ASIA PACIFIC INTERNATIONAL SCHOOL
APPLICATION FORM

PROCEDURES FOR APPLICATION

1. Admission into Asia Pacific International School is on a first-come-first-served basis and is subject to approval and availability of places.

2. Please complete all sections in the Application Form in BLOCK LETTERS. The application will be processed only upon receipt of complete and accurate disclosure of information in the following sections:

   - Section A: Student's Particulars
   - Section B: Details of Previous School
   - Section C: Details of Parents/Guardians
   - Section D: Siblings
   - Section E: Smart Card and Homework Journal
   - Section F: Swimming Release and Indemnity
   - Section G: Release of Liabilities and Indemnity
   - Section H: Terms of Payment
   - Section I: Terms of Withdrawal
   - Section J: Medical Declaration
   - Section K: Declaration By Parent/Guardian
   - Section L: Office Use Only

3. Please submit the Application Form together with supporting documents and the following fees to the Administration Staff for processing:
   - Application Fee of RM500 (Non-refundable and non-transferable fee)
   - Registration Fee of RM3,500 (Non-refundable and non-transferable fee)

4. Payment can be made by either one of the following methods:
   - Cash
   - Major Credit Cards (Visa/MasterCard/AMEX)
   - Online payment via CIMB Clicks/Maybank2u/Standard Chartered
   - Crossed Cheque
   - Bank Draft

   Payable to ASIA PACIFIC SCHOOLS SDN BHD

DOCTRMENTS REQUIRED FOR ENROLMENT

- One (1) copy of Student's IC/Birth Certificate
- One (1) copy each of Parent's IC/Passport
- Two (2) Passport Size Photographs
- One (1) copy of Previous School Leaving Certificate
- Photocopy of Previous School Report & Testimonial (One term)
- Student's Medical Certificates/Immunisation Record

Terms and Conditions of Enrolment

1. Applications for all levels shall be subjected to an Entrance Test and approval by the Principal.

2. All applications for examination year are subject to approval by the Principal and School Management.

3. Once the applicant is offered a place at School, he/she will be issued with an Offer Letter. To fully enrol your child in Asia Pacific International School, full payment of the following fees must be made to the School BEFORE the commencement of the term upon collection of Offer Letter.
   - Deposit: One term’s tuition fees will be required as deposit. This deposit will be reviewed annually to be in line with one term’s fee of that particular year. The deposit is refundable on the condition that written notice of withdrawal is provided 4 months in advance. This deposit is strictly non-transferable and payable in full on admission of the student to the School.
   - Tuition Fees.
   - Any other Miscellaneous Fees (Per Term).

4. Students who are Non-Malaysian Passport Holders: admission to, and continued status as a student in the School is conditional on the child possessing a valid visa issued by the Malaysian Immigration Department. The parents or guardians shall undertake to keep the School informed of any changes in the status during the child's enrolment at the School.
ASIA PACIFIC INTERNATIONAL SCHOOL APPLICATION FORM

Date of Registration (DD/MM/YY) _________/_______/_______

Year of Admission __________________________________________

Nationality  ☐ Malaysian  ☐ Non-Malaysian _____________________ (Please state Nationality)

Registration for  ☐ Year _______ (Year 1 - 6)  ☐ Year _______ (Year 7 - 11)

Section A: Student’s Particulars

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth (DD/MM/YY)</th>
<th>Place of Birth</th>
<th>Religion</th>
<th>Age</th>
<th>Race</th>
<th>Gender</th>
<th>Email</th>
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Residential Address

Postcode

Name and Address

Section B: Details of Previous School (please attach academic transcripts of most recent examination) and Your Child’s Information

<table>
<thead>
<tr>
<th>Type of School</th>
<th>Name of School</th>
<th>Country</th>
<th>Highest Level Completed</th>
<th>Year Completed</th>
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<td>Kindergarten</td>
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<td>Secondary</td>
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1. Has your child been involved in serious disciplinary action?  ☐ Yes  ☐ No  If YES, please give details: __________________________

2. Has your child been placed out of the age group for his/her age?  ☐ Yes  ☐ No  If YES, please give details: __________________________

3. Has your child ever been taught in an English as Second Language (ESL, EAL, ESOL, ELL) programme?  ☐ Yes  ☐ No  If YES, please give details: __________________________

4. Please list any skills/interests/talents that your child has: (sports, music, drama, art and etc)

5. Any information you would like the School or Class Teacher to take note about your child:________________________________________

Section C: Details of Parents/Guardians

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<thead>
<tr>
<th>Name</th>
<th>Father / Guardian</th>
<th>Mother / Guardian</th>
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As per IC/Birth Certificate/Passport (Please underline your surname)

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<th>Date of Birth (DD/MM/YY)</th>
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<th>State</th>
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Please furnish the name of another person to contact in the event of an emergency if parents or guardians are not available.

