

AUSTRALIAN INTERNATIONAL SCHOOL MALAYSIA

APPLICATION FOR ADMISSION

Please complete all sections of the form accurately and enclose with relevant documents
(details refer to 'Enrolment Checklist')



SECTION A : STUDENT'S PERSONAL DETAILS (as in passport)

STUDENT 'S PHOTO

(not more than 6 months old)

Name :
(Surname) (Given Names)
 Preferred Name : Date of Birth:
(day/month/year)
 Gender : Male Female Religion :
 Nationality : Country of Birth :
 Passport Number : Dependant's Pass Number :
 Language spoken at home : Other language (s) :
 Address in Malaysia :

 Telephone : Fax Number : E-mail :
 Address in home country :

 Telephone : Fax Number : E-mail :

CORRESPONDENCE FROM SCHOOL TO SEND TO : Malaysia Residential Father's Office Mother's Office

SECTION B : EDUCATIONAL DETAILS

Present Year Level : Desired Year Level : Length of Stay :
 Proposed Commencement Date : Term 1 Term 2 Term 3 Term 4
1(Day/Month/Year)

Previous Schools <small>(Please list all, beginning with most recent)</small>	State / Country	Grade /Year	From/To
1)
2)
3)
4)

FOR OFFICE USE :
 ENROLMENT : Approved ESL SEN Referral Waitlist Rejected
 NEW ADMISSION : RE-ADMISSION : Left date..... Re-entry
 CLASS : H/ROOM TEACHER : HOUSE : R T F S
 COMMENCEMENT DATE : LOO DEADLINE :

SECTION C : STUDENT'S INFORMATION

ACADEMIC

1. Has your child been on an accelerated programme or identified as gifted or talented? YES NO

2. Has your child ever been placed out of the age group for his / her age? YES NO

3. Does your child have learning difficulties? YES NO

If YES, please indicate nature of difficulty:

Dyslexia

Speech / Language

Autism

ADD / ADHD

Perceptual / Motor Difficulties

Hearing impairment

Physical Disabilities

Dyspraxia

Intellectual Impairment

Asperger's Syndrome

Others (please specify).....

4. Does your child currently receive extra support or assistance at his/her school? YES NO

If YES, nature of assistance

5. Has your child ever been taught in an English as a Second Language (ESL,EAL, ESOL, ELL) programme? YES NO

If YES, at what school/institute and when (period of time).....

INTEREST AND HOBBIES

Please list any skills / interest / talents your child has:

(e.g sport, music, drama, dance, art, etc)

.....

INTERPERSONAL SKILLS

Please tick as appropriate :

Makes friends easily and quickly YES NO

Usually enjoys going to school YES NO

Initially shy with new people YES NO

Takes time to settle into new environment YES NO

Prefers a small group of close friends YES NO

HEALTH

1. Does your child have any medical conditions that the school should be aware of? YES NO

If YES, please specify nature of condition

2. Is your child on any medication? YES NO

If YES, please give details of medication

OTHERS

Please include any other relevant information, which may be important for the school and /or class teacher.

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.....

SECTION D : PARENT INFORMATION

FATHER / STEPFATHER DETAILS:

Name :

.....
Title (Family name / Surname) (Given Name) (Preferred Name)

Nationality : Country of Birth : Occupation :

Company Name : Position in Company :

Company Address : Mobile phones :

..... Business Telephone :

..... Business Fax :

Passport Number / IC : E-mail :

MOTHER / STEPMOTHER DETAILS:

Name :

.....
Title (Family name / Surname) (Given Name) (Preferred Name)

Nationality : Country of Birth : Occupation :

Company Name : Position in Company :

Company Address : Mobile phones :

..... Business Telephone :

..... Business Fax :

Passport Number / IC : E-mail :

GUARDIAN DETAILS: (Other than parents, if applicable)

Name :

.....
Title (Family name / Surname) (Given Name) (Preferred Name)

Nationality : Country of Birth : Occupation :

Company Name : Position in Company :

Company Address : Mobile phones :

..... Business Telephone :

..... Business Fax :

Passport Number / IC : E-mail :

PARENTS' MARITAL STATUS : Married Divorced Separated Widowed Other
(Please specify)

SIBLINGS :

- 1. Name Year Group Attending Applying
- 2. Name Year Group Attending Applying
- 3. Name Year Group Attending Applying
- 4. Name Year Group Attending Applying

SECTION E : BILLING INFORMATION

i) This section is to be completed if payment of school fee is made by parents:

1. To whom do you wish the invoice to be billed :

Father Mother

2. To which address do you wish billing sent to :

Malaysia Residential Father's Office Mother's Office

Other (Please give details).....

