



APPLICATION FOR ADMISSION



AISM
AUSTRALIAN
INTERNATIONAL SCHOOL
MALAYSIA

www.aism.edu.my | +603 8949 5000

Australian International School Malaysia (486676-A)
22 Jalan Anggerik, The MINES Resort City,
43300 Seri Kembangan, Selangor.

AUSTRALIAN INTERNATIONAL SCHOOL MALAYSIA

- Application Form**
- Photographs** – Student, Parents and Official Guardian (if applicable)
2 recent colour passport-size photographs of the student with his or her name (which includes the student's first name and surname) neatly written on the back of the photograph.
1 recent colour passport-size photograph of parents (father and mother) and guardian (if applicable) with student's name neatly written on the back of the photograph.
- Photocopy of Student's Birth Certificate**
An extract of the birth certificate without the parents' names is not acceptable.
- Photocopy of Passport** – Student, Parents and Official Guardian (if applicable)
This includes the page showing the holder's name, photo, passport number, date of birth, date of issue and expiry date.
The original passport must be presented at the point of submission of application or prior to the admission interview with the Principal.
- Identity Card (IC)** – Malaysian citizens only. A copy of the parents' IC, both sides is required.
- Copy of School Reports / Official Academic Records**
Copies of the past 2 years' school reports / official academic records from the last attended school. Certified English translation is required if these reports were originally in a different language.
Students who have a history of learning support or special needs must submit recent (not more than 12 months old) Educational Psychology Report, Speech and Language assessment reports, Occupational Therapy progress reports and individualised Education Programme (IEP) where applicable.
- Visa / Student's Pass**
A copy of the necessary visa/student pass is to be submitted to the School prior to the student commencing School.
- Application Fee**
A non-refundable Application Fee is required.
Fees may be paid by cash, cheque, bank drafts, direct bank-in or via telegraphic transfers (T/T).
Cheques, bank drafts, or T/T in Ringgit Malaysia should be made payable to **AUSTRALIAN INTERNATIONAL SCHOOL SDN BHD**
For T/T in Foreign Currency, kindly include an additional amount in view of the fluctuation in the exchange rate and bank charges.

AUSTRALIAN INTERNATIONAL SCHOOL MALAYSIA

APPLICATION FOR ADMISSION

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

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

Name : _____
(Surname) *(Given Names)*

Preferred Name : _____ Date of Birth : _____
(Day / Month / Year)

Gender : Male Female

Religion : _____

Nationality : _____ Country of Birth : _____

PP / IC No. : _____ Dependant's PP / IC No. : _____

Language Spoken at Home : _____ Other Language(s) : _____

Address in Malaysia : _____

Address in Home Country : _____

Telephone : _____ Fax Number : _____ E-mail : _____

STUDENT'S PHOTO
(not more than
3 months old)

CORRESPONDENCE FROM SCHOOL TO SEND TO : Malaysia Residence 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
(Day / Month / Year)

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

SECTION C : STUDENT'S INFORMATION

ACADEMIC

1. Has your child been on an accelerated program 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?

If YES, please indicate nature of difficulty:

- | | | |
|--|--|--|
| <input type="checkbox"/> Dyslexia | <input type="checkbox"/> Speech / Language | <input type="checkbox"/> Autism |
| <input type="checkbox"/> ADD / ADHD | <input type="checkbox"/> Perceptual / Motor Difficulties | <input type="checkbox"/> Hearing impairment |
| <input type="checkbox"/> Physical Disabilities | <input type="checkbox"/> Dyspraxia | <input type="checkbox"/> Intellectual Impairment |
| <input type="checkbox"/> Asperger's Syndrome | <input type="checkbox"/> 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) program? YES NO

If Yes, at what school / institute _____ and when (period of time) _____

INTEREST AND HOBBIES

Please list any skills / interests / talents your child has :
(E.g. sports, music, drama, dance, art etc)

INTERPERSONAL SKILLS

Please tick as appropriate :

- | | | |
|---|------------------------------|-----------------------------|
| Makes friends easily and quickly | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Usually enjoys going to school | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Initially shy with new people | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Takes time to settle into new environment | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Prefers a small group of close friends | <input type="checkbox"/> YES | <input type="checkbox"/> 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.

