

# APPLICATION FOR ADMISSION

Please complete all sections of the form accurately and enclose here with:

- A recent colour passport-size photograph of student (4 copies each), father & mother/guardian (2 copies each).
- A copy of the student's Birth Certificate, Passport, MyKad Identity Card (Malaysian), Student Visa (non-Malaysian, if applicable).
- A copy of both parents' and guardian's (if applicable) Passport / Identity Card.
- A copy of the parents' Marriage Certificate.
- The most recent school report and School Leaving Certificate
- The Application Fee of RM 300.

Student's  
Photo

(PLEASE USE BLOCK LETTERS THROUGHOUT)

## SECTION A: STUDENT DATA (as in Birth Certificate/Passport)

Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_  
(Surname) (First & Middle Names)

Passport / Identity Card No.: \_\_\_\_\_ Date of Birth: \_\_\_ DD \_\_\_ MM \_\_\_ YY Male  Female

Birth Cert. No.: \_\_\_\_\_ Country of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Language(s) spoken at home: \_\_\_\_\_ Other Languages: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Tel.: \_\_\_\_\_

Attention all Correspondence to (Name): \_\_\_\_\_

Send to:  Home  Father's Office  Mother's Office Others:  \_\_\_\_\_  
(Please specify)

## SECTION B: FAMILY DATA

**FATHER / GUARDIAN** Title: \_\_\_\_\_ Name: \_\_\_\_\_  
(Please circle) (Mr/ Dr/ Tan Sri/ Dato' etc. ) (As in Passport / Identity card)

Passport / Identity Card No.: \_\_\_\_\_ Nationality: \_\_\_\_\_

Occupation: \_\_\_\_\_ Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_ Tel.: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**MOTHER / GUARDIAN** Title: \_\_\_\_\_ Name: \_\_\_\_\_  
(Please circle) (Mrs/ Dr/ Puan Sri/ Datin etc. ) (As in Passport / Identity card)

Passport / Identity Card No.: \_\_\_\_\_ Nationality: \_\_\_\_\_

Occupation: \_\_\_\_\_ Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_ Tel.: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Parents' Marital Status:  Married  Divorced  Separated  Widowed  Others: \_\_\_\_\_  
(Please specify)

**SIBLINGS** Please give the names, ages and current School of any brothers / sisters under 18)

1) Name: \_\_\_\_\_ Age: \_\_\_\_\_ Current School: \_\_\_\_\_

2) Name: \_\_\_\_\_ Age: \_\_\_\_\_ Current School: \_\_\_\_\_

3) Name: \_\_\_\_\_ Age: \_\_\_\_\_ Current School: \_\_\_\_\_

## SECTION C: STUDENT INFORMATION

1. Has the student been placed out of the correct year group for his / her age?  YES  NO

If YES, please give details: \_\_\_\_\_

2. Has the student been involved in any disciplinary action at his/her previous schools?  YES  NO

If YES, please give details: \_\_\_\_\_

3. Does the student have any learning difficulties or psychological needs?  YES  NO

If YES, please give details: \_\_\_\_\_

4. Has the student ever been assessed by an Education Psychologist or Specialist?  YES  NO

If YES, please give details: \_\_\_\_\_

5. Has the student ever received any form of support for a Special Education Need?  YES  NO

If YES, please give details: \_\_\_\_\_

6. Has the student ever attended any English support lessons?  YES  NO

If YES, please give details: \_\_\_\_\_

7. Does the student have any form of physical disability?  YES  NO

If YES, please give details: \_\_\_\_\_

8. Does the student suffer from any major illness or is taking any long term medication?  YES  NO

If YES, please give details: \_\_\_\_\_

9. Has the student any special skills or interests (sports, music, drama, dance, art, etc.)?  YES  NO

If YES, please give details: \_\_\_\_\_

List other interests or hobbies: \_\_\_\_\_

10. Friendship patterns:
- a) Make friends easily
  - b) Is initially shy
  - c) Prefers a small group of close friends
  - d) Seems to prefer friends who are younger
  - e) Seems to prefer friends who are older
  - f) Has difficulty in making friends

11. I would like my child to commence school in:

Term 1 (September)  Term 2 (January)  Term 3 (April)  Year Group \_\_\_\_\_

12. Any other information you would like the School or Class Teacher to take note about your child: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SECTION D: PREVIOUS SCHOOLS

PREVIOUS TWO SCHOOLS (begin with most recent)	Joining Date	Leaving Date	Grade/ Level	Reason(s) for Leaving
---	--------------	--------------	--------------	-----------------------

1) Name: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_ Tel.: \_\_\_\_\_

2) Name: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_ Tel.: \_\_\_\_\_

## SECTION E: PAYMENT

Who will be paying the fees? Parent  Company

To whom and where shall we send the invoices? Parent  Company

Name: \_\_\_\_\_ Tel.: \_\_\_\_\_

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

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred method of payment: Cheque  Cash  Credit Card  Bank Transfer

Payment via cheque / bank draft is to be made out to "HAVIL INTERNATIONAL SCHOOL SDN. BHD."

