

Attach passport-size
photo here
(Student)

APPLICATION FORM

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

SECTION A: Student's Details

Commencement: Academic Year _____ Year _____ Term _____

Legal Given Name: : _____

Passport/NRIC No : _____ Gender ☐ Male ☐ Female

Date of Birth (dd/mm/yyyy) : _____ Country of Birth: _____

Nationality : _____ Religion : _____

Address (Malaysia) : _____

Address (Home Country): _____

Student's Email : _____ Student's HP No : _____

Native language : _____ Other Languages: _____

Student resides with : ☐ Both parents ☐ Father ☐ Mother ☐ Guardian

Attach passport-size
photo here
(Father)

Attach passport-size
photo here
(Mother)

Attach passport-size
photo here,
if applicable
(Guardian)

SECTION B: Student Education Details

CURRENT SCHOOL

Name of School : _____

School Address : _____

Joining Date : _____ Leaving Date : _____

Current Year : _____

Curriculum : ☐ British Curriculum ☐ Malaysian Curriculum ☐ CBSE ☐ Others: _____

Reason for Leaving : _____

PREVIOUS SCHOOL (if different from above)

Name of School	From	Till	Completed Year & Curriculum	Reason for Leaving

SECTION C: Special Education Needs (SEN)

Has your child ever required additional support outside of regular classroom provision?

☐ Yes, kindly provide details: _____

☐ No

Does your child have any learning difficulties/?

(such as, but not limited to, Dyslexia, ADHD, Autism, Dysgraphia, Dyspraxia)

☐ Yes, kindly provide details: _____

☐ No

I hereby accept and agree to the following:

1. The acceptance and enrolment of a child with SEN at Sayfol International School will depend on the necessary and accurate disclosure by me as the parent/guardian of the application, as well as professionals at Sayfol.
2. Sayfol reserves the right to decline the enrolment of any child with SEN that Sayfol feels or deems it is unable to support.
3. No declaration of a child with SEN will result in termination/revocation of a placement offer and Sayfol reserves the right to forfeit all fees paid.
4. Together with the declaration, a copy of my child's medical/L.P. report will be submitted to Sayfol.

Signature: _____

(Parent/Guardian Signature)

SECTION D: Family Details

FATHER

Legal Given Name : _____

Nationality : _____ Passport/NRIC : _____

Occupation : _____ Mobile No : _____

Office Address : _____

Email Address : _____

Home Address : _____

if different from Section A

MOTHER

Legal Given Name : _____

Nationality : _____ Passport/NRIC : _____

Occupation : _____ Mobile No : _____

Office Address : _____

Email Address : _____

Home Address : _____

if different from Section A

Guardian *(if student is not residing with either parent)*

Legal Given Name : _____

Nationality : _____ Passport/NRIC : _____

Occupation : _____ Mobile No : _____

Office Address : _____

Email Address : _____

Home Address : _____

SIBLINGS *(if applicable)*

Name	Age	School

SECTION E: Agent Details *(if the student is being introduced by an agent)*

Name of Agency : _____

Office Address : _____

Agent Name : _____ Email : _____

Office Tel. No : _____ Mobile No: _____

SECTION F: Referral Details *(if the student is being introduced by an existing parent or staff)*

Name of Parent/
Staff : _____

Name of Child : _____
(if applicable)

Mobile No : _____ Email : _____

SECTION G: Health Record

Please complete this section accurately. If questions are not applicable, please indicate clearly. Failure to disclose accurate information about the student's medical history may result in unnecessary delay when seeking emergency medical attention.

Medical Concerns (Tick if applicable)

Allergies:

- Does the student have any known allergies? (Please tick)

☐ Yes (please state): _____

☐ No

If yes, please specify the allergies and any required medications or treatments.

Disabilities or Chronic Sickness:

- Does the student have any disabilities or chronic illnesses? (Please tick)

☐ Yes (please state): _____

☐ No

Major Surgeries:

- Has the student undergone any major surgeries in the past? (Please tick)

☐ Yes (please state): _____

☐ No

Current Medications:

- Is the student currently taking any medications? (Please tick)

☐ Yes (please state): _____

☐ No

Permission for Emergency Care:

- In case of a medical emergency, we seek your permission to provide necessary care to the student through a first aid representative/clinic/hospital.

Please indicate your consent. (Please tick)

☐ I grant permission for emergency medical care.

☐ I do not grant permission for emergency medical care.

Permission to Administer Pain Relief (e.g., Panadol):

- We may provide over-the-counter pain relief (e.g., Panadol) if a student experiences minor discomfort or pain during school hours/after school hours/after-school activities/off-side educational trips and visits.