SECTION D : PARENT INFORMATION

FATHER / STEPFATHER DETAILS:

Name : _____

(Title) *(Surname)* *(Given Name)* *(Preferred Name)*

Nationality : _____ Country of Birth : _____ Occupation : _____

Company Name : _____ Position in Company : _____

Company Address : _____ Mobile Phones : _____

Business Telephone : _____

Business Fax : _____

PP / IC No. : _____ E-mail : _____

MOTHER / STEPMOTHER DETAILS:

Name : _____

(Title) *(Surname)* *(Given Name)* *(Preferred Name)*

Nationality : _____ Country of Birth : _____ Occupation : _____

Company Name : _____ Position in Company : _____

Company Address : _____ Mobile Phones : _____

Business Telephone : _____

Business Fax : _____

PP / IC No. : _____ E-mail : _____

GUARDIAN DETAILS: (Other than parents, if applicable)

Name : _____

(Title) *(Surname)* *(Given Name)* *(Preferred Name)*

Nationality : _____ Country of Birth : _____ Occupation : _____

Company Name : _____ Position in Company : _____

Company Address : _____ Mobile Phones : _____

Business Telephone : _____

Business Fax : _____

PP / IC No. : _____ E-mail : _____

PARENTS' MARITAL STATUS: Married Divorced Separated Widowed Other

SIBLINGS:

1. Name : _____ Year Group : _____ School attended by Siblings : _____

2. Name : _____ Year Group : _____ School attended by Siblings : _____

3. Name : _____ Year Group : _____ School attended by Siblings : _____

4. Name : _____ Year Group : _____ School attended by Siblings : _____

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 the billing to be 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.

I agree for images, stills and videos 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

We, here at Australian International School Malaysia would really enjoy having your child(ren) with us. In order that your child will fully benefit from our environment, we have laid down certain policies and conditions. All parents/guardians are advised to read the policies and the terms and conditions governing the admission to the "School" and the child's continued enrolment as student of the School, as set out below.

1. Definitions

The following definitions apply when used herein:

- 1.1 **"Parent"** is either parent of the child or legal guardian and the provisions herein shall be binding on them jointly and severally.
- 1.2 **"School"** shall mean Australian International School Malaysia (AISM) wholly owned and operated by Australian International School Malaysia Sdn Bhd (486676-A).
- 1.3 **"Head of the School"** shall collectively mean the person given the delegated responsibility to lead the School by the Board of Governors, irrespective of their actual job title.
- 1.4 **"Student"** and **"Child"** may be used interchangeably in this document, which refers to the child named on the Application Form.
- 1.5 **"Application Form"** shall mean the Application For Admission forms for Australian International School Malaysia (AISM).

2. Application

- 2.1 A Parent intending to enroll his/her child to the School, must submit the Application for Admission Form (the **"Application Form"**), duly and accurately completed and signed. False, inaccurate or misleading information could lead to rejection of the applications of admission to the School. The parent must at all times inform the School 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 and relevant) or such medical officers or other relevant persons for further information relating to the child in considering the child for admission.
- 2.2 An application fee (please refer to the fee schedule the **"Application Fee"**) is payable in full with each submission of the Application Form. The Application Fee shall be payable by either cash, a crossed cheque, bank draft or bank transfer made payable to Australian International School Malaysia Sdn Bhd, at the time of submission of the Application Form. (*Please refer to payment instructions stated in the Application Checklist).
- 2.3 The Application Fee covers an application for admission to the School for the Term and Academic Year applied for. 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 assess and/or admit the child. The School has the final decision.
- 2.4 Upon payment of the application fee, the application may be put in a wait pool depending on availability of place and is subjected to terms and conditions as stipulated in 2.6 ~ 2.7.
- 2.5 Putting in a wait pool means adding the student's name onto the application list where the application will be handled as per the application process, which takes into account various criteria as stipulated in the Admission Policy.
- 2.6 If there is no vacancy in the applied Year Group for the proposed enrolment Term and Academic Year, the application will automatically proceed to the following term unless application is withdrawn by the parent in writing or by default.
- 2.7 A new Application Fee will be imposed if any of the following occurs:
 - A deferment of an application to a future Term/Academic year for more than (1) one time.
 - The Application is withdrawn by parent with or without an offer of place.
 - The Application is unsuccessful for the second time due to unsatisfactory assessment outcome.
 - Parent does not accept the offer by the stipulated date in the Letter of Offer.
 - Parent is no longer in contact with the school and not contactable at the last known address.
 - Any other terms and conditions not mentioned herein, governing Enrolment and Admission.

