

APPLICATION CHECKLIST

Malaysian Student

- Student's Identity Card (1 copy) *if applicable*
- Student's Birth Certificate (1 copy)
- Student's Passport-Sized Photograph (6 copies)
- Certified True Copies Of Past 3 Years Academic Results/ Final Report Card *as applicable*
- Parents' Identity Cards (1 copy each)
- Parents' Passport-Sized Photograph (1 copy each)
- School Leaving Certificate
(Applicable to students who transfer from other international schools in Malaysia)
- Application Fee

International Student

- Student's Passport – All pages including blank pages (3 copies)
- Student's Birth Certificate (1 copy)
- Student's Passport-Sized Photograph (10 copies)
- Certified True Copies Of Past 3 Years Academic Results/ Final Report Card
- Parents' Passport – Information page (1 copy each)
- Parents' Passport-Sized Photograph (1 copy each)
- Parents' Marriage Certificate/Divorce Certificate (1 copy)
- School Leaving Certificate
(Applicable to students who transfer from other international schools in Malaysia)
- Application Fee

TERMS & CONDITIONS

All parents/guardians are advised to read the terms and conditions governing the admission to Sunway International School (the 'School') and the child's/ward's enrolment as a student of the School as stated below:

- Applicants will be considered as candidates for admission to the School when the Application Form is completed and returned to the Administration Office and the non-refundable/non-transferable Application Fee paid. Admission is subject to the availability of a place and the applicant fulfilled the admission requirements stated at the time. The receipt of the Application Fee by the School does not oblige the School to admit the child/ward. The School is not obliged to offer any justification for declining any application. The eligibility for admission of a child/ward is determined by the Principal's Office, and is final. The School is not obligated to entertain any appeals for admission, or justify any decision to decline an appeal.
- On receipt of an Offer of a place of a study and upon Acceptance of Enrolment, the parent/guardian is required to settle payment for the required registration fee, deposit, literacy fee, semester fee and ancillary fees at the rate applicable for the semester for which the place is offered within and no later than the stipulated deadline as stated on the letter of offer. (*Please refer to fee schedule for details*). The Offer of a place of study, and all payments made to date, is considered null and void if the full settlement of the required fees is not made by first day of class.
- The School reserves the right to review and revise all fees annually. The fees indicated in the fee schedule is correct as the time of printing, and is valid for the duration stated in the offer letter and all printed material published at time of issue.
- School fees for each semester must be settled at least ONE WEEK before the commencement date of each academic semester. The School reserves the right to take appropriate and necessary action in the event that full settlement of the fees is not made within the stipulated time frame given, which may include but is not limited to the student being barred from classes, examinations and access to school facilities.
- Application and Registration fees are NOT refundable.
- The portion of tuition fee refund, upon official withdrawal, is shown below:
 - 75% refund (by the 5th working day from the commencement of semester)
 - 50% refund (by the 6th – 8th working day from the commencement of semester)
 - No refund (after the 8th working day from the commencement of semester)
- The Deposit Fee must be maintained throughout the tenure of the child's/ward's studies with the School and must not be treated as payment for any other fees or payments required to be paid.
- The Deposit Fee shall be forfeited upon occurrence of any of the following:
 - Where the student is not attending classes and/or not attending school and/or withdrawing enrolment after having accepted the offer.
 - Where the student terminates school without giving SIX MONTHS PRIOR NOTICE IN WRITING to the School. Such withdrawal notice shall be received and acknowledged by the School no less than six months before the last day of the said academic semester, failing which the Deposit will not be refunded.
- Where there are still outstanding fees or monies due to the School from the student concerned upon withdrawal.
- Where the student is required to withdraw from the School with reference to *item 11*.
- All monies refundable under the conditions hereof shall be refunded free of interest and must be claimed by the parent/guardian within 12 months after the student has left the School, failing which the parent/guardian shall have no claim whatsoever in respect of such monies thereafter.
- If the parent/guardian fails to pay any payment due and payable, the School reserves the right to withhold all examination results, certificates and school records of the child/ward.
- The School may require at any time the withdrawal of a child/ward from the School for any reason at the discretion of the Principal/Deputy Principal including matters related to the child's/ward's misconduct, medical/physical condition, or the child's/ward's inability to participate in the School's curriculum.
- In case of an emergency, where the parent/guardian cannot be contacted for consent, the Principal/Deputy Principal may authorize the medical examination of a child, the consultation of additional medical or specialist advice, or referring the child/ward to a clinic/medical centre/hospital. All expenses and cost incurred thereby will be borne by the parent/guardian.
- The parent/guardian confirms and agrees that the School shall not be liable for any personal injury or any loss or damage of any kind which the child/ward may sustain on his/her person or property at any time either at or within the School premises, facilities or elsewhere.
- Students are discouraged from bringing mobile phones and/or electronic devices to school. In the event where the student does bring the mobile phones and/or electronic devices to school, the loss of such items is fully the responsibility of the students and the School is not held liable.
- The School reserves the right to use a student's personal information, photos, images, video recordings, in any publicity and promotional exercise of the School. The scope of usage of this information may include publishing of excellent academic results, the award of a prize or scholarship, and any achievement, academic or otherwise.
- An International Student's application is subject to the relevant approvals by the Malaysian Ministry of Education and Immigration Department of Malaysia.
- Sunway International School reserves the right and discretion to revise the Terms & Conditions stated herein periodically as it sees fits.

