



**SECTION C : GUARDIAN INFORMATION** (Other than parents, if applicable)

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

NRIC No. :       -   -       
 Relationship : \_\_\_\_\_

Passport No. :            
 Occupation : \_\_\_\_\_

Mailing Address : \_\_\_\_\_  
(Postcode) (State) (Country)

Contact No. : (Telephone) \_\_\_\_\_ (Mobile) \_\_\_\_\_ (Fax) \_\_\_\_\_

Email Address : \_\_\_\_\_

**SECTION D : EMERGENCY INFORMATION** (Person to be contacted in an emergency, if parent/guardian is not available)**CONTACT 1**

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

Contact No. : (Telephone) \_\_\_\_\_ (Mobile) \_\_\_\_\_ (Fax) \_\_\_\_\_

Email Address : \_\_\_\_\_

**CONTACT 2**

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

Contact No. : (Telephone) \_\_\_\_\_ (Mobile) \_\_\_\_\_ (Fax) \_\_\_\_\_

Email Address : \_\_\_\_\_

**SECTION E : SIBLING INFORMATION** (To be completed only if sibling is studying /studied in any institution under SEG)

Name of Sibling : \_\_\_\_\_

Institution Name : \_\_\_\_\_ Programme : \_\_\_\_\_

Contact No. : \_\_\_\_\_ Student ID : \_\_\_\_\_

Email Address : \_\_\_\_\_

**SECTION F : STUDENT EDUCATION BACKGROUND** (Please begin with the most recent)

Details Of School	Year Attended	Highest Level Achieved	Language of Instruction
(Name of School)	(From)		
(City) (Country)	(To)		
(Name of School)	(From)		
(City) (Country)	(To)		
(Name of School)	(From)		
(City) (Country)	(To)		

1. Has the student previously submitted an application?  Yes (Please provide details) \_\_\_\_\_  No
2. Has the student ever been asked to leave a school?  Yes (Please provide details) \_\_\_\_\_  No
3. Has the student ever been in English as a Second Language (ESL) programme?  Yes (Please provide details) \_\_\_\_\_  No
4. Any diagnosed prior learning conditions that might require extra support?  Yes (Please provide details) \_\_\_\_\_  No
5. Any diagnosed prior physical conditions that might require extra support?  Yes (Please provide details) \_\_\_\_\_  No
6. Any diagnosed developmental conditions that might require extra support?  Yes (Please provide details) \_\_\_\_\_  No
7. Any diagnosed mental health conditions that might require extra support?  Yes (Please provide details) \_\_\_\_\_  No
8. Do you suspect that your child might have special/ additional needs that might require extra support?  
 Yes (Please provide details) \_\_\_\_\_  No

**LANGUAGE PROFICIENCY** (Please indicate Top 3, 1 being most fluent)

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

## APPLICATION CHECKLIST

- Preliminary Review Form
- Certified True Copies of Past 3 Years Academic Results/Final Report Card *as applicable*
- Student's Passport-Sized Photograph (2 copies)
- Parents' Passport-Sized Photograph (1 copy each)
- Registration Fee (partial, as required)

### Malaysian

- Student's Identity Card (1 copy) *if applicable*
- Student's Birth Certificate (1 copy)
- Parents' Identity Cards (1 copy each)

### International

- Student's Passport – Information & Visa page (1 copy) *if applicable*
- Student's Birth Certificate (1 copy) *Endorsed by the Embassy*
- Parents' Passport – Information & Visa page (1 copy each) *if applicable*
- Parents' Marriage Certificate/Divorce Certificate (1 copy) *Endorsed by the Embassy*
- School Leaving Certificate (*For students who transfer from other international schools in Malaysia*)

