



**SUBANG JAYA CAMPUS** Lot 4891, Jalan SS 13/4, 47500 Subang Jaya, Selangor. ☎ (+603) 5637 7108, 5637 7109 📠 (+603) 5637 7110  
**SPRINGHILL CAMPUS** No 1, Persiaran UCSI, Bandar Springhill, 71010 Port Dickson, Negeri Sembilan. ☎ (+606) 653 6888 📠 (+606) 653 6999  
**KUALA LUMPUR CAMPUS** Lot 12734, Jalan Choo Lip Kung, 56000 Cheras, Wilayah Persekutuan Kuala Lumpur. ☎ (+603) 9101 8880

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## 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  
☐ Subang  
☐ Kuala Lumpur

SCHOOL

- ☐ UCSI International School  
☐ Sri UCSI (Private School)

APPLYING: YEAR \_\_\_\_\_

INTAKE DATE (DD/MM/YY) \_\_\_\_\_

APPLYING: STANDARD / FORM \_\_\_\_\_

INTAKE DATE (DD/MM/YY) \_\_\_\_\_

## STUDENT INFORMATION

FULL NAME AS IN NIRC/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)

LANGUAGE (S)	LEVEL			
	None	Beginner	Advanced	Native
ENGLISH (SPOKEN)				
ENGLISH (WRITTEN)				

STUDENT EDUCATIONAL BACKGROUND

PRE-SCHOOL NAME	YEAR (From - Till)	HIGHEST LEVEL OF STUDY	
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

PRIMARY SCHOOL NAME	YEAR (From - Till)	HIGHEST LEVEL OF STUDY	
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

SECONDARY SCHOOL NAME	YEAR (From - Till)	HIGHEST LEVEL OF STUDY	
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

*\*If you fail to provide the required documents, this place may be withdrawn*

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) any disciplinary actions or exclusion including all report cards, grades obtained and reasons for changing schools.*

*\*If you fail to provide the required documents, this place may be withdrawn*

SIBLING INFORMATION, if any

NAME	NAME OF SCHOOL	CLASS/ AGE

PARENT / GUARDIAN INFORMATION

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

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 \_\_\_\_\_

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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 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 application fee has been paid, fees will be charged for the academic term(s) registered as published as per the School's Fee Schedule. Letter of acceptance will only be issued upon full payment of all fee charges for the term and that all documents required have been received and checked by the school.
- \_\_\_\_\_ 3. In the event that I withdraw my Child/Ward from UCSI International School or Sekolah Sri UCSI (hereinafter referred to as "UCSI Schools") after the acceptance of offer for any academic term, the UCSI Schools 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 UCSI Schools.
- \_\_\_\_\_ 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 UCSI Schools.
- \_\_\_\_\_ 5. Any/ all Deposit(s) shall only be refundable upon completion of the Student's stay at the UCSI Schools the entire course of study at the UCSI Schools, or upon withdrawal, strictly at all times subject to the following:
  - a. There are no outstanding fees that are due and/ or payable to UCSI Schools;
  - b. **UCSI Schools, in its sole discretion, determines that there is no violation of the UCSI Schools' rules and regulations, no harm, damages, breakages, and / or vandalism, to any person or UCSI Schools' asset/ property is attributable to the Student concerned;**
  - c. **There is full compliance of the Withdrawal Notice and procedure.**
- \_\_\_\_\_ 6. Any/all Deposit and all fees paid upon confirmation of enrolment will not be refunded or shall not be transferable if, after being confirmed a place, the Student does not attend School thereafter. This security deposit shall be forfeited if the place is not taken up.
- \_\_\_\_\_ 7. In the event of a withdrawal, a written notice of AT LEAST ONE (1) ACADEMIC TERM from the date of the said withdrawal must be duly submitted to the UCSI Schools. In the event where the notice of the said withdrawal is less than one (1) academic term from the date of the said withdrawal, UCSI Schools hereby reserves the right not to refund the deposit. 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 or e-mail.