### EMERGENCY CONTACT (If parents are not reachable in case of an emergency)

Name: \_\_\_\_\_ Tel.: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Mobile: \_\_\_\_\_

## ACKNOWLEDGEMENT AND AGREEMENT

I have read and fully understood the terms and conditions and the nature and effects thereof. I hereby expressly confirm my agreement thereto. I further undertake to perform all such obligations and / or comply with all terms and conditions set out on my part to be performed or complied with, particularly but not limited to payment of all monies payable to the School.

I acknowledge that the withholding or non-disclosure of any relevant information relating to my child's physical, medical or educational needs may affect my child's / ward's application for enrolment and admission as a student of the School. I agree that any offer of placement is conditional on the accuracy of the information provided and understand that there could be grounds for dismissal if it is later found that information has been deliberately withheld from school with respect to my child's development or learning needs.

Signature of Father / Guardian:

Signature of Mother / Guardian:

Signature of Witness:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

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

Passport / Identity Card No.:

Passport / Identity Card No.:

Passport / Identity Card No.:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# TERMS AND CONDITIONS GOVERNING ENROLMENT AND ADMISSIONS

All parents / guardian are advised to read the policies and the terms and conditions governing the admission to HAVIL INTERNATIONAL SCHOOL and the child's continued enrolment as a student of the School, as set out below.

1. The Parent / Guardian intending to enrol his / her child to the school must submit the Application for Admission Form, duly and accurately completed and signed. Any false, inaccurate or misleading information may lead to rejection of the application or to the child's withdrawal from the School. The parents / guardian must at all times inform the School of any changes to such information. The School further reserves the right and the parent(s) hereby authorises the School to contact the student's previous school(s) (if applicable and relevant) or such medical officers or other relevant persons for further information relating to the child in considering the application for admission.
2. An Application Fee (please refer to the Fee Schedule for details) is payable in full with each submission of the Application for Admission Form. The Application Fee shall be payable by either a crossed cheque or bank draft made payable to Havil International School Sdn. Bhd.; or by cash or credit card at the time of submission of the Application for Admission Form.
3. The Application Fee covers an application for admission to the School for the Term and Academic Year applied for and does not form part of the School's Fees. The Application Fee is non-transferable and non-refundable regardless of whether the child is successfully admitted to the School or otherwise. The receipt of the Application Fee by the School does not oblige the School to assess and / or admit the child. The School's decision is final.
4. The admission of the child is at the absolute discretion of the School and the School is not obliged to offer any justification for the rejection of any application.
5. The application is subject to availability of place for the student in the School and to the terms and conditions as stipulated herein.
6. If there is no vacancy for the Year Group or the Terms of Academic Year applied for, the application will automatically proceed to the following Term unless the application is withdrawn by the parents / guardian in writing.
7. If the application is not accepted, the parents / guardian shall inform our Admission personnel should he / she decide to re-apply or otherwise, within the stipulated date as stated in the Rejection Letter. Parents / Guardian may re-apply for the future, with at least 3 months' gap from the last assessment, with no additional cost involved.
8. If the school presents an offer of admission to the child, but the offer is declined by the parent / guardian in writing, the application will automatically be considered as withdrawn.
9. If an offer of admission has been declined by the parents / guardian in writing but the parents / guardian changes their mind and wishes to admit their child to the school; the student must submit a new application for admission to the school. The old application is considered null and void.
10. The placement of the child is also at the absolute discretion of the School and in this regard, the School generally takes into consideration various factors, including the child's age, academic ability, level of achievement relative to the School's current students and the child's behaviour.
11. An offer of admission to the child will be made by issuance of the Letter of Offer to the parents / guardian. Upon receipt of the Letter of Offer, the parents / guardian shall pay the required Registration Fee by the due date stipulated in the letter to secure the child's place at the school. If the registration fee is not paid within the stipulated due date, the offer of admission to the child will lapse by default.

Apart from the Registration Fee, all school fees (including the Security Deposit) must be paid within and no later than the due date specified on the invoice billed (see Fee Schedule for details). The amount payable as stated in the billed invoice, corresponds to the rate applicable for the academic term and year for which the offer of admission applies.

Please note that fees are normally reviewed on an annual basis and are subject to change at the discretion of the School.