## TERMS & CONDITIONS

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

1. Applicants will be considered as candidates for admission to the Schools when the Application Form is completed and returned to the Administration Office and the non-refundable/non-transferable Registration Fee (partial) 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 Registration 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.
2. Upon receipt of Letter of Offer and Acceptance of Enrolment, parent/guardian is required to settle payment for the required balance of Registration fee, Deposit, Literacy Test Fee, Tuition 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, and all payments made to date, is considered null and void if the full settlement of the required fees is not made by the first day of class.
3. The School reserves the right to review and revise all fees annually. The fees indicated in the fee schedule is correct at the time of printing, and is valid for the duration stated in the Letter of Offer and all printed material published at time of issue.
4. School fees for each semester must be settled at least ONE WEEK before the commencement date of each 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.
5. Registration fee is NOT refundable nor transferable.
6. The portion of tuition fee refund, upon official withdrawal, is shown below:
  - a. 75% refund (by the 5<sup>th</sup> working day from the commencement of semester)
  - b. 50% refund (by the 6<sup>th</sup> – 8<sup>th</sup> working day from the commencement of semester)
  - c. No refund (after the 8<sup>th</sup> working day from the commencement of semester)
7. The Deposit 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.
8. The Deposit shall be forfeited by the School upon occurrence of any of the following:
  - a. Where the student is not attending classes and/or not attending school and/or withdrawing enrolment after having accepted the offer.
  - b. 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.
- c. Where there are still outstanding fees or monies due to the School from the student concerned upon withdrawal.
- d. Where the student is required to withdraw from the School with reference to *item 11*.
9. 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.
10. 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.
11. 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.
12. In case of an emergency, where the parent/guardian cannot be contacted for consent, the Principal/Deputy Principal may authorise 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.
13. 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.
14. 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.
15. 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.
16. An international student's application is subject to the relevant approvals by the Malaysian Ministry of Education and Immigration Department of Malaysia.
17. Sunway International Schools reserves the right and discretion to revise the Terms & Conditions stated herein periodically as it sees fits.

## DECLARATIONS (Parent / Guardian / Sponsor)

I am at least 18 years of age. I have read and agree to the Terms and Conditions. I have read your Personal Data Protection Notice under the Personal Data Protection Act 2010 ("Privacy Notice" accessible at [https://sunway.edu.my/pdpa/notice\\_english.html](https://sunway.edu.my/pdpa/notice_english.html)). I consent to the processing of my personal data (including sensitive personal data) pursuant to the Privacy Notice and this Form. For the personal data of other individual(s) which I have provided to you in this Form, I confirm that the individual had read the Privacy Notice, and that:

- he/she consents to the Privacy Notice and this Form; or
- I have the legal authority to provide consent on that individual's behalf (where he/she is below 18 years of age or legally incapable of providing consent)

Personal data in this Form can be processed by or disclosed to you, the Sunway Entities and Business Partners for the Sales and Marketing of your products and services, and those of the Sunway Entities and the Business Partners.

"Sales and Marketing" means to carry out data analytics, and to send you marketing and promotional materials.

"Sunway Entities" means the entities stated in the Privacy Notice as being a Sunway entity.

"Business Partners" means the classes of third party entities (which is not a Sunway Entity) described in the Privacy Notice.

Name of Parent/Guardian/Sponsor : \_\_\_\_\_

NRIC/Passport No. : \_\_\_\_\_

Relationship :  Parent

Guardian

Sponsor

### Notes

1. Please note that your application will not be processed without above required documents.
2. The completed form must be returned to Sunway International Schools Administration Office.
3. Please **DO NOT** send CASH through the mail. Sunway International Schools 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 Kuala Lumpur Campus or; **Sunway International School (Johor) Sdn. Bhd.** for Iskandar Puteri campus.
4. 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.

Signature of Parent/Guardian/Sponsor

Date : \_\_\_\_\_ (DD/MM/YY)

**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)

Channel : Walk-in / Call-in / SIS Event / Infos / Info Centre / Representative / International Office / Others : \_\_\_\_\_

Readiness Assessment (Scheduled on \_\_\_\_\_ (DD/MM/YY))

Remarks : \_\_\_\_\_

**VISA**

Student Pass  Non-student Pass

Remarks : \_\_\_\_\_ Type : \_\_\_\_\_

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

**ACADEMIC OFFICE**

Offer without Condition(s)  Conditional Offer  Decline

Remarks : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Officer

Date : \_\_\_\_\_ (DD/MM/YY)

Review of Conditional Offer :  Condition(s) Fulfilled  Decline

Remarks : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Officer

Date : \_\_\_\_\_ (DD/MM/YY)