3. All monies refundable under the conditions governing enrolment and refundable deposits shall be made payable to :

.....
(Note : Crossed cheque to qualified refund of deposit will be made to the person stated above by you.)

ii) This section is to be completed if payment of school fee is not made by parents:

1. Invoice to be billed :

2. Invoice to be sent :

.....

3. Name / Department in charge :

Telephone Number : Email :

4. All monies refundable under the conditions governing enrolment and refundable deposits shall be made payable to :

.....
(Note : Crossed cheque to qualified refund of deposit will be made to the person / institution stated above by you.)

5. Please indicate which expenses are to be borne :

Admission Fee Tuition Fee Deposit Building Levy ESL Technology Fee School Camp
Year Book

SECTION F : USE OF IMAGES AND VIDEOS

The AISM website is updated with photos and video clips of school events. Certain events with pictures may also be reported in local publications. These are generally distant or group shots. For any outside publication featuring close up and individual or names of students, parental permission will be obtained separately.

I agree for images, still and video, of my child to be used as stated above and understand that if I wish to withdraw this permission, I will do so in writing, addressed to the Principal.

TERMS AND CONDITIONS GOVERNING ENROLMENT AND ADMISSIONS

All parents/guardians are advised to read the terms and conditions governing the admission of your child to Australian International School Malaysia and his /her continued enrolment as a student of the School, as set out below.

1. Parent/guardian intending to enrol his/her child to the School must submit a completed Application Form for Admission, duly and accurately completed and signed. False, inaccurate or misleading information could lead to rejection of the application of admission or to the child's withdrawal from the School. The parent/guardian must at all times inform the school in writing of any changes to such information. The school further reserves the right and the parent hereby authorises the School to contact the previous school (if applicable) or such medical officers or other relevant persons for further information relating to the child in considering the child for admission.
2. An application fee (*please refer to the fee schedule for detail*) is payable in full for each submission of the Application Form for Admission. The Application Fee shall be payable by cash or a crossed cheque/bank draft made payable to '**Australian International School Sdn Bhd**' when submitting the Application Form for Admission.
3. The Application Fee is non-transferable and non-refundable regardless whether the child is successfully admitted to the School or otherwise. The receipt of the Application Fee by the School does not oblige the School to admit the child.
4. The Application Fee covers an application for admission to the School is for a period of 18 months. After the 18 months period, if parent/guardian wishes the application to remain active, a further payment of the then applicable Application Fee is required.
5. The admission of the child is at the absolute discretion of the School and the School is not obliged to offer any justification for the rejection of any application. Similarly, placement of the child is also at the absolute discretion of the School and in this regard the School generally takes into consideration various factors, including the child's age, academic ability, level of achievement relative to the School's current students, the child's behaviour etc.
6. The School reserves the right to place the child in a class which the Head of School deems academically and developmentally suitable to the child's needs at anytime and from time to time whilst the child is enrolled at the school. This may include requiring the child to repeat one or more academic year(s).
7. On being offered a place, the parent/guardian shall pay the required Admission Fee and all other fees payable (including the refundable deposit) at the rate applicable for the academic year, within the given timeline as stated in the offer letter. (*Please refer to the Fee Schedule for details*). Please note that fees are normally reviewed on an annual basis and that the fees indicated on the current fee schedule may not be the fees applicable for subsequent academic years. The School reserves the right to revise the fees when deemed necessary.
8. Fees for subsequent terms are payable in advance. It is to be paid on or before the commencement of each term. The School reserves the right not to allow students to attend classes until all outstanding fees have been paid.
9. The parent/guardian who wishes to withdraw the child from the School is required to serve a **full three (3) months written notice of withdrawal prior to the end of the term from which the child will be withdrawn**, failing which the deposit paid shall be forfeited. The said notice shall set out the date of such withdrawal (the last day of the child's attendance), failing which the same shall be deemed as insufficient notice. If the child is not withdrawn from the School on the Withdrawal Date, a fresh notice of withdrawal is required and the same condition applied for the refund of deposit. The provisions of this clause will apply in the case of a prolonged absence of the child from the School.
10. All deposit paid shall under no circumstances be treated as payment of tuition fees or any other payments required to be paid and may not be used to off-set any amount due and payable by the parent/guardian.
11. All monies refundable under the conditions hereof shall be refunded **free of interest**. I hereby agree that all monies refundable under the conditions hereof shall be claimed by me within 1 year from the date my child/ward ceases to be a student of the School, failing which you shall be entitled and I hereby authorize you to transfer the said monies into the School Improvement Fund and I further confirm that I shall have no claim in respect of such monies whatsoever.
12. Where a child has been withdrawn from the School and applied for re-admission, no admission fee will be payable if the child is re-admitted (subject to availability of a place) within **4 academic terms** from the date the child left the School. The Application Fee, re-entry fee or top up of the admission fee (whichever is relevant), tuition fee, deposit and other fees payable, all at the then prevailing rate, are required to be paid prior to such re-admission.
13. The School reserves the right to suspend or expel a child in a case of misconduct or a serious breach of discipline, particularly if this has a detrimental effect (in the opinion of the School) on the other students in the School.
14. In addition to the right of expulsion as provided in clause 13 above, the School may require at any time the withdrawal of a child from the School for any reason at the discretion of the Head of School. Reasons may include matters related to the child's inability to participate in or benefit fully from the School's curriculum or if there is a breach by parent/guardian or the child if any matters or things set out herein.

