



SAYFOL INTERNATIONAL SCHOOL  
KUALA LUMPUR  
*(The International School in the City)*

Attach passport-size photo here  
**(Student)**

APPLICATION FORM

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

**STUDENT'S DETAILS**

Name of Student : \_\_\_\_\_

Assessment Date : \_\_\_\_\_

Attach passport-size photo here  
**(Father)**

Attach passport-size photo here  
**(Mother)**

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

**AGENT DETAILS**

*(if the student is being introduced by an agent)*

Name of Agency : \_\_\_\_\_

Office Address : \_\_\_\_\_

Agent Name : \_\_\_\_\_ Email : \_\_\_\_\_

Office Tel. No : \_\_\_\_\_ Mobile No: \_\_\_\_\_

**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 : \_\_\_\_\_

## ADMISSION TERMS AND CONDITIONS

It is 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

- 1.1. Parents/guardians must ensure that all information provided in the Application Form is accurate and complete. Providing false or incomplete information may result in the application being rejected. Please inform the School immediately if any details change.
- 1.2. The School may contact the student's previous school (where relevant), medical professionals, or other appropriate parties to obtain information needed to support the enrolment process.
- 1.3. Applications for students with behavioural concerns or special education needs will be reviewed on a case-by-case basis. Parents must provide full documentation and are encouraged to discuss their child's needs with the School before applying to ensure we can offer the appropriate support.
- 1.4. The application will only be processed once the Application Fee and all required documents are received.
- 1.5. The Application Fee is non-refundable and non-transferable, regardless of the outcome.
- 1.6. A new Application Fee will apply if:
  - 1.6.1. The parent/guardian withdraws the application,
  - 1.6.2. The parent/guardian discontinues communication after the first placement test, or
  - 1.6.3. The student is unsuccessful after the second placement test.
  - 1.6.4. A new set of test papers will be provided for the second attempt.

### 2.0 Admission and Placement

- 2.1. The Assessment Fee is non-refundable and must be paid in full before the assessment or placement test.
- 2.2. Parents/guardians must ensure the child is prepared before the assessment. All assessment or placement test results are final.
- 2.3. An Offer Letter will be issued if the student meets the School's minimum requirements.
- 2.4. Parents/guardians must inform the School by the deadline stated in the Offer Letter whether they accept or decline the offer. A written notice is required if the offer is refused.
- 2.5. Upon accepting the offer, parents/guardians must pay the Application, Registration, Deposit, and Tuition Fees in full according to the School's payment schedule.
- 2.6. The Application and Registration Fees are strictly non-refundable and non-transferable, regardless of the reason for withdrawal.
- 2.7. The School determines class placement based on the student's assessment performance. The Principal's decision is final.
- 2.8. A re-registration fee will apply if a student returns more than **ONE (1)** academic year after withdrawal or after the previous offer has lapsed. Class placement upon return is at the Principal's discretion.
- 2.9. Parents/guardians must notify the School in writing before a withdrawn student returns. Students may not enter the classroom without clearance from the Administration Office and approval from the Principal. Students brought in without approval will be sent home.
- 2.10. The School reserves the right to refuse re-enrolment for reasons including, but not limited to, past disciplinary issues, poor attendance, or fee-related concerns.
- 2.11. The Principal may dismiss a student for serious disciplinary issues or consistently unsatisfactory attendance.
- 2.12. Documents requiring parental consent will be accepted with either parent's signature, unless stated otherwise. The School will not accept disputes arising from family matters or internal disagreements.
- 2.13. Parents/guardians must inform the School in writing at the start of enrolment of any family circumstances that may affect communication or decision-making. The School is **NOT** responsible for issues arising from undisclosed matters.
- 2.14. The School will not release student information to third parties **EXCEPT** to parents/legal guardians listed in the registration form, or where required by Malaysian authorities under the law.
- 2.15. Any intellectual property created by a student in connection with the School belongs to the School. Student use of such intellectual property requires a licence agreement between the student, the parent/guardian and the School. The student's contribution will be acknowledged.
- 2.16. All official communication from the School will be sent to the address listed in the Admission Form and will be considered delivered if posted by ordinary mail or handed to the student.
- 2.17. For non-Malaysian citizens, admission and continued enrolment depend on the student holding a valid visa (MM2H, Dependant Pass, or Student Visa). Parents/guardians **MUST** ensure the student has active medical health insurance throughout their enrolment at the School.

