights

- All TFA recordings, photographs, scripts, and costumes remain the property of TFA.
- Unauthorized use of any TFA materials is strictly prohibited.

Uniform & Identification

- Dance uniforms must be worn during all dance classes.
- A valid TFA ID card must be carried for:
 - Classes
 - Exams
 - Rehearsals
 - Performances
 - External events representing TFA
- Replacement fee for lost or misplaced ID card: RM50

Holidays

- The official TFA holiday list is available on the notice board and MyCAMU app.
- No regular classes will be held on TFA-designated holidays.
- However, rehearsals or performances may be scheduled during these periods.
- No replacement classes will be provided for TFA-designated holidays.

External Performances

- All external performance requests are subject to TFA approval.
- Written approval from both the teacher and office is required before accepting any external performance.
- Participation in unauthorized performances may lead to disciplinary action.
- TFA events take priority over external engagements.

Fees

- Monthly fees must be paid by the 7th of each month.
- All fees paid are non-refundable.
- Fees remain payable during holidays and student absences.
- Two months of unpaid fees will result in automatic de-registration.
- To rejoin after de-registration:
 - Re-registration fee: RM100
 - Full settlement of all outstanding fees is required.

Contact Information

- Students/parents must inform the TFA office in writing or via email of any changes to:
 - Address
 - Phone number



THE TEMPLE OF FINE ARTS MALAYSIA

STUDENT RULES & REGULATIONS (SUMMARY).

General Information

- Students should regularly check:
- Notice boards
- MyCAMU app (under Events)
- Students encouraged to support TFA charitable events whenever possible.
- TFA may close for special functions; replacement classes will be arranged.
- Monthly & holiday fees still apply.
- No fees charged for December as it will be the Year-end break.

Class Schedule

- Any change of class or course requires approval from both the office and the teacher.
- Class teachers are assigned by TFA.
- TFA reserves the right to transfer, combine, or dissolve classes when deemed necessary, with prior notice.
- Parents are requested to drop off students 5–10 minutes before class commencement and to pick them up punctually at the end of class.
- To ensure smooth class flow and student safety, parents are kindly requested to refrain from proceeding to the 4th and 5th floors during class hours unless requested by respective teachers.
- We thank you for your cooperation and understanding.

Leave

- Frequent leave applications should be avoided as they may affect student progress and promotion.
- Leave applications of 3 months or more must be submitted at least 7 days in advance. by filling up the leave form in the office or drop an email to admin@tfa.org.my.
- A one-month notice is required for permanent withdrawal from any TFA course.

Classes Offered at TFA

- | | |
|------------------|---------------------|
| • Dance | • Taekwondo |
| ◦ Bharatanatyam | • Yoga |
| ◦ Odissi | • Music |
| ◦ Kuchipudi | ◦ Carnatic Vocal |
| ◦ Kathak | ◦ Violin |
| ◦ Contemporary | ◦ Veena |
| ◦ Bollywood | ◦ Mridangam |
| ◦ Balavihar | ◦ Pan Isai Thevaram |
| ◦ Creative Dance | ◦ Hindustani Vocal |
| | ◦ Sitar |
| | ◦ Tabla |
| | ◦ Piano |
| | ◦ Guitar |

MyCAMU Student Portal

- For iPhone Users
 - Go to Phone Settings
 - Locate the MyCAMU app
 - Change the URL to: www.mycamu.com
 - Open the app and log in using:
 - Registered email ID
 - Password: Student's Date of Birth (DD-MM-YYYY)
- For Android Users
 - Open the MyCAMU app
 - Click Settings (gear icon) on the top-right
 - Ensure URL is set to: www.mycamu.com
 - Log in using:
 - Registered email ID
 - Password: Student's Date of Birth (DD-MM-YYYY)
- For Desktop / PC Users
 - Website: <https://www.mycamu.com>
 - Select Log In (do not register)
 - Log in using :
 - Registered email ID
 - Password: Student's Date of Birth (DD-MM-YYYY)
- Families with multiple children must use each child's registered email ID
- Please WhatsApp 010-2423709, Call +603 22743709 or email admin@tfa.org.my for assistance