- Please indicate your consent. (Please tick)

☐ I grant permission to administer over-the-counter pain relief.

☐ I do not grant permission to administer over-the-counter pain relief.

Please ensure that all information provided is accurate and up to date. This information will be kept confidential and shared only with relevant school staff responsible for the well-being of the student (i.e. Year Coordinator, Homeroom Teacher, Principal & School Nurse).

Signature: _____

(Parent/Guardian Signature)

SECTION H: Emergency Contact *(if parents are not contactable)*

	Contact 1	Contact 2
Name	_____	_____
Relationship to child	_____	_____
Mobile No.	_____	_____

SECTION I: After School Care *(Early Learners - Year 2)*

The After School Care will be conducted at the Kindergarten from 2.30 pm to 5.30 pm (Monday-Thursday) and 12.30 pm to 5.30 pm (Friday) to help accommodate parents' busy schedules. This service is not available during school holidays. After School Care activities include outdoor and indoor play, art, body movement and story time. A healthy snack will be provided at 3.30 p.m.

The aftercare program has been designed to provide the children with a safe, relaxing and caring environment but will also provide them the opportunity to experience other activities outside of their normal school day.

The chargeable fee must be paid in advance. There shall be no refund if the child misses any of the days. Children who attend After School Care have to be picked up by a parent or a designated adult. No school bus service is available.

Terms & Conditions

- The fee paid is not refundable under any circumstances.
- A late fee of RM 50, per student, per 30 minutes will be charged for children not picked up on time. Consistently being charged a late pick-up fee may result in the child being withdrawn from the program.
- No replacement class/refund will be given for absent students.
- Sayfol reserves the right to revise or adjust the activities accordingly without prior notice.

☐ I have read and understood the terms and conditions and would like to apply for this program

Signature: _____

(Parent/Guardian Signature)

SECTION J: International Students *(proceed to next section if not applicable)*

Visa currently held : _____

Upon commencement, the : _____
the student will apply for

☐ Student Visa Assistance *(please tick if Student Visa Assistance is required)*

SECTION K: Payment

Financial Sponsor : ☐ Father ☐ Mother ☐ Company ☐ Others _____

To whom shall we send the invoice : ☐ Father ☐ Mother ☐ Company ☐ Others _____

Billing Details *(to be completed if payment is made by Company or Others)*

Name of Company : _____

Company Address : _____

Person in Charge's Name : _____ ☐ Father's Employer ☐ Mother's Employer

Office Tel. No : _____ Email: _____

The fees for each term are payable before the commencement of the term. The school reserves the right to restrict the student's attendance in classes until the total payable fees have been settled.

☐ I agree to the terms of payment

Signature: _____

(Parent/Guardian Signature)

SECTION L: Admission Terms and Conditions

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 the application. The School has to be informed of any changes to such 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 child 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 children must provide the school with detailed information and records to assist in the process. Parents are also strongly advised to discuss their child's needs before making a formal application to ensure that the school is in a position to meet them (*Please see point 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 child is successfully admitted to the School or otherwise.
- A new Application Fee will be imposed if the application is withdrawn by the parent/guardian, if the parent/guardian is no longer in contact with the school after the first placement test or if the applicant 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 Admission and Placement

- The non-refundable Application Fee is payable in full, before the assessment or placement test.
- A parent/guardian shall ensure the child is well prepared before an appointment for assessment or placement test is made. The result of the assessment or placement test is final.
- An Offer Letter will be issued if the results of the assessment or placement test meet 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 Offer Letter. 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 the parent/guardian decides to withdraw the student from the school for whatsoever reason.
- The School reserves the right to place the child 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 child 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 child shall not be sent to the classroom without clearance from the Administration Office and approval from the Principal. Please note, if the parent/guardian does so, the child will be sent home immediately with the parent/guardian.
- The School reserves the right not to accept the re-enrolment due to whatever 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 permits photos, digital images, videotapes or recordings that include 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 legal guardians 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 upon before the use between the Student, his/her Parents and the School. The School will allow the Student's role in the 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 Admission Form and shall be deemed sufficiently served if sent by ordinary post or if the same is handed over to the child.
- For non-Malaysian citizens, admission to, and continued status as a student in the School, is conditional on the child 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.

Signature:

3.0 Deposit

- A deposit (as stated in the fee structure, RM3000 for Kindergarten) is required to be maintained at all times for the student in the school and shall be increased following 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 before 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.
- If the parent/guardian fails to pay school-related fees such as Application Fee, Registration Fee, Security Deposit, Tuition Fee, Technology Fee, Activity Fee and other fees (for whatever reasons), then the student will not be allowed into the school. The School reserves the right to de-register your child 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 child.
- 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 child 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 for the student to be promoted to the next year's 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 allow or withdraw the student from sitting either the whole or part of the IGCSE Examinations.