### 3.0 DEPOSIT

- 3.1 A deposit (different rate for Kindergarten, as stated in the fee structure) must be maintained at all times. The amount **MUST** be topped up according to the student's year level.
- 3.2 Parents/guardians must pay any additional amount needed to ensure the deposit remains equal to one term's tuition fee. This top-up **MUST** be made on or before the start of the new academic year.
- 3.3 The deposit **CANNOT** be used to offset any outstanding fees or future fee payments.

Signature:

Date:

#### 4.0 Fee Payment

- 4.1. All school fees must be paid before the first day of the new academic term. A **10%** penalty will be charged on any outstanding fees not paid on time.
- 4.2. Invoices will be issued approximately **TWO (2) months** before the start of each new term or semester. Parents/guardians are responsible for informing the Finance Department if they do not receive the invoice by the end of the current term. Failure to receive an invoice is not a valid excuse for late or non-payment.
- 4.3. If parents/guardians fail to pay any required fees—including Application Fee, Registration Fee, Security Deposit, Tuition Fee, Activity Fee, or any other charges—for any reason, the student **WILL NOT** be allowed to attend 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** from the start of the term/semester. The School may also withhold all examination results, certificates, and school records.
- 4.4. A student will only be re-admitted once the Finance Department confirms that all outstanding fees have been fully paid.
- 4.5. The School reserves the right not to re-enrol any child with an irregular payment history and/or disciplinary issues.
- 4.6. Please note that fees are reviewed annually. The fees listed in the current fee schedule may not apply to future terms, and the School reserves the right to revise fees without prior notice.

#### 5.0 Examination

- 5.1. Students must achieve at least a **50%** pass rate at the end of the academic year to be promoted to the next level.
- 5.2. Current students who miss the Term 3 examinations without prior approval from the Principal will be required to sit for a placement test before returning to school.
- 5.3. The School reserves the right to allow only students who have achieved a minimum 50% pass rate in a subject to sit for the Pearson Edexcel IGCSE examinations for that subject. The Principal also reserves the right to approve or withdraw a student from sitting for any part of the entirety of the IGCSE examinations.

#### 6.0 Attendance

- 6.1. Attendance during the school term is compulsory. If a student is absent, a written note from the parent/guardian or a medical certificate must be submitted to the class teacher or Year Coordinator.
- 6.2. Students are discouraged from travelling outside Malaysia during the school term unless there is a valid and acceptable reason. A reasonable notice period must be given for such requests. Students, especially international students on Student Visas, should only travel during school holidays.
- 6.3. A warning letter will be issued if a student:
  - Arrives late to school three times in one week, or
  - Is absent for more than three days in a week **WITHOUT** any notification from the parent/guardian.
- 6.4. Students must maintain at least **90%** attendance. Failure to do so may result in the School declining requests from the student or parent/guardian, including Student Visa renewal for international students.
- 6.5. Parents/guardians must inform the School in writing at least 24 hours in advance of any changes to the usual pick-up routine or after-school arrangements. The School will not release a student until written confirmation is received, and the parent or authorised person must be physically present to pick the student up.
- 6.6. If a student contracts or is exposed to any contagious or infectious illness, the Principal may prohibit the student from attending school for a period deemed necessary. The parent/guardian and student shall have no claim against the School for this decision. Parents/guardians must ensure students are picked up on time. The School is **NOT** liable for any incidents arising from late pick-up. If a student is picked up late three times in one week, a warning letter will be issued.
- 6.7. Students must follow the Dress and Personal Grooming guidelines in the Student Code of Conduct, as stated in the Student Handbook.
- 6.8. Students must use electronic devices according to the School's Educational Technology Policy.

#### 7.0 Deferral From Studies

- 7.1. If a student wishes to defer their studies, the parent/guardian must submit a written request to the School at least **TWO (2) weeks** before the new term begins.
- 7.2. A deferral cannot exceed **ONE (1) academic term**. If the student does not return by the agreed date, the reserved seat will be released to new applicants.
- 7.3. Returning after one academic term is subject to seat availability, and the student may be required to sit for a re-entry test at the Principal's discretion.
- 7.4. The Principal's decision is final and cannot be appealed.

