

SAYFOL INTERNATIONAL SCHOOL

KUALA LUMPUR

(The International School in the City)

APPLICATION FORM

Photo
(Applicant)

Kindly complete the form accurately and in **BLOCK LETTERS**.

A. Student's Details

Course of Study applied for: Academic Year _____ Year/Group _____ Term _____

Legal Given Name _____ Legal Surname _____

Gender Male _____ Female _____ Age _____

Date of Birth (DD/MM/YY) _____ Place of Birth _____

Nationality Malaysian _____ NRIC _____

Non-Malaysian (Please specify) _____ Passport No. _____

Religion _____ Home Tel No. _____

Mobile No. _____ Email Address _____

Home Address _____

Student resides with Both parents _____ Father _____ Mother _____ Other (Please specify) _____

Does the student have any health condition that requires the attention of the School? Yes No

If Yes, please indicate _____

Does the student have any physical, auditory or visual impairment? Yes No

If Yes, please indicate _____

Does the student have any significant allergies to food/drink or medication? Yes No

If Yes, please indicate _____

Is the student on any long term medication? Yes No

If Yes, please indicate _____

B. Parents' Details

B1. Father

Legal Given Name _____ Legal Surname _____

Nationality _____ Passport / NRIC _____

Occupation _____ Employer/Company _____

Office Address _____

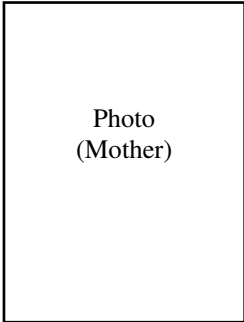
Office Tel No. _____ Office Fax No. _____

Email Address _____ Mobile No. _____

Home Address _____

Photo
(Father)

B2. Mother



Legal Given Name _____ Legal Surname _____

Nationality _____ Passport / NRIC _____

Occupation _____ Employer/Company _____

Office Address _____

Office Tel No. _____ Office Fax No. _____

Email Address _____ Mobile No. _____

Home Address _____

(If different from child's address) _____

B3. Guardian (If Student is not residing with parent)



Legal Given Name _____ Legal Surname _____

Nationality _____ Passport / NRIC _____

Occupation _____ Employer/Company _____

Office Address _____

Office Tel No. _____ Office Fax No. _____

Email Address _____ Mobile No. _____

Home Address _____

(If different from student's address) _____

Emergency Contact (If both parents are not contactable)

Primary 1) _____

Secondary 2) _____

Relationship to Student 1) _____ Tel / Mobile No. 1) _____

2) _____ 2) _____

Correspondence to Father Mother Guardian

C. Sibling

Kindly provide the name(s) of sibling(s) who is/are currently in Sayfol International School

Name _____ Class _____

Name _____ Class _____

D. Fee Payment

The fees will be paid by Father Mother Guardian Other (Please specify) _____

Preferred Billing to Father Mother Guardian Other (Please specify) _____

Billing Address _____

E. Terms and Conditions of Enrolment and Admissions

It is significantly important for all parents/guardians to read the terms and conditions of the enrolment and admission to Sayfol International School as set out below:

1.0 Application

A parent/guardian MUST ensure all information filled in the Application Form is completely accurate. Any misleading information could lead to the rejection of this application. The School has to be informed of any changes to any information. The School reserves the right to contact the previous school (if applicable and relevant) or such medical officers or other relevant persons for further information concerning the student before acceptance of enrolment.

Students with known behavioural issues and / or special education needs are considered on a case-by-case basis. Parents of such Students are required to provide the school with detailed information and records to assist in the process. Parents are also strongly advised to discuss the student's needs prior to writing in a formal application to ensure that the school is in a position to meet them (Please see Section 8.0).

The application will not be processed until the Application Fee and all required documents have been received.

The Application Fee is non-refundable or transferable, whether the student is successfully admitted to the School or otherwise.

A new Application Fee will be imposed when the application is withdrawn by the parent/guardian or when the parent/guardian is no longer in contact with the School after the first placement test. If the student is unsuccessful for the second attempt due to unsatisfactory results, a new set of test papers will be given in the second attempt.

