

STUDENT APPLICATION FORM

For Office Use Only

STUDENT NUMBER

ADMISSION DATE (DD/MM/YY)

ENTRY LEVEL

- PRE-SCHOOL
 EARLY YEARS
 PRIMARY LEVEL
 SECONDARY LEVEL

Photo

APPLICATION

SCHOOL LOCATION SPRINGHILL, PORT DICKSON SUBANG **SCHOOL** PRIVATE INTERNATIONAL

APPLYING YEAR / GRADE _____ **INTAKE DATE (DD/MM/YY)** _____

STUDENT INFORMATION

FULL NAME AS IN NRIC / BIRTH CERTIFICATE / PASSPORT

PREFERRED NAME _____ **AGE** _____ **DATE OF BIRTH (DD/MM/YY)** _____

IDENTIFICATION NO. IC NUMBER _____

BIRTH CERT. NO. _____

PASSPORT _____

GENDER MALE FEMALE **PLACE OF BIRTH** _____

NATIONALITY _____ **RACE** _____ **RELIGION** _____

LANGUAGE(S)

SPOKEN _____

WRITTEN _____

STUDENT EDUCATIONAL BACKGROUND

PRE-SCHOOL NAME	YEAR (FROM -TILL)	HIGHEST LEVEL OF STUDY

PRIMARY SCHOOL NAME	YEAR (FROM -TILL)	HIGHEST LEVEL OF STUDY

SECONDARY SCHOOL NAME	YEAR (FROM -TILL)	HIGHEST LEVEL OF STUDY

ADDITIONAL INFORMATION, if any

Please list down health / medical condition that requires attention of the School, physical / audio / visual impairments (temporary / permanent), drug / food / drink allergies, special needs (Dyslexia, Attention Deficient Disorder, Autism):

SIBLING INFORMATION, if any

NAME	NAME OF SCHOOL	CLASS / AGE

PARENT / GUARDIAN INFORMATION

INFORMATION OF FATHER GUARDIAN

FULL NAME (TAN SRI / DATO' / DR / MR / ETC) _____

PREFERRED NAME _____ NATIONALITY _____

HOME TELEPHONE _____ FAX _____ MOBILE _____

EMAIL _____

HOME ADDRESS _____

POSTCODE _____

CITY / STATE _____ COUNTRY _____

COMPANY NAME _____ **DESIGNATION / JOB TITLE** _____
OFFICE TELEPHONE _____ **EMAIL** _____
OFFICE ADDRESS _____
POSTCODE _____ **CITY / STATE** _____ **COUNTRY** _____

INFORMATION OF **MOTHER** **GUARDIAN**

FULL NAME (PUAN SRI / DATIN / DR / MRS / ETC) _____

PREFERRED NAME _____ **NATIONALITY** _____

HOME TELEPHONE _____ **FAX** _____ **MOBILE** _____

EMAIL _____

HOME ADDRESS _____

_____ **POSTCODE** _____

CITY / STATE _____ **COUNTRY** _____

COMPANY NAME _____ **DESIGNATION / JOB TITLE** _____

OFFICE TELEPHONE _____ **EMAIL** _____

OFFICE ADDRESS _____

POSTCODE _____ **CITY / STATE** _____ **COUNTRY** _____

Relationship to the student (*for guardian only*) _____

BILLING INFORMATION

ATTENTION CORRESPONDENCE AND BILLS TO **HOME** **FATHER'S OFFICE** **MOTHER'S OFFICE**

If billing should be sent to another person / address, please provide information below:

NAME _____

ADDRESS _____

_____ **POSTCODE** _____

OFFICE TELEPHONE _____ **MOBILE TELEPHONE** _____

RELATIONSHIP TO THE STUDENT _____ **EMAIL** _____

EMERGENCY CONTACT

(if parents are not reachable in case of an emergency)

NAME _____

RELATIONSHIP TO THE STUDENT _____ **EMAIL** _____

MOBILE TELEPHONE _____ **HOME TELEPHONE** _____

PARENTAL AGREEMENT

A. APPLICABLE TO ALL MALAYSIAN & INTERNATIONAL STUDENTS

I hereby agree that:

1. All Fees paid are strictly NON-REFUNDABLE and NON-TRANSFERABLE under any circumstances.
2. Once the registration fees are / have been paid, fees will be charged for the academic term(s) registered as published as per the School's Fee Schedule.
3. In the event that I withdraw my Child / Ward from UCSI Schools after the commencement of classes for any academic term, the School shall only refund the Deposit(s) duly collected PROVIDED ALWAYS that all fees due and payable have been paid in full, and proof of the same duly adduced to the satisfactory of the School.
4. Any / all Deposit(s), which shall include but not limited to the Security Deposit shall not be treated as fee payment or set-off throughout the tenure of the Student's stay in the School.
5. Any / all Deposit(s) shall only be refundable upon completion of the Student's stay at the School the entire course of study at the School, or upon withdrawal, strictly at all times subject to the following:
 - i. There are no outstanding fees that are due and / or payable to UCSI Schools;
 - ii. UCSI Schools, in its sole discretion, determines that there is no violation of the School's rules and regulations, no harm, damages, breakages, and / or vandalism, to any person(s) or School's asset / property is attributable to the Student concerned;
 - iii. There is full compliance of the Withdrawal Notice and procedure.
6. In the event of a withdrawal, a written notice of NOT LESS THAN FOUR (4) MONTHS from the date of the said withdrawal must be duly submitted to the School, and in the event that such written notice is less than four (4) months, any / all Deposit(s) will be processed and refunded as per below:

NO.	<u>NOTICE PERIOD:</u>	<u>QUANTUM OF REFUNDABLE DEPOSIT:</u>
1.	More than 4 months	Full Refund
2.	Less than 4 month but more than 1 month	50% Refund
3.	Less than 1 month	15% Refund

The said withdrawal notice shall be made in writing, and must be by way of personal delivery to UCSI Schools, or by AR registered post.