#### 8.0 Medical Emergency

- 8.1. Suppose a medical emergency occurs and the School is unable to reach the authorised contacts listed in the Registration Form. In that case, the School is authorised to seek medical treatment for the student from the nearest qualified doctor or hospital. The School and its staff will not be responsible for any medical or hospital fees.
- 8.2. The parent/guardian agrees that the School will not be liable for any death, injury, loss, or damage the student may experience, whether on school grounds, during authorised field trips, or elsewhere, unless caused by the negligence of the School or its staff.

#### 9.0 Usage of CCTV in School Premises

- 9.1. The School uses CCTV cameras in classrooms, hallways, stairwells, common areas, and other important areas to help keep students, staff, and visitors safe. CCTV is used to protect school property, maintain a safe environment, prevent bullying, and assist with any disciplinary or security investigations when needed.
- 9.2. Access to CCTV recordings is strictly limited to authorised staff and will only be used according to the School's CCTV Policy and applicable data protection laws.

Signature:

Date:

### 10.0 Damage to School Property

10.1. The parent/guardian is responsible for any damage caused by the student to school property, whether accidental or intentional, and must compensate the School for the cost of repair or replacement.

### 11.0 WITHDRAWAL AND REFUND POLICY

- 11.1. The deposit will be refunded **8 weeks** after the student's last day of school, provided the following conditions are met:
- a) A written withdrawal notice of **ONE (1)** full academic term is submitted to the Admissions Office.
  - b) All fees, including the current term's fees, are fully paid.
  - c) Withdrawal is due to non-renewal or rejection of the Student Pass by the Malaysian Immigration Department.
  - d) The student has studied at Sayfol for more than **THREE (3)** full academic terms.
- 11.2. A withdrawal notice must be submitted no later than the first day of the academic term, and the student must attend school during that term.
- 11.3. There will be no refund of any fees for late arrival, early withdrawal, dismissal, or under any other circumstances. All withdrawal requests must be in writing. Oral, conditional, or incomplete notices will **NOT** be accepted.
- 11.4. If insufficient, provisional, or conditional notice is given, the parent/guardian agrees that the full deposit will be forfeited, regardless of whether the parent paid the fees or a third-party sponsor.
- 11.5. Parents/guardians also agree to indemnify the School against any associated loss or damage.
- 11.6. If a student is absent from school for **FOUR (4)** consecutive school weeks without prior written notice (minimum 5 working days), the student will be automatically withdrawn, and the deposit will be forfeited.
- 11.7. If a refund cheque is to be issued to a third party, a written authorisation letter must be submitted to the Finance Office together with a copy of the NRIC/passport of the third party.
- 11.8. All refund claims (deposit or term fees) must be made within **ONE (1)** year from the date the child leaves the School. After this period, the deposit or fees will be automatically forfeited. Refund requests must include the original receipt(s). Refunds will be made without interest.
- 11.9 The refundable deposit cannot be claimed if a student is dismissed or expelled from the School.
- 11.10. The School reserves the right to withdraw a student for justified reasons, at the Principal's discretion. In cases where a child's learning or developmental needs require a different environment or curriculum, the School and parent should reach a mutual agreement one academic term in advance. Such needs may be identified after enrolment or disclosed beforehand. Acceptance may be conditional on monitoring the child's progress. The School's decision is final.

### 12.0 Graduation & Progression Terms and Conditions

- 12.1. Students completing Kindergarten will be automatically enrolled into Year 1 for the following academic year unless parents submit the official Withdrawal Form at least **ONE (1)** term in advance.
- 12.2. Students completing Year 6 will be automatically enrolled into Year 7 unless parents submit the official Withdrawal Form at least **ONE (1)** term in advance.
- 12.3. Students completing Year 11 are required to fill in and submit the Graduation Form before leaving the school. This form must be submitted for the school to process all clearance and transition requirements.
- 12.4. If the required forms are not submitted within the stated timeline, the school will proceed with automatic placement for the next academic year. All relevant forms (Withdrawal Form, Graduation Form) are available at the Admissions Office.

### Parent Acknowledgement & Consent

To support a safe, transparent, and supportive learning environment, we kindly request your acknowledgement and consent for school policies, activities, and services.