12. The School reserves the right to place the child in a class which the Principal deems academically suitable to the child's needs at any time and from time to time whilst the child is enrolled at the School. This may include requiring the child to repeat one or more academic year(s).
  13. Parents / guardian are reminded that payment for the fees must be received by the School on or before the due date mentioned in the invoice. Any failure to meet the payment deadline will result in the child's suspension from school, until the full amount of the fees has been paid.
  14. The parents / guardian will accept to promptly pay, or arrange payment of all the fees applicable each Term in respect of each school year directly to the School. If the parents / guardian defaults in any fees payable due to the School, the student will be suspended from the School for the duration the fees remain unpaid. If the fees remain unpaid twenty-eight (28) days after the Term begins, the student will be deemed withdrawn without notice. The School also reserves the right to withhold all examination results, certificates, school records of the child, the Security Deposit, and any other relevant documents until all outstanding payments have been made to the school.
- If the parents / guardian is unable to provide sufficient firm notice for the withdrawal of the child due to extenuating circumstances, they may submit an appeal letter as well as any supporting documentation to the School requesting for an exemption from the requirements for withdrawal on the grounds of extenuating circumstances. Nonetheless, the School reserves the right to approve or reject the request for exemption and is not required to provide a justification for the decision made.
15. The parents / guardian may withdraw the child from the School by giving the School ONE (1) full Academic Term's written notice addressed to the Principal AND Admissions Office, failing which the fee deposit shall be forfeited. The said written notice shall set out the date of such withdrawal ("Withdrawal Date"), failing which the same shall be deemed as insufficient notice. For avoidance of doubt, please note that the written notice of withdrawal must straddle ONE (1) FULL ACADEMIC TERM to be considered "sufficient firm notice".

If it is intended that the child will leave the School during or at the end of an Academic Term, the written notice of withdrawal must be received by the School not later than the first day of the same Academic Term, subject to full payment of the fees for the academic term.

Provisional or Conditional notice of withdrawal is not accepted. If the child is not withdrawn from the School on the Withdrawal Date, a new notice of withdrawal of not less than ONE (1) full Academic Term must be received by the School.

16. The parents / guardian agree and consent that the fee deposit SHALL be forfeited in full, notwithstanding such monies are paid by the parents or third party, in the event insufficient notice, provisional or conditional notice of withdrawal is given. The parents / guardian agree and consent to the indemnity of the School for any such incidental loss or damage.
17. The charge of a full Academic Term's Fee represents a genuine pre-estimate of the School's loss in these circumstances, and sometimes the actual loss to the School will be much greater. This rule is necessary to promote stability and the School's ability to plan its staffing and other resources.
18. The Security Deposit paid is refundable but non-transferable. It shall under no circumstances be treated as payment of Tuition Fees or any part thereof on or before the commencement of the relevant Academic Term. If an exception to the rule is made, this must be approved by the Management and agreed upon in writing by both the School and the parents.

The Security Deposit is not refunded under the below circumstances:

- The parents / guardian do/does not provide sufficient firm notice for the withdrawal of the child from the school;
- The student is expelled from the school;
- Term fees due are not paid in full within the stipulated timeline; and
- After accepting the offer of a place at School, the Student does not attend the School thereafter.

19. All monies refundable under the conditions hereof shall be refunded free of interest and must be claimed by the parents / guardian within one (1) year from the date the child ceases to be a student of the School, failing which the monies shall be forfeited by the School.

20. The School reserves the right to suspend or expel a child in a case of misconduct or a serious breach of discipline, particularly if this has a detrimental effect (in the opinion of the School) on the other students in the School.

21. The School may require at any time the withdrawal of a student from the School for any reason at the discretion of the Principal. Reasons may include matters related to the child's behaviour or inability to participate in or benefit fully from the School's curriculum or if there is a breach by the parents / guardian or the child. The School's decision is final.

22. In the event of the child having a contagious or infectious disease or illness or in the event of an outbreak of a contagious or infectious disease or illness at the School regardless whether the child is so infected or otherwise, the Principal may at his / her discretion prohibit the child from attending the School for such period as the Principal deems necessary. The parents / guardian or child shall have no claim against the School arising from any such action taken by the Principal.

23. The student must attend all classes regularly, participate in all relevant School activities and sit for all relevant examinations applicable to the student unless excused on medical grounds or other compelling strong reasons. Failure to attend classes shall entitle the School to take such actions as may be required, including without limitation, requiring the student to repeat (an) Academic Term(s), be suspended, or to be withdrawn from the School.

24. The parents / guardian agree that, if the child is identified by the school as having additional learning needs, then an external assessment of the child by a professional of the school's choice will be supported and paid for by the parents / guardian.