7. In the event of graduation, all respective forms must be submitted NOT LESS THAN TWO (2) MONTHS, from the date of the said graduation, in respect of the refund of any / all Deposit(s).
8. Notwithstanding anything to the contrary, it is at all times imperative that all rules and regulations of the School must be strictly adhered to, failing which UCSI Schools shall forfeit all / any Deposit(s), and the said Deposit(s) may be required to be paid once again, where applicable.
9. In the event that I fail to settle School Fees in accordance to the respective due date, I shall be liable to pay late payment charges that shall be levied accordingly by UCSI Schools.
10. I will at all times abide to, and comply with, all rules and regulation as stipulated in the UCSI Schools Students and Parents Handbook.

B. APPLICABLE TO INTERNATIONAL STUDENTS ONLY

I hereby agree that:

1. If I am, or my child / ward is not a Malaysian citizen, I am made to understand that in the event I am not able to obtain the relevant Visa from the Malaysian authorities (and strictly and solely for this reason alone), I may apply to UCSI Schools for a refund of tuition fees paid. I fully understand and hereby agree that any / all fees paid in respect of the Application Fee and International Student Services Fee are strictly NON-REFUNDABLE.
2. All / any fees, besides Deposit(s), paid as stipulated in the published Fee Schedule are strictly NON-REFUNDABLE.
3. In the event that a refund is requested, once the Initial Fees are fully utilised, a refund amounting to 50% of the tuition fees for the next IMMEDIATE term will be allowed, provided that the application for the said refund is strictly made in writing BEFORE THE COMMENCEMENT OF THE SAID ACADEMIC TERM, this deadline is imperative to be complied with, failing which UCSI Schools will not entertain any request for refund.

4. In the event that a refund is requested, once the Initial Fees are fully utilised, and after the commencement of the academic term, a refund amounting to 30% of the tuition fees for the said academic semester will be allowed, provided that the application for the said refund is made NOT MORE THAN SEVEN (7) DAYS AFTER THE COMMENCEMENT OF THE SAID ACADEMIC SEMESTER, this deadline is imperative to be complied with, failing which UCSI International School will not entertain any request for refund.
5. All application should be duly submitted in a written letter and not in any other manner.
6. In the event that I have not paid the Tuition fees, 70% of the fees based on the published Fee Schedule for the academic term is chargeable. UCSI Schools have every right to use the Refundable Deposits to off-set all outstanding payment due and payable to the School.
7. I hereby agree to remit with immediate effect all initial tuition fees UCSI Schools, upon my Visa being approved, and I being notified of the same, prior to arriving at UCSI Schools, Malaysia.

DECLARATION (ALL PARENT / GUARDIAN / STUDENTS):

1. I hereby declare that all information herein provided is complete, accurate, and true.
2. I hereby agree that:
 - 2.1 UCSI Schools reserves the right to verify the same, and I also further agree that UCSI Schools reserves the right to vary or reverse any decision(s) in respect of the registration in the event that the said information is found to be false, incorrect or incomplete; and
 - 2.2 I hereby undertake and agree that in the event that UCSI Schools shall exercise its rights to forfeit all/any fees and/or Deposit(s), I shall not have any claim whatsoever against the School.
3. I further agree that UCSI International School reserves the right to alter, amend, change or modify the current published fees, and all fees payable shall be the published fees at the time of payment.
4. I hereby understand and / or agree that:
 - 4.1 All personal data or information collected on / via this form and / or during enrolment are utilised in respect of the School's administrative processes and procedure, and / or to ensure compliance with immigration obligation under the Malaysian Immigration requirement generally; and that the School can release the information provided, and shall not be limited for the purpose of verifying qualifications and checking references, financial standing, immigration status or any action similar or relevant in nature;
 - 4.2 UCSI International School hereby reserves the right to make use of the said personal data or information by me, its related companies or selected parties;
 - 4.3 I will not hold UCSI Schools liable for any breach and / or unauthorised use / access and / or any loss or damage suffered as a result hereof.
5. I hereby acknowledge that all document(s) submitted shall become the absolute property of UCSI Schools.
6. I hereby understand and agree that it shall be my responsibility to read, understand, and therein to abide, at all times, with all relevant and applicable rules and regulations of UCSI Schools.

SIGNATURE OF PARENT / GUARDIAN

NAME _____ NRIC / PASSPORT NUMBER _____ DATE _____

APPLICATION / REGISTRATION PROCESS CHECKLIST

*This checklist is provided to assist you through the application / registration process.
Please complete and submit the following to the Marketing Office for consideration:*

NO	APPLICATION CHECKLIST	TICK (✓)	REMARK
1	Student Application Form		
2	A non-refundable application fee		
	1) RM500 - Sekolah Sri UCSI		
	2) RM600 - UCSI International School, Subang		
	3) RM1,000 - UCSI International School, Springhill		
3	1 Photocopy of Student's Academic Report for the past / current year		
NO	APPLICATION CHECKLIST	TICK (✓)	REMARK
1	1 Photocopy of Student's Birth Certificate		
2	1 Photocopy of Student's Identity Card / Mykid / Passport		
3	1 Photocopy of Student Visa only for foreign student (If any)		
4	1 Photocopy of each Parents's Identity Card / Passport		
5	1 Business Card of each Parent (if any)		
6	1 Photocopy of Guardian's Identity Card / Passport (if any)		
7	1 Business Card of Guardian (if any)		
8	2 Recent Colour Passport-Size Photographs		
9	Registration fee, Deposit & Tuition fee (as per fee schedule)		