3. Acceptance or Rejection of Application

- 3.1. If the assessment results are not satisfactory, the Parent shall inform Admissions personnel should Parent decide to re-apply or otherwise, within the stipulated date as stated in the Rejection letter. Parents may re-apply for the future, with at least six (6) months' gap from the last assessment, with no additional cost involved.
- 3.2 If an offer is declined by the Parents in writing or by default, the Application will automatically be cancelled.
- 3.3 Should the Parent wish to re-apply after the Application is cancelled, the application will be treated as a fresh application and the then prevailing Application Fee is applicable according to the Fee Schedule of the Academic Year, at the time of the re-application. The Application shall be placed in a wait pool again in relevant Year Group, Term and Academic Year and the application process shall apply (refer to section 2).
- 3.4 The 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 and the child's behaviour.
- 3.5 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.
- 3.6 On being offered a place, the Parent shall pay the required school fees (including the refundable deposit) at the rate applicable for the term for which the place is offered within and no later than the stipulated deadline as stated on the letter of offer. (See 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 year. For the avoidance of doubt, the School reserves the right to revise the fee when deemed necessary and the latest fee schedule would be on the website.
- 3.7 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).
- 3.8 For non-Malaysian citizens, admission to, and continued status as a student at the School, is conditional on the child possessing a valid visa 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.

4. Fees and Payment

- 4.1 **Fees** for subsequent terms are payable in advance, **to be paid on or before the commencement of each term. The School reserves the right not to allow the Student to attend class until all outstanding fees have been paid.**
- 4.2 **Late payment - There is a Surcharge added to any outstanding balance past due. Please refer to the fee schedule or invoice for the chargeable surcharge.** The School further reserves the right to apply any monies received, first for payment of the surcharge and the balance, if any, shall be deemed towards the payment of the outstanding amount due.
- 4.3 **The Parent undertakes to pay, or arrange payment of all Fees by the due date.** If the parent/guardian fails to pay any payment due and payable, a Student may be excluded from the School at any time when fees are unpaid and will be deemed withdrawn without notice twenty eight (28) days after exclusion. The School also reserves the right to withhold all examination results, certificates and school records of the child including restrict parent and/or student access to the school's information systems.

5. Withdrawal from School and Deposit

- 5.1 A parent/guardian may withdraw the child from the School by giving to the School **ONE (1) full academic term's notice, failing which the deposit SHALL be forfeited in full.** The said notice shall set out the date of such withdrawal (**"Withdrawal Date"**), failing which the same shall be deemed as insufficient notice. For avoidance of doubt, please note that the notice of withdrawal must straddle ONE (1) FULL ACADEMIC TERM to be considered **"sufficient firm notice"**.
- 5.2 In amplification hereof the following are illustrations of what constitute insufficient notice –
 - if it is intended that the child will leave the School during or at the end of an academic term, notice of withdrawal must be received by the School not later than the **first day of the same academic term**, failing which the deposit shall be forfeited;
 - if the child is withdrawn from the School prior to the withdrawal notice
- 5.3 Provisional or conditional notice of withdrawal is not accepted. If the child is not withdrawn from the School on the Withdrawal Date, a fresh notice of withdrawal of not less than ONE (1) full academic term must be received by the School. The provisions of clause 4.3 will apply in the case of a prolonged absence of the child from the School.
- 5.4 **The Parent agree and consent that the deposit SHALL be forfeited in full, notwithstanding such monies are paid by parent or third party sponsor, in the event insufficient notice, provisional or conditional notice of withdrawal is given. Parent agrees and consents to indemnify the School for any such incidental loss or damage.**
- 5.5 All deposits paid shall under no circumstances be treated as payment of tuition fees or any part thereof or any other payments required to be paid and may not be used to set-off any amount due and payable by the Parent.
- 5.6 The Parent shall pay such additional monies as are necessary to top up the deposit to maintain its equivalence to one term's tuition fee on or before the commencement of the relevant academic term.
- 5.7 **All monies refundable under the conditions hereof shall be refunded free of interest and must be claimed by the Parent within one (1) year from the date the child ceases to be a Student of the School, failing which the Parent consents and authorises the School to immediately transfer the said monies into the School Improvement Fund, whereupon the Parent shall have no claim in respect of such monies thereafter. The School shall be entitled to utilise such monies in the School Improvement Fund as the School deems fit.**