I confirm that I have received, read, and understood the Student Handbook, and I agree to comply with the school's policies and ensure my child adheres to them.

I consent to the school's use of photographs, videos, or other media of my child, in print and digital formats, for educational, promotional, security, and school-related purposes. I understand that no compensation will be provided.  **Consent**  **No Consent**

I consent to the school providing or arranging necessary support services and activities for my child, including medical care (first aid and approved medication), counselling support and school-related educational activities, where applicable.  **Consent**  **No Consent**

I consent to my child's participation in swimming lessons and use of the school pool. I understand that swimming involves certain risks and that there is no lifeguard on duty. I agree that my child will follow all pool rules and safety guidelines, and I acknowledge that the school cannot be held responsible, to the extent permitted by law, for any injury, loss, or damage arising from pool use, particularly if pool rules are not followed.

**Consent**  **No Consent**

By ticking the box above, I acknowledge and agree to all the statements listed.

### 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. All information and media will be handled confidentially and used solely for school-related purposes. Parents may notify the School in writing should they wish to review or amend their consent.

Signature:

Date:

## 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-site educational trips and visits.
- Please indicate your consent. *(Please tick)*

Yes – I permit my child to receive medication as needed.

Yes, with contact first – I give permission only if I am contacted prior to medication being administered.

No – I do not permit my child to receive medical attention from the school.

Signature: \_\_\_\_\_  
(Parent/Guardian Signature)

Date:

## STUDENT WELLBEING, MENTAL HEALTH & SAFEGUARDING

The School is committed to providing a safe, supportive, and nurturing environment for all students. The information below helps us better understand and support your child's emotional, social, and mental well-being. All information will be treated as confidential and used solely for student care and safeguarding purposes.

### Emotional and Mental Well Being:

- Has the student ever been diagnosed with or shown concerns related to emotional, behavioural, or mental health? *(Please tick)*

Yes *(please state)*: \_\_\_\_\_

No

### Counselling or Therapy History:

- Has the student previously received counselling, therapy, or psychological support (school-based or external)? *(Please tick)*

Yes *(please brief, if comfortable)*: \_\_\_\_\_

No

### History of Bullying:

- Has the student experienced bullying (physical, verbal, emotional, cyber, or social exclusion) in their previous school or learning environment? *(Please tick)*

Yes *(please brief, if comfortable)*: \_\_\_\_\_

No

### Behavioural or Emotional Support Plans:

- Was the student previously supported under any behavioural, emotional, or safeguarding plan at their former school? *(Please tick)*

Yes *(please state)*: \_\_\_\_\_

No

### Parental Concern for Well-Being Support:

- If the School identifies concerns relating to the student's emotional or mental well-being, do you consent to the School's Counsellor or Safeguarding Team providing appropriate support and, where necessary, contacting you?

Yes – I permit my child to attend counselling sessions.

Yes, with prior notice – I give permission only if I am informed before each session.

No – I do not permit my child to attend counselling.

### Privacy & Confidentiality Disclaimer

We understand and respect your family's privacy. All information provided will be kept strictly confidential and shared only with authorised personnel on a need-to-know basis. This information is collected solely to help the School provide appropriate care, support, and safeguarding for your child. It will not affect the admission decision unless the School is unable to reasonably meet the student's needs. 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 student's well-being (*i.e.*, Year Coordinator, Homeroom Teacher, Principal & School Nurse).

Signature: \_\_\_\_\_  
(Parent/Guardian Signature)

Date:

**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.

**Parent/Guardian Acknowledgement**

**Student Acknowledgement**

(Year 7 - Year 13)

Signature: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Relationship to:  
student \_\_\_\_\_

**PAYMENT**

Financial Sponsor :  Father  Mother  Company  Others \_\_\_\_\_

To whom shall we send the :  Father  Mother  Company  Others \_\_\_\_\_  
invoice

**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)

**APPLICATION CHECKLIST**

- 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 Vaccination/Immunization Record
- 1 copy of parent's marriage certificate/divorce/single parent and custodian certificate
- Permission to study stamp (based on respective visa)

**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

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Assessment Result : \_\_\_\_\_

SEN : \_\_\_\_\_

Conditional Conditions : \_\_\_\_\_  
of Enrollment

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_