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<thead>
<tr>
<th>Name</th>
<th>Office No.</th>
<th>Home No.</th>
<th>Mobile No.</th>
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Please attach 2 passport-sized photographs
Section E: Smart Card and Homework Journal

1. Smart Cards are issued to all registered students as a means of attendance monitoring as well as to facilitate purchases in the school cafeteria.

In the event a student loses his/her Smart Card, RM40 will be imposed as a replacement fee. Kindly indicate preferred recipient and desired mode of attendance notification:

(Please tick one)  □ Mother  □ Father  □ Others ____________________________ (Please indicate relationship)

Mode of notification  □ Send me an e-mail: _________________________________________
□ Send me SMS: ________________________  □ Do not require notice

2. Teachers frequently communicate with parents on various academic and student development matters. Kindly indicate an e-mail address you wish to use for this purpose.

Homework journal: e-mail: _________________________________________

Section F: Swimming Release and Indemnity

Swimming is a compulsory co-curricular activity for all students. Qualified instructors are appointed for swimming lessons in Asia Pacific International School. The swimming instructors and the School will take all reasonable precautionary measures to ensure the safety of the student during swimming lessons.

The School and the instructors shall not be liable for loss or damage in the pool premises caused by the student.

Neither the School, nor the instructors will be held liable for any damages, personal injuries, death or inconvenience to anything or anyone including but not limited to the student howsoever caused by the student or due to negligence of the student, due to violation of rules and regulations by the student or if there is discrepancy in the student's health declaration in the School records of any medical conditions by the student. Student taking part in any of the aquatic courses do so at their own risk and the student/parents/guardians agree to indemnify the School, the instructors against any claims as the result of any act or omission of the student.

Section G: Release of Liabilities and Indemnity

1. The School, its employees, teachers and agents shall not be responsible with respect to any personal injury, death or loss or damage to property of any kind whatsoever which may occur at any premises within Asia Pacific International School and Asia Pacific Schools.

2. Students taking part in any of the School events do so at their own risk and the students/parents/guardians agree to indemnify the School against any claims as the result of any act or omission of the students.

Section H: Terms of Payment

All parents/guardians are advised to read the terms and conditions governing the admission to Asia Pacific International School and the child's continued enrolment as a student of the School, as stated below:

1. All fees can be paid by Credit Card, Cash, Online Payment via CIMB Clicks/Maybank2u/Standard Chartered and Cheque or Banker’s Draft made payable to:

   ASIA PACIFIC SCHOOLS SDN BHD
   (Please refer to No.4 under 'Procedures for Application' section)

   • Maybank Account No: 5144-1350-0582
   • JomPAY Biller Code: 12062
   JomPAY Ref-1: Student ID/NRIC/Passport No. (JomPAY online at Internet and Mobile Banking with your Current or Savings account)

   * Please email the payment advice, student and payment details to finance@apschools.edu.my

   The Application fee is a one-time payment, non-transferable. It is payable in full upon submission of the Application Form in order to secure a seat for your child.

2. Deposit payment

   This deposit is strictly non-transferable and payable in full on admission of the student to the School.

   * Kindly refer to the Fee Schedule

3. Sibling Discounts:

   Siblings are entitled to a discount on tuition fees and it is only applicable to siblings who are still studying in the school;

   ![Discounts chart]

Section I: Terms of Withdrawal

1. If a student chooses to discontinue his/her studies at Asia Pacific International School, a notice of withdrawal should be given 4 months (1 term) prior to the student’s last day of school.

2. Valid reasons should be included in the notice of withdrawal and parents/guardians are required to attend a session of ‘exit interview’ with the School.

3. Outstanding school fees must be settled in full before the student’s last day at school.

4. All withdrawals are subject to administrative charges of RM100 per student.

5. The Deposits will ONLY be refunded if all the above (1-4) are complied accordingly.

6. For any withdrawal before the commencement of the School term/course, fees paid will be refunded. However, if the student withdraws after the term/course commences, fees paid will not be refunded.
Section J: Medical Declaration

1. Please advise whether your child has been diagnosed/is suspected of any of the following:
   - Autism
   - Dyslexia-High Functionality
   - Dyslexia-Low Functionality
   - ADD-High Functionality
   - ADD-Low Functionality
   - Extreme Hyperactive
   - Others, please specify:

2. Past Medical History (please attach with Doctor’s letter)
   - Asthma
   - Epilepsy
   - Diabetes
   - Tuberculosis
   - Others: Heart/Kidney/Stomach
   - GIDPD
   - Allergies
   - Eczema
   - Recent Illness
   - Recent Surgeries/Hospitalization

