



TENBY SCHOOLS

APPLICATION FOR ADMISSION

Location Ipoh Miri
 Penang Setia Eco Gardens
 Setia Eco Park Setia EcoHill
 Tropicana Aman

Curriculum International School Malaysian Private School

Student No: _____

Term Applied For: _____ Date Enrolled : _____ Class: _____
 Level Applied For: _____ Date Left : _____ Class: _____

A separate form should be completed for each child

Section 1: Student's Personal Details

Name : _____
Please underline your surname / family name

Other Name (s) : _____ Gender : Male / Female

Nationality : _____ Date of Birth : _____

Religion : _____ Place of Birth : _____

Passport / IC No. : _____ Date Issued : _____

Place Issued : _____ Date Expires : _____

Type of Visa : _____ Date Visa Expires : _____



Student's current residential address:

Address for sending invoice (s):

Leave blank if same as above

Address for sending correspondence:

Leave blank if same as above

Section 2: Details of Siblings

No	Name	Date of Birth	Age	Gender	School	Level

Section 3: Details of Previous School (s)

Age	Name of School	Country	Was this an International School? (Y/N)	From (Month, Year)	To (Month, Year)	Level Completed

Has the student ever been expelled from school? If yes, please give details:

Section 4: Details of Parents / Guardians

Father's Details

Name: _____ *Please underline your surname / family name*
Nationality : _____ I.C. / Passport No.: _____ Type of Visa: _____
Profession : _____ Company : _____
Telephone : _____ (Office) _____ (Home) _____ (Mobile)
Email : _____ Facsimile: _____
Home Address : _____ Specimen Signature _____

Mother's Details

Name: _____ *Please underline your surname / family name*
Nationality : _____ I.C. / Passport No.: _____ Type of Visa: _____
Profession : _____ Company : _____
Telephone : _____ (Office) _____ (Home) _____ (Mobile)
Email : _____ Facsimile: _____
Home Address : _____ Specimen Signature _____

Guardian's Details *(to be completed if student is not living with parents)*

Name: _____ *Please underline your surname / family name*
Nationality : _____ I.C. / Passport No.: _____ Type of Visa: _____
Telephone: _____ (Office) _____ (Home) _____ (Mobile) Facsimile: _____
Relationship to Student: _____ Email: _____
Home Address (please indicate home or office address): _____ Specimen Signature _____

School fees paid by: Employer _____ % Parents _____ % Guardian _____ %

Section 5: Student's Health History and Special Needs

1. Please confirm whether the student has been diagnosed / is suspected of any of the following:

- Autism ADD - High Functionality Dyslexia - High Functionality
 Extreme Hyperactivity ADD - Low Functionality Dyslexia - Low Functionality
 Others (please specify): _____

2. Does the student have any special skills or interests? Yes / No
3. Has the student ever received remedial support? Yes / No
4. Has the student ever received support on special education services? Yes / No
5. Has the student ever been on a gifted or talented programme? Yes / No
6. Has the student ever been assessed by an educational psychologist? Yes / No
7. Does the student have any allergy? Yes / No
8. Does the student take any medication on regular basis? Yes / No
9. Does the student have any physical health limitations? Yes / No

If yes, please explain:

Section 6: General Information

How did you hear about Tenby Schools?

<input type="checkbox"/>	Friends	<input type="checkbox"/>	Embassy or Consulate in Malaysia	<input type="checkbox"/>	Malaysian Embassy or Consulate
<input type="checkbox"/>	At Work	<input type="checkbox"/>	Website / Social Media	<input type="checkbox"/>	Trade Association
<input type="checkbox"/>	Others (Please state) _____				

Please check the factors most important to you when choosing a school. (Tick as many as applicable)

<input type="checkbox"/>	Curriculum	<input type="checkbox"/>	Facilities and Resources	<input type="checkbox"/>	Quality of Teaching
<input type="checkbox"/>	Location	<input type="checkbox"/>	Academic Standards	<input type="checkbox"/>	Class Sizes
<input type="checkbox"/>	Safety / Security	<input type="checkbox"/>	Student Diversity (% local/expatriates)	<input type="checkbox"/>	Extra-Curricular Activities
<input type="checkbox"/>	Others (Please state) _____				