8. In the event graduation, the withdrawal/completion form must be submitted 2 months before the end of the term in respect of the refund of any/all refundable deposit(s).
9. Notwithstanding anything to the contrary, it is at all times imperative that all rules and regulations of the UCSI Schools 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.
10. In the event that I fail to settle UCSI Schools 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. I also agree that UCSI Schools may prevent my child from attending classes until the outstanding payment is settled.
11. I will at all times abide to, and comply with, all rules and regulation as stipulated in the UCSI Schools Students and Parents Handbook.
12. Digital accounts which are necessary for my child's learning may be created in my child's name, and the school is authorised to accept all agreements and stipulations related to these accounts. Should my child leave the school, the accounts may be removed and deleted and it is not the school's responsibility for any lost data. The school shall take every precaution related to the child's identity and personal information, but shall not be held accountable in the instance of a data breach.
- \_\_\_\_ 13. If you have been found to be falsified, withheld or adjusted any documents required for admission to UCSI, then the school place will be withdrawn, with forfeit at all fees and deposit paid to that date.

## **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. 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.

## **PHOTOGRAPHS AND IMAGES**

- \_\_\_\_ 1. The School may and the Parent hereby gives consent to the School to take such photographs, images, recordings, works or derivative works including examination results of the child and to use, free of charge, such photographs, images, recordings, works or derivative works including examination results in any media for whatever purpose as the School shall deem fit, including without limitation for any promotional materials within the UCSI Schools group, including website of the School and other educational institutions within UCSI Schools Group.

## **DECLARATION (ALL PARENT/ GUARDIAN / STUDENTS):**

- \_\_\_\_ 1. **I hereby declare that all information herein provided is complete, accurate, and true, including the submission of all report cards, grades obtained and reasons for changing schools, including any behavioural or disciplinary issues.**
2. I hereby agree that:
  - 2.1.1 **I hereby declare that all information herein provided is complete, accurate, and true, including the submission of all report cards, grades obtained and reasons for changing schools, including any behavioural or disciplinary issues.**
  - 2.1.2 **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 UCSI Schools.**
3. I further agree that UCSI Schools 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:
  - 4.1.1 All personal data or information collected on/via this form and/or during enrolment are utilised in respect of the UCSI Schools' administrative processes and procedure, and/or to ensure compliance with immigration obligation under the Malaysian Immigration requirement generally; and that the UCSI Schools 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;
  - 4.1.2 UCSI Schools hereby reserves the right to make use of the said personal data or information given by me to the subsidiaries of UCSI Group or selected parties.
  - 4.1.3 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.
7. I hereby grant the exclusive right to the UCSI Schools to use, distribute and allow or license others to make use of and distribute its registered student name, portrait and pictures, in connection, but not limited to the advertising and/or publicity of UCSI Schools, however, I agree that all Intellectual Property Rights (IPR) arising there from shall belong solely and exclusively to UCSI Schools, at all times.

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 ( ✓ )	REMARKS
1	Student Application Form		
2	Application Fee (Non-Refundable)		
3	Registration Fee (Non-Refundable)		
4	Student's Academic Report for the past/current year		
5	Student's Birth Certificate		
6	Student's Identity Card / Mykid / Passport		
7	Documents from previous school (Reports, Transcript, Sanction Letters, Exclusions, etc.)		
8	Medical Reports for additional needs/medical condition (Allergies, physical requirement, etc.)		

NO	STUDENT VISA APPLICATION CHECKLIST	TICK ( ✓ )	REMARKS
1	4 pcs passport photo of a student (White)		
2	Applicant's Passport (Original)		
3	Copy of Applicant's Birth Certificate (Certificied By Embassy / High Commission)		
4	Copy of Marriage Certificate of Applicant's Parent (Certificied By Embassy / High Commission)		
5	Copy of Parent's MyKAD/MYPR/Passport (Certificied By Embassy / High Commission)		
6	Next of Kin Letter from Embassy / High Commission		
7	Divorce Certificate/Death Certificate/Applicant's Custody Paper (If Related)		
8	Copy of Adoption Certificate (If Related)		
9	Valid Health Insurance Policies		
10	Student's School Leaving Certificate (If Change to Another School)		

Attention: Original documents are compulsory for verification.  
Immigration officers reserved the right to request for additional documents if necessary.  
Only completed applications will be accepted and processed