2.0 Admissions and Placements

The non-refundable Application Fee is payable in full, prior to the assessment or placement test.

A parent/guardian shall ensure the student is well prepared before an appointment for assessment or placement test is made. The result of the assessment or placement test is final.

A Letter of Acceptance will be issued if the results of assessment or placement test meets the minimum requirements of the School.

The School must be notified by the parent/guardian if the offer is accepted or declined within the stipulated date stated in the Letter of Acceptance. Written notification MUST be given by the parent/guardian if the offer is declined.

The parent/guardian shall pay the required Registration, Deposit and Tuition Fees in full as per the School payment term once the offer is accepted.

The Registration Fee is strictly non-refundable or transferrable if parent/guardian decides to withdraw the student from the school for whatsoever reason.

The School reserves the right to place the student in a class depending on his/her performance in the assessment or placement test. The decision made by the Principal is final and shall not be disputed.

A re-registration fee is applicable if the student returns to the School one (1) academic year after the withdrawal date or the date of the previous (last) offer. The class allocation is at the discretion of the Principal.

Parent/Guardian MUST notify the School in writing if his/her child is coming back to School after withdrawal. The student shall not be sent to the classroom without clearance from the Administration Office and approval from the Principal. Please note, if parents or guardians do so, the student will be sent home immediately with the parent/guardian.

The School reserves the right not to accept the re-enrolment due to whatsoever reason, not limited to poor attendance, behaviour (with disciplinary issues) and any fee related matter during his/her tenure in school.

The Principal reserves the right to dismiss a student from the School in the case of unsatisfactory attendance, work or disciplinary issues.

The parent/guardian gives permission for a photos, digital images, videotapes or recordings that includes the student for whatever purpose as the School deems fit, without limitation for any School related promotional materials, including the School's website, free of charge.

Any School documents related to general administration signed by either parent shall suffice unless it indicates on the document(s) that both parents' signatures are required. The school shall not entertain any request or excuse that either one of the parents is not aware of the School's policies due to internal family issues.

The parent/guardian shall inform the School in writing at the very beginning of the enrolment of any family concerns to avoid miscommunication or misunderstanding. The School shall not be held responsible for any undeclared matters.

The School will not disclose any student related information to a third party except parents and/ or legal guardian declared in the registration form. However, the School shall furnish information required to the Malaysian Authorities/Statutory Boards under the law.

The School reserves all rights and interests in any intellectual property rights arising as a result of the actions of a Student in conjunction with any member of staff of the School and/or other Students at the School for a purpose associated with the school. Any use of any such intellectual property rights by a Student is subject to the terms of a licence to be agreed prior to the use between the Student, his/her Parents and the School. The School will allow the Student's role in creation/development of intellectual property rights to be acknowledged.

All notices, letters and correspondence from the School may be sent to the parent at the address set out in the Application Form and shall be deemed sufficiently served if sent by ordinary post or if the same is handed over to the student.

For non-Malaysian citizens, admission to, and continued status as a student in the School, is conditional on the student having a valid visa (MM2H, Dependant Pass or Student Visa) for studying.

The Parent/Guardian is required to purchase medical health insurance for the student throughout the period of study.

3.0 Deposit

A deposit which is equivalent to one (1) term fee (RM2000 for Kindergarten) is required to be maintained at all times for the student in School and shall be increased in accordance to the year level.

The parent/guardian **MUST** pay such additional monies as required to top up the deposit to maintain its equivalence to one term's tuition fee on or before the commencement of the relevant academic year.

The deposit shall not be used to offset any outstanding fee or upcoming fee payment.

4.0 Fee Payment

All school fees have to be paid **BEFORE** the **FIRST** day of the new academic term, failing which a 10% penalty will be levied on the outstanding fee.

All fees will be invoiced approximately two (2) months prior to the beginning of a new term or semester. The parent/guardian shall take responsibility for informing the Finance Department if the invoice is not received by the end of the current term. Not receiving the invoice shall not be an excuse for not paying the due fees.