25. In case of medical emergency, where neither parent nor guardian can be contacted to give consent, the parents / guardian consent and authorise the Principal to authorise the medical examination of the child by a registered doctor, or send the child to a clinic / medical centre, and all expenses thereby incurred will be met by the parent / guardian and the parents / guardian agree to indemnify the School fully. This term should be read and interpreted alongside with the child's student insurance policy.

26. The parents / guardian agrees that the School shall not be liable for any death, personal injury or any loss or damage of any kind whatsoever which the child may sustain at any time either within the School premises, authorized field trips or elsewhere, or when utilizing any other outsourced services provided by the School, which is not attributable to the negligence of the School, its officers, agent or employees.

27. The School shall be entitled at any time to amend, add or delete any terms and conditions in respect of the admission for the child and his / her continued enrollment at the School.

28. The School may at any time review, amend or make such rules and regulations relating to the conduct of students in the School and all such matters that the child and / or parents / guardian may be required to do or comply with as a student of the School.

29. A breach of any rules and regulations in force, whether recently enforced, reviewed or amended shall be deemed to be a breach of the terms and conditions herein, where the consequence stated in Clause 20 above shall apply.

30. The parents / guardian hereby gives his / her consent for the School to take such photographs, images, recordings, works or derivative works of the child & parents / guardian and to use, free of charge, such photographs, images, recordings, works or derivative works in any media and for whatever purpose as the School shall deem fit, including without limitation for any promotional materials, including the School website. If the parents / guardian does not give his / her consent to the School to take photographs, images, recordings, works, or derivative works of the child & parents / guardian for use; the parents/guardian must provide written notice to the school to withhold permission from the School to use such materials.

31. All notices, letters and correspondence from the School will be sent to the parents / guardian at the address/e-mail address(es) set out in the Application for Admission Form and shall be deemed sufficiently served if sent by ordinary post, e-mail, or if the same is handed over to the student. After enrolling, the School will communicate with the parents / guardian using the e-mail addresses that have been provided by the parents/guardian.

32. All references herein to "parents" shall mean either parent of the child or legal guardian and the provisions herein shall be binding on them jointly and severally.

33. All references herein to "School" shall collectively mean Havil International School.

34. The School's brochures and website describe the broad principles on how the School is run. The School's brochures and website do not form any part of an agreement between the parents / guardian and the School.

35. By signing this agreement, the parents / guardian are accepting all content in the most recent version of "The Parent-Student Guide" which is available for download from the School website.

36. The offer of a place and its acceptance by the parents / guardian give rise to a legally binding contract on the terms and conditions in the Application for Admission Form, these terms and conditions and any future terms and conditions notified to the parents / guardian in writing.

37. Third Party Excluded: Only the School and the parents / guardian are parties to this contract. The student is not a party to it and neither is a third party sponsoring the student. The acts and omissions of parents / guardian are binding on the student and vice versa as to any matter of behaviour, discipline and fees. All requests and authorities by the parents / guardian are treated as being made on behalf of the student and vice versa.

38. All graduates or school leavers who have spent at least one Academic Term in Havil International School shall be automatically included as a School Alumni, where he / she may be contacted or notified of any School Alumni activities / updates unless, he / she chooses otherwise and informs the School in writing.

39. For non-Malaysian citizens, admission to, and continued status as a student at the School, is conditional on the child possessing a valid Visa issued by the Malaysian Immigration Department. This is the responsibility of the parents / guardian who shall undertake to keep the School informed of any change in the status of the child's Visa. Kindly refer to the International Student Visa Guidelines document for further information or clarification regarding the visa requirements for international students of the School.

40. Protecting your data is important to us. The school shall use the data provided in this form for all school purposes only.

**FOR OFFICE USE**

- Accepted
- 
- 
- 
- 

Comments:

Application received on: \_\_\_\_\_

Start Date: \_\_\_\_\_ Class: \_\_\_\_\_ House: \_\_\_\_\_

Student No.: \_\_\_\_\_

ESL Required: YES  NO

Record Updated in Sims: YES  NO  Year: \_\_\_\_\_

Learning Support Required: YES  NO

Assessment Date / Time: \_\_\_\_\_

Application Fee Received: RM \_\_\_\_\_ Invoice / Receipt No.: \_\_\_\_\_ Date: \_\_\_\_\_

Registration Fee: RM \_\_\_\_\_ Invoice / Receipt No.: \_\_\_\_\_ Date: \_\_\_\_\_

Received by:

Endorsed by:

\_\_\_\_\_  
Administrative Office

\_\_\_\_\_  
School Manager

\_\_\_\_\_  
Principal

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

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

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

---

---