   If YES please supply information on any of these conditions:

3. Are there any physical or audio/visual impairments (temporary or permanent) that your child is suffering from?

4. Please list any medication that your child takes regularly:
   - i) Name: ___________________________ Dosage: ___________________________
   - ii) Name: ___________________________ Dosage: ___________________________

5. Does your child have any physical disabilities, learning difficulties or psychological needs?
   - i) Physical disabilities
     - Yes
     - No
   - ii) Learning disabilities
     - Yes
     - No
   - iii) Psychological needs
     - Yes
     - No

6. Has your child received any special needs learning support?
   - i) Reading
     - Yes
     - No
   - ii) Writing
     - Yes
     - No
   - iii) Speaking (Speech Delay)
     - Yes
     - No

Other information that would be helpful for the school nurse to know regarding your child:

Note

While we endeavour to execute all efforts to assist the student in his/her learning process and encourage their learning opportunities at our School, kindly be advised that in the event where the parents/guardians have not declared or informed the School of any medical, physical or special needs condition attributed to the student, the School reserves the right to take the following actions:

1. To withdraw the student from the School, where as a consequence of the student’s conduct, deemed to have caused disruption to the lessons and/or disturbance to other students.
2. To withdraw the student from the School if we find that the student is unable to cope positively in class or with our teaching-learning environment, or that as a consequence of the student’s behaviour, the teacher is not able to conduct lessons effectively or provide attention to other students in the class.
3. To withdraw the student from the School in instances where the student requires specialised medical or personal attention from any party, which is not within the scope and expertise of the staff at the School.

In any course of actions mentioned above, the School Management will prorate the fees paid accordingly based on monthly basis, and any excess in fees paid will be refunded to the parents/guardians.

Section K: Declaration By Parent/Guardian

I, ________________, IC No./Passport No.* ________________ Father/Mother/Guardian* of ________________ registering for Level ___________ Year _______ (*Please tick whichever is applicable)

I confirm that the information provided in this Application Form is correct. I understand that the information provided in this Application Form, or in support of this application will principally be used for the processing of the application, although it may also be used for any other purpose associated with my child’s attendance at Asia Pacific International School. I fully understand and acknowledge the right of the School to refuse and/or reject this application and withdraw the registration of my child in the event the information contained in this form is incomplete, false and/or erroneous. I understand that any possible action taken by the School is not of any act of discrimination practiced by the School.

While we endeavour to execute all efforts to assist the student in his/her learning process and encourage their learning opportunities at our School, kindly be advised that in the event where the parents/guardians have not declared or informed the School of any medical, physical or special needs condition attributed to the student, the School reserves the responsibility to ensure that my child abides by the rules and regulations of the School.

I hereby give permission to Asia Pacific International School for the use of photographs, images and videos in publicity and promotional material, and to release relevant information to any Government bodies or agencies as required.

Dengan ini saya memberikan kebenaran kepada Asia Pacific International School untuk menggunakan gambar, imej dan video dalam publisiti dan bahan promosi, dan untuk melaksanakan maklumat yang berkaitan dengan mana-mana badan atau agensi-agensi Kerajaan seperti yang dikehendaki.

By providing my personal data I consent to receiving information on courses, programmes and events that may benefit me. Dengan menyatakan data peribadi saya, saya berkenan untuk menerima maklumat mengenai kursus-kursus, program dan acara yang boleh memberi manfaat kepada saya.

Declaration and Acceptance by Parent/Guardian

Signature ___________________________ Name ___________________________ Date ___________

Section L: Office Use Only

How did you hear about Asia Pacific International School?

☐ Friends/Relatives ☐ Education Fair ☐ Webpage ☐ Bunting ☐ Newspaper/Magazines ☐ Kindergarten Event ☐ Road Show ☐ SMS ☐ Others ________________

International School Office

☐ Student Pass ☐ Non-Student Pass

Remarks: ___________________________

Signature of Registrar / International School Office ___________________________ Date ___________

Principal’s Office

☐ Accept ☐ Conditional Offer ☐ Decline

Remarks: ___________________________

Signature of Principal / Principal’s Office ___________________________ Date ___________

PRIVACY STATEMENT

The purpose of requesting the personal data in this form is to assist us in processing your child/wards school application and for statistical and information purposes. If you choose not to complete all the required sections or do not provide all the required information, it may not be possible to process your application. Access to the personal data you provide will be strictly on a need to know basis. By providing the personal data on this form, you give your consent to allow personal data and information to be processed securely and confidentially.


Remarks: ___________________________

Signature of Registrar / International School Office ___________________________ Date ___________