In the event the parent/guardian fails to pay school related fees such as Application Fee, Registration Fee, Security Deposit, Tuition Fees, Technology Fee, Activity Fee and other fees (for whatsoever reasons), then the student will not be allowed into School. The School reserves the right to de-register the Student and forfeit the security deposit if outstanding fees are not settled within ten (10) days of the commencement of a term/semester. The School also reserves the right to withhold all examination results, certificates and school records of the student.

The said student will not be re-admitted until the Finance Department affirms the clearance of the outstanding amount.

The School reserves the right not to re-enrol any Student with irregular payment and/or disciplinary records.

Please note that fees are reviewed on an annual basis and that the fees indicated on the current fee schedule may not be applicable for subsequent school terms. The School reserves the right to revise the fee payable without prior notice.

5.0 Examination

The student must achieve a 50% pass rate at the end of the academic year in order for the student to be promoted to the next year level.

Current students who missed Term 3 examinations without approval from the Principal will be required to sit for a placement test before coming back to school.

The School reserves the right to submit only those students who have attained a 50% pass rate in that particular subject to sit for the Pearson Edexcel International General Certificate of Secondary Education (IGCSE) Examinations. The Principal reserves the right to withdraw the student from sitting either the whole or part of the IGCSE Examinations.

6.0 Attendance

Attendance during School term is compulsory. A written notice from parent/guardian or a medical document has to be presented to the class teacher or Year Coordinator if the student is absent from school.

Students are not encouraged to leave Malaysia when the School is in session without an acceptable and justifiable reason. Please note that a fair notice period of such a request should be given. Students can only leave the country during the School holidays, especially international students who are holding Student Visa.

A warning letter will be issued to the student if he/she reports late (to School) for 3 times in the course of a week or has been absent from school for more than 3 days in a week without any notification from the parent/guardian.

The student's attendance shall be maintained at 90% and above. Failure to do so will result in the School exercising the right not to process any request from the student or the parent/guardian including Student Visa renewal (for international students).

The parent/guardian shall notify School in writing at least 24 hours in advance if there is any arrangement other than the normal routine for student pick-up or whatsoever activity. The School will not release the student (from the school compound) until written confirmation received from the parent/guardian and the parent or authorized personnel has to be physically present at the School compound to pick the student up.

In the event of a Student contracting a contagious or infectious disease or illness (or if there is an outbreak of a contagious or infectious disease or illness at the School), the Principal of the School may at his/her discretion prohibit the Student from attending School for such period as is deemed necessary. The parent/guardian or Student shall have no claim against the School from any such action taken by the Principal.

The parent/guardian must ensure his/her child will be picked-up from the school on time. The School will not be liable for any injury, accident of whatsoever incident because of late pick-up. In the course of 1 week, if the Student is being picked-up late on 3 occasions, a warning letter will be issued to parent/guardian.

The students Dress and Personal Grooming is to be abided by as per the Student Code of Conduct stated in the Student Handbook.

Usage of electronic devices should be adhered to the Educational Technology Policy.

7.0 Deferral from Studies

If a student wishes to defer his/ her studies, the Parent/ Guardian must apply to the school in writing at least TWO (2) weeks before the Commencement date of the new term.

Deferral **MUST NOT** be more than 1 academic term. The seat reserved will be released to new enrolment if the student does not return to school as per the agreement.

Acceptance of returning student after 1 (one) academic term is subject to the seat availability and re-entry test might be required upon request from the Principal.

The decision made by the Principal is final and shall not be disputed.

8.0 Withdrawal and Refund Policy

The deposit shall be refunded to the parent/guardian 8 weeks after the last schooling day/term subject to application of the following conditions apply:

- (a) ONE (1) full academic term withdrawal notice in writing is to be given to the Admission Office.
- (b) There are no outstanding fees including the current term fees.
- (c) Non-renewal/rejection of Student Pass by the Malaysian Immigration Department.
- (d) The duration of stay in Sayfol is more than ~~three (3)~~ full academic terms.