DECLARATIONS (Parent / Guardian / Sponsor)

I have read and agreed to the conditions as stated above and agree to fulfill all requirements. I have read the Personal Data Protection Notice provided by Sunway International School pursuant to section 7 of Personal Data Protection Act 2010 (http://sunway.edu.my/pdpa/notice_english), which includes purposes for which my/the student's personal data is collected/processed and classes of third parties to whom Sunway International School may disclose my/the student's personal data to. I hereby give consent to Sunway International School to process my/the student's personal data in accordance with the Personal Data Protection Notice.

Name of Parent/Guardian/Sponsor : _____

NRIC/Passport No. :

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Relationship : Parent Guardian Sponsor

Signature of Parent/Guardian/Sponsor

Date : _____ (DD/MM/YY)

Notes

- Please note that your application will not be processed without above required documents.
- The completed form must be returned to Sunway International School Administration Office.
- Please DO NOT send CASH through the mail. Sunway International School will not be held responsible for the loss of the cash or any other eventualities arising from the mailing of cash. Cheques to be made payable to **Sunway Education Group Sdn. Bhd.** for Bandar Sunway campus; or **Sunway International School (Johor) Sdn. Bhd.** for Sunway Iskandar campus.
- If boarding is required, the completed SIS House Application Form and Application fee should be submitted upon the acceptance for a place in the school.

EDUCATION REPRESENTATIVE

Company Name : _____
Contact Person : _____
Mailing Address : _____
(Postcode) (State) (Country)
Contact No. : (Telephone) (Mobile) (Fax)
Email Address : _____

FOR OFFICE USE ONLY

Counselled by : _____ Date : _____ (DD/MM/YY)
: Walk-in / Call-in / SIS Event / Infos / Info Centre / Representative / International Office / Others : _____
Readiness Assessment (Scheduled on _____ (DD/MM/YY))
Remarks : _____

INTERNATIONAL OFFICE

Student Pass Non-student Pass

Remarks : _____

Signature of Director of International Office

Date : _____ (DD/MM/YY)

PRINCIPAL OFFICE

Offer without Condition(s) Conditional Offer Decline

Remarks : _____

Signature of Principal / Deputy Principal

Date : _____ (DD/MM/YY)

Review of Conditional Offer :

Condition(s) Fulfilled Decline

Remarks : _____

Signature of Principal / Deputy Principal

Date : _____ (DD/MM/YY)