15. In the interest of the child and/or other students of the School, the Principal may at his or her discretion prohibit the child from attending the School for such period as deemed necessary in the event the child is having a contagious or infectious disease or illness or in the event of an outbreak of a contagious or infectious disease or illness at the School regardless whether the child is also infected or not. The parent/guardian or the child shall have no claim against the School arising from any such action taken by the Principal.
16. Unless excused on medical grounds or other compelling cogent reason, a student must attend classes regularly, participate in all relevant school, camps or extra curriculum activities and sit for all relevant examinations applicable to the student, failing which shall entitle the school to take actions that deem appropriate including requiring the student to repeat (an) academic term(s) or to be withdrawn from the School.
17. For Malaysian citizens, admission to, and continued status as a student of the school in Year 1 to 12, is conditional on the child possessing a valid approval letter issued by the Malaysian Ministry of Education. Attendance of the Malaysian Studies is compulsory.
18. For non-Malaysia citizens, admission to, and continued status as a student of the school, is conditional on the child possessing a valid visa/pass issued by the Malaysian Immigration Department. The parent shall undertake to keep the School informed of any change in the status during the child's enrolment at the School.
19. If parent/guardian fails to settle any payable payment due, the School reserves the right to withhold all examination results, certificates and school records of the child.
20. In case of emergency, where neither parent nor guardian can be contacted in time, to give consent, the Principal or Head of School may authorise the medical examination of the child, the calling of further medical or specialist advice, or send the child to the clinic/medical centre. All expenses thereby incurred will be borne by the parent or guardian.
21. The parent/guardian agrees that the School shall not be liable for any death, personal injury or any loss or damage of any kind whatsoever which the child may sustain at any time either within the School premises or elsewhere which is not attributable to the negligence of the School, its staff or employees.
22. The School may and the parent/guardian hereby gives his/her consent to the School to take such photographs, images, recordings, works or derivative works of the child and to use, free of charge, such photographs, images, recordings, works or derivative works in any media and for whatever purpose as the School shall deem fit, including without limitation for any promotional materials, including the website of the School.
23. The School shall be entitled at anytime to amend, add or delete any terms and conditions in respective to the admission of the child, his/her continued enrolment at the School or any matters related hereto. The School will inform the parent/guardian in respect of such amendment through e-mail or letter by ordinary post or handed over to the child.
24. All notices, letters and correspondence from School will be sent to the parent at the postal or e-mail address written in the Application Form for Admission and shall be deemed sufficiently served if it is to be sent by e-mail or ordinary post or to be handed over to the child. Should there be any changes in the addresses written in the Admission form, the parent/guardian is required to notify the school in writing.
25. The parent/guardian shall fully support the School's Uniform requirement, the Student Welfare Policy and IT/Internet Policy.
26. All references herein to "parent" shall mean either parent of the child and the provisions herein shall be binding on them jointly and severally.

ACKNOWLEDGEMENT AND AGREEMENT

I have read and fully understand the above policies, terms & conditions and the nature & effects thereof. I hereby expressly confirm my agreement thereto. I further undertake to perform all such obligations and/or comply with all terms and conditions set out above on my part to be performed or complied with, particularly but not limited to payment of all monies payable.

I acknowledge that the withholding or non disclosure of any relevant information relating to my child's / ward's physical, medical or educational needs may affect my child/ward being offered or maintaining a place with the School. I agree that any offer of placement is conditional on the accuracy of the information provided by me.

Signature of Father/Guardian

Signature of Mother/Guardian

Signature of Witness

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Name :	Name :	Name :
PP/IC No :	PP/IC No :	PP/IC No :
Date :	Date :	Date :