A notice of withdrawal must be received by the School not later than the first day of the same academic term. The Student has to be physically present at School for the said term.

There will be no refund of fees in the event of late arrival, a Student being withdrawn or being dismissed before the end of the term or under any other circumstances.

All requests for withdrawal must be in writing. Oral or conditional notice of withdrawal is not acceptable and the request will not be processed.

The parent/guardian agrees and consents to the fee deposit being forfeited in full, notwithstanding such monies are paid by parent or third-party sponsor, in the event that insufficient notice or provisional or conditional notice of withdrawal is given. Parent/guardian agrees and consents to indemnify the School against any such detail loss or damage.

Unless School is noticed in advance (minimum of 5 working days), failure of a student to attend School for four (4) consecutive school weeks will result in automatic withdrawal from School and loss of deposit.

A written authorization letters **MUST** be given to the Finance Office if the cheque is to be made payable to a third party. A copy of the NRIC/passport page (biographical page) of the third party shall be attached to the Authorization Letter.

All claims for refund of the refundable deposit or term fee shall be made within one (1) year from the date the child ceases to be a student of the School, and thereafter the said deposit or term fee will be automatically forfeited.

All refund request shall be attached with the **original receipt(s)**, failing which, the request will not be processed. All monies refundable under the conditions hereof shall be refunded free of interest.

The refundable deposit is not claimable if the Student is dismissed or expelled from the School under any circumstances.

The School may exercise the right to withdraw a Student from the School for a justifiable reason at the discretion of the Principal. In those exceptional cases where it is felt that the learning and future developmental needs of a student would benefit from an alternative curriculum and/or environment, mutual agreement of such should be reached between parent and the School, one Academic term in advance. It is expected that in these cases, these Special Needs are either identified while they are in the school after joining at a young age, and communicated to/discussed with the Parents and the advice of an external Professional sought, or disclose in advanced to the School, and acceptance made conditional on monitoring of the student's progress. School's decision is final.

9.0 Medical Emergency

In the event of any medical emergency and if the School is unable, for whatsoever reason, to contact the authorized personnel as per the Registration Form, the School is hereby authorised to seek medical attention for the student from the nearest available qualified medical practitioner or hospital. The School or its staff shall not be responsible for any hospital or medical charges involved.

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 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 teachers, officers, agents or employees.

10.0 Damage of School Property

The parent/guardian agrees to be responsible for any damage to School property incurred by the Student whether Intentionally or not, and will provide monetary compensation for the damage.

NOTE

The School reserves the right to revise or alter the terms and conditions, and to amend regulations and procedures at any time, it deems fit.

F. Declaration

I certify that the above information is correct and accurate. I agree that the withholding of relevant information may cause the withdrawal of the place offered.

I agree to abide by all the Rules, Regulations, Terms and Conditions set by Sayfol International School.

Signature of Parent _____ Date _____

Name _____ Relationship to Student _____

FOR OFFICE USE ONLY

Application Fee RM _____ Receipt No. _____

Registration Fee RM _____ Receipt No. _____

Deposit RM _____ Receipt No. _____

Term 1 Fees RM _____ Receipt No. _____

Term 2 Fees RM _____ Receipt No. _____

Term 3 Fees RM _____ Receipt No. _____

Remarks _____

Application checklist

- A copy of the Student's, both parents' and guardian's passport biographical page and visa page or NRIC for Malaysian
- A copy of the Student's birth certificate (translate into English except for Malaysian birth certificate)
- A copy of the Student's most recent school reports and school leaving certificate (if applicable)
- Recent colour passport-size photograph of student (x2), both parents and guardian (if applicable) (x1)
- A copy of the Student's Vaccination/Immunization Record
- A copy of the parents' marriage certificate / divorce / single parent and custodian certificate (if applicable)
- If the student is under the care of an appointed Guardian, parents must provide a copy of the Guardian's most recent photograph, passport biographical page and visa page, or NRIC (Malaysian), and a letter of Guardianship appointment

Result of Entrance Test _____

SEN _____

Conditional Conditions of Enrolment _____

Principal Signature _____ Date _____