- 5.8 Where a Student has been withdrawn from the School and applies for re-admission, no registration fee will be payable if the Student is re-admitted (subject to availability of a place) within three (3) academic years from the date the child left the School. The Application Fee, tuition fee, deposit and other fees payable, all at the then prevailing rate, are required to be paid prior to such re-admission.
- 5.9 At the point of withdrawal, the Student must also be a registered school going student at the School. In the event the Student has a long-term absence of 30 consecutive days or more without informing the School in writing, the Student shall be deemed automatically to have withdrawn from the School and condition (clause 5.1) above shall apply.
- 5.10 In the event the Student request for a leave of absence in writing, the School reserves the right to take this request into consideration subject to full term fee and deposit (top up deposit when applicable) are paid. The term fee and security deposit will not be refunded if Student does not attend school after the period of "leave of absence".
- 5.11 The Security Deposit and all fees paid upon confirmation of enrolment will not be refunded or shall not be transferable, if, after being confirmed a place the Student does not attend School thereafter. This security deposit shall be forfeited if the place is not taken up.

6. Discipline, Suspension and Termination

- 6.1 The School reserves the right to suspend or expel a Student 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.
- 6.2 The School may require, at any time the withdrawal of a Student from the School for any reason at the discretion of the Head of School. Reasons may include but not limited to matters related to the Student's inability to participate in or benefit fully from the School's curriculum or if there is a breach by the Parent or the Student of any matters or things not mentioned herein. The School's decision is final.
- 6.3 In the event of the Student 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 Student is so infected or otherwise, the Head of the School may at his discretion prohibit the Student from attending at the School for such period as the Head of the School deems necessary. The parent or child shall have no claim against the School arising from any such safety action taken by the Head of School.
- 6.4 Student must attend all classes regularly, participate in all relevant school or extra curriculum activities and sit for all relevant examinations applicable to the student unless excused on medical grounds or other compelling cogent reason. Failure to attend classes, shall entitle the School to take such actions as may be required, including without limitation, requiring the student to repeat (an) academic term(s) or to be withdrawn from the School.

7. Emergency and Liability

- 7.1 In case of medical emergency, where parent cannot be contacted to give consent, the Parent hereby agrees and consents to authorise the Head of School to arrange for the medical examination of the Student by a registered doctor, or send the Student to a clinic/medical centre. Parent agrees to indemnify the School fully for all expenses thereby incurred on such account.
- 7.2 The Parent agrees that the School shall not be liable for any death, personal injury or any loss or damage of any kind whatsoever which the Student may sustain at any time either within the School premises, authorised field trip or elsewhere, which is not attributable to the negligence of the School, its officers, agents or employees.

8. Photograph and Images

- 8.1 The School may and the Parent hereby gives consent to the School to take such photographs, images, recordings, works or derivative works including examination results of the child and to use, free of charge, such photographs, images, recordings, works or derivative works including examination results in any media and for whatever purpose as the School shall deem fit, including without limitation for any promotional materials within the Taylor's Education Group, including website of the School and other educational institutions within Taylor's Education Group.