6.0 Attendance

- Attendance during the School term is compulsory. A written notice from a 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 for such a request should be given. Students can only leave the country during the school holidays, especially international students who are holding Student Visas.
- A warning letter will be issued to the student if he/she reports late (to the school) 3 times in the course of a week, or has been absent from school for more than **THREE (3)** days 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 the School in writing at least 24 hours in advance if there is any arrangement other than the normal routine for student pick-up or whatever activity. The School will not release the student (from the school compound) until written confirmation is 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 child 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 child from attending School for such period as is deemed necessary. The parent/guardian or child 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 or whatever incident because of late pick-up. In the course of 1 week, if the child is being picked up late on 3 occasions, a warning letter will be issued to the parent/guardian.
- The students' Dress and Personal Grooming are to be abided by as per the Student Code of Conduct stated in the Student Handbook.
- The usage of electronic devices should adhere to the Educational Technology Policy.

7.0 Deferral From Studies

- If a student wishes to defer their studies, they 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 **ONE (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 students after **ONE (1)** academic term is subject to seat availability and a re-entry test might be required upon request from the Principal.
- The decision made by the Principal is final and shall not be disputed.

Signature:

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 the application of the following conditions:

- (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 submitted to the School no 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 child being withdrawn or being dismissed before the end of the term or under any other circumstances.
 - All withdrawal requests 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 parent or third-party sponsor paying such monies, if insufficient notice or provisional or conditional notice of withdrawal is given.
 - Parent/guardian agrees and consents to indemnify the School against any such loss or damage.
 - Unless the School is notified 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 letter **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 requests 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 child is dismissed or expelled from the School under any circumstances.
 - The School may exercise the right to withdraw a child 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 child would benefit from an alternative curriculum and/or environment, mutual agreement of such should be reached between the 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 disclosed in advance to the School, and acceptance made conditional on monitoring of the child's progress. The School's decision is final.

9.0 Medical Emergency

- In the event of any medical emergency and if the School is unable, for whatever 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 that the child 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.

10.0 Damage to School Property

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

11.0 Usage of CCTV in School Premises

- Sayfol International School utilizes CCTV surveillance in classrooms, common areas, hallways, stairwells, and other key locations to ensure the safety and security of students, staff, and visitors. The purpose of CCTV monitoring includes protecting school property, promoting a safe learning environment, preventing bullying, and supporting disciplinary and security investigations when necessary.
- Access to CCTV recordings is strictly limited to authorized personnel and will only be used per the school's CCTV Policy and relevant data protection laws.

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.

Signature:

SECTION M: Declaration

I have carefully read and fully understand the terms and conditions. I further undertake to perform all such obligations and comply with all the terms and conditions set out by the school, particularly and not limited to all monies payable to the school. 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.

Signature : _____

(Parent/Guardian Signature)

Name : _____

Relationship to Student : _____

Date : _____

APPLICATION CHECKLIST

- ☐ 1 copy of the child's Birth Certificate
- ☐ 1 copy of the child's NRIC or passport (for non-Malaysians) - page with details, latest entry stamp/latest pass
- ☐ 1 copy of parent's NRIC or passport (for non-Malaysians) - page with details, latest entry stamp/latest pass (*both parents*)
- ☐ 2 copies of the child's most recent passport-size photograph (colour)
- ☐ 2 copies of the parent's most recent passport-size photograph (colour)
- ☐ 1 copy of the most recent school reports and school leaving certificate
- ☐ Guardian details - Photo, NRIC/passport
- ☐ 1 copy of the Vaccination/Immunization Record
- ☐ 1 copy of parent's marriage certificate/divorce/single parent and custodian certificate
- ☐ 1 copy of the child's medical/L.P. report - SEN

Note: All documents that are not in the English language have to be translated and verified at the respective embassy/ high commission or certified bodies.

FOR OFFICE USE ONLY

Application Fee	:	RM _____	Receipt No. _____
Registration Fee	:	RM _____	Receipt No. _____
Deposit	:	RM _____	Receipt No. _____
Term 1 Fee	:	RM _____	Receipt No. _____
Term 2 Fee	:	RM _____	Receipt No. _____
Term 3 Fee	:	RM _____	Receipt No. _____

Remarks

Entrerance Test Result: _____

SEN : _____

Conditional Conditions :
of Enrollment _____

Principal Signature: _____

Date: _____