Section 7: Parent / Guardian Declaration

In making this application, I/We undertake and agree:

- to pay a non-refundable Application Fee with this application form.
- to provide a copy of the student's most recent school academic and behaviour report at the time of assessment.
- that should the student be offered a place at the School, to pay (a) a non-refundable Registration Fee; and (b) a refundable deposit equivalent to One (1) term's school fees as security deposit for observance by the student of the terms and conditions, regulations and policies of the School; upon acceptance of the said offer.
- that the deposit is to be maintained throughout the School term and the Parents / Legal Guardians shall pay or top-up such sum as may from time to time be required to maintain the said deposit to be equivalent to One (1) term's School fees according to the student's year of study. The deposit shall not be treated as or utilised towards payment of School term fee or any part thereof.
- that the deposit will be refunded, without any interest, within 14 days after the end of the school term provided that a written notice is given to the School on or before the first day of term, that the student is leaving the School at the end of the term. Failure to do so will result in the forfeiture of the refundable deposit.**
- to pay the school term fees and other fees, which are invoiced termly, upon the commencement of the School term (there are 3 terms in an academic year). The School reserves the right to impose a late payment charge of 5% per annum on all outstanding fees which have not been paid by the 15th day from the commencement of the School term. The School reserves the right to refuse entry to any student and/or treat this contract as terminated without prior notice to the Parents / Legal Guardians for non-payment of fees.
- that I/we consent for the personal data of the student and myself/ourselves, and I have obtained the consent of the other parent (if applicable) for his/her personal data:
 - to be provided to the School;
 - for the School to disclose it to other members of the Tenby Group; and
 - for the School and other members of the Tenby Group to collect, record, hold, use and store it as they may requirefor the purpose of processing this application for admission to the School and should the student be offered a place at the School, for the purpose of the student's education at the School.

I/We agree to promptly notify the School in writing should the above consent be withdrawn. The withdrawal of the consent may result in the School ceasing the processing of the application or the student being withdrawn from the School.
- that I/we will update the School in writing should there be any changes to the personal data in a timely manner in which event it is deemed that the requisite consent is given in respect of the matters stated in sub-paragraphs 7(a), (b) and (c).
- that should the student be offered a place at the School, he/she participates in all normal educational activities including physical education and sports activities, scientific work, subject folios, projects, enrichment or remedial programmes, swimming lessons, educational visits and outings. This includes an undertaking to wear the uniform and support the School in the achievement of its aims and objectives.
- that the School reserves the right to discipline, suspend or dismiss any student whose lack of academic progress or whose behaviour is considered by The Principal to be unacceptable or an embarrassment to the School. When any student is suspended or dismissed, the School shall retain by way of liquidated damages, and the Parents / Legal Guardians shall forfeit all entitlement to any fees paid with respect to the student.
- to inform the School of any change of address, contact details or alteration of personal details from the year of entry for the student.
- to abide by changes made to the school policies, regulations, fees and schedule by the School at the School's sole discretion.
- that the School reserves the sole discretion to terminate the contract herein with the parent/student at any time if such termination is considered to be in the best interest of the School.
- that I/we may request for the Student's records to be disclosed by way of written request and the School will approve any practical and reasonable request (at the School's discretion).
- that the School and other members of the Tenby Group reserves the full right to use the names, photographs and/or video recordings taken before, during and after the student's graduation/departure from the School for purpose of advertising and/or publicity without any prior notice to the Parents / Legal Guardians, and the Parents / Legal Guardians shall not be entitled to claim ownership or compensation for the materials or the use of thereof by the School. Parents / Legal Guardians who do not want their child to appear in any or all of these must notify the School in writing.
- that the term "Tenby Group" when used in this document refers to Tenby Educare Sdn. Bhd. and its subsidiaries and the schools operated by any of them.

Indemnity

- I/We hereby indemnify the School, its officers and employees against any and all claims arising from any injury to the student whilst participating in any School activity, or while on School property or while travelling to or from school premises.
- I/We understand and agree that in the event of an emergency, the School will make every effort to contact the