9. General

- 9.1 Changes at the School: A successful school must initiate and respond to change. The acceptance of a place by the parents is given on the basis that, in the interests of the School as a whole, reasonable changes may be made from time to time.
- 9.2 The School shall be entitled at anytime to amend, add or delete any terms and conditions in respect of the admission of the child, the child's continued enrolment at the School or any matters related thereto by way of letter sent by ordinary post or handed over to the child.
- 9.3 The School may at anytime review, amend or make such rules and regulations relating to the conduct of students in the School and all such matters that the child and/or parent may be required to do or comply with as a Student of the School. A breach of any such rules and regulations in force, whether recently enforced, reviewed or amended shall be deemed to be breach of the terms and conditions herein.
- 9.4 All notices, letters and correspondence from the School to the Parent shall be deemed sufficiently served if sent by ordinary post or email to the Parent at the address and/or email address set out in the Application Form or the Family email address as provided by the school or if handed over to the child.
- 9.5 The prospectus and School website describes the broad principles on which the School is currently run and gives an indication of our history and core values. Although believed correct at the time of printing, neither the prospectus nor the website are part of any agreement between the Parents and the School. Parents wishing to place specific reliance on a matter given in the prospectus or website should seek written confirmation of that matter before entering this agreement.
- 9.6 The offer of a place and its acceptance by the Parents give rise to a legally binding contract on the terms and conditions in the Application Form, these Terms and Conditions and any future terms and conditions notified to the parent in writing.
10. **Third Party Excluded:** Only the School and the Parent/Guardian are parties to this contract. Subject to notification in writing to the School by the Parent/Guardian, the Student is not a party to it and neither is a third party sponsoring the Student. The acts and omissions of Parents are binding on the Student and vice versa as to any matter of behaviour, discipline and fees. All requests and authorisations by the Parent are treated as being made on behalf of the Student and vice versa.
11. **Alumni:** All graduates or school leavers who have spent at least one academic term in Australian International School Malaysia (AISM) shall automatically be included as the School's Alumni, where the said student may be contacted or notified of any School Alumni activities/updates unless, the student chose otherwise and inform the School in writing.
12. **Counselling:** The school provides counseling services within the school to facilitate a better and supportive environment, which underpins the enhancement of learning, and contributing to the best possible start in life for students.
13. **PDPA:** The School is committed to comply with the Malaysian Personal Data Protection Act (PDPA) 2010 in protecting our students' and parents' personal information with the School. The School's Privacy Policy, which can be obtained from the School's website explains amongst other things how we handle your child's and your personal data that we collect as well as your rights over your personal data. Please read and understand the content of the Privacy Policy.
14. **Data Protection:** By signing the Acceptance Form or by agreeing to be bound by these terms and Conditions, I, the Parents and on behalf of the Student, authorise the School to process personal information including financial and sensitive personal information as is deemed necessary for the legitimate purposes of the School within Taylor's Education Group. I understand that the School holds information about my child including but not limited to exam results, forecast results, parent contact, financial information and details of medical conditions. I understand that the School processes information about my child in order to safeguard and promote the welfare of my child, promote the objects and interests of the School and Taylor's Education Group, facilitate the efficient operation of the School and ensure that all relevant legal obligations of the School are complied with.

ACKNOWLEDGEMENT AND AGREEMENT

I have read and I fully understand the above policies, terms and conditions and the nature and 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.

I acknowledge that any third party sponsor is not a party to this agreement and agree to convey the same to the third party sponsor involved. I agree to be fully responsible to give sufficient firm notice of withdrawal or indemnify and hold the school not liable in any way, in the event such sufficient firm notice is not given as per Clause 5.1 above.

I acknowledge that the School corresponds with me to share updates and information about the school from time to time. I agree that if I do not wish to receive any of the information, I will notify the school in writing.

I give permission for my child, named in this application form, to receive counseling services while attending at Australian International School Malaysia. I understand that I may withdraw this consent at any time by signing and dating a written notice requesting termination of counseling service.

Signature of Father/Guardian

Signature of Mother/Guardian

Name: _____

Name: _____