



**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

✉ enquiry@ucsiinternationalschool.edu.my • enquiry@sriucsi.edu.my (Subang Jaya & Springhill Campus) 🌐 ucsiinternationalschool.edu.my  
 ✉ enquiry.kl@ucsiinternationalschool.edu.my • enquiry.kl@sriucsi.edu.my (Kuala Lumpur Campus) 🌐 sriucsi.edu.my

## STUDENT APPLICATION FORM

<p><i>For Office Use Only</i></p> <p>Student Number</p> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table> <p>Admission Date (DD/MM/YY)</p> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>																																	<p>ENTRY LEVEL</p> <p><input type="checkbox"/> Pre-School</p> <p><input type="checkbox"/> Early Years</p> <p><input type="checkbox"/> Primary Level</p> <p><input type="checkbox"/> Secondary Level</p>	<p>Photo</p>

## APPLICATION

<p>SCHOOL LOCATION</p> <p><input type="checkbox"/> Springhill</p> <p><input type="checkbox"/> Subang</p> <p><input type="checkbox"/> Kuala Lumpur</p>	<p>SCHOOL</p>	<p><input type="checkbox"/> UCSI International School</p> <p><input type="checkbox"/> Sri UCSI (Private School)</p>	<p><b>APPLYING: YEAR</b> _____</p> <p><b>INTAKE DATE (DD/MM/YY)</b> _____</p> <p><b>APPLYING: STANDARD / FORM</b> _____</p> <p><b>INTAKE DATE (DD/MM/YY)</b> _____</p>
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## STUDENT INFORMATION

FULL NAME AS IN NIRC/BIRTH CERTIFICATE/ PASSPORT \_\_\_\_\_

PREFERRED NAME \_\_\_\_\_

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**

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 \_\_\_\_\_

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 \_\_\_\_\_

**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:
  - 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 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;
  - c. There is full compliance of the Withdrawal Notice and procedure.
6. In the event of a withdrawal, a written notice of AT LEAST FOUR (4) MONTHS from the date of the said withdrawal must be duly submitted to the School. In the event where the notice of the said withdrawal is less than 4 months from the date of the said withdrawal, the school 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 AIR 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.
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:*

<b>NO</b>	<b>APPLICATION CHECKLIST</b>	<b>TICK ( ✓ )</b>	<b>REMARKS</b>
1	Student Application Form		
2	A non-refundable application fee		
	1) RM500 - Sekolah Sri UCSI		
	2) RM600 - Sekolah Sri UCSI, Kuala Lumpur		
	3) RM600 - UCSI International School, Subang		
	4) RM1,000 - UCSI International School, Springhill		
	5) RM1,000 - UCSI International School, Kuala Lumpur		
3	1 Photocopy of Student's Academic Report for the past / current year		
<b>NO</b>	<b>APPLICATION CHECKLIST</b>	<b>TICK ( ✓ )</b>	<b>REMARKS</b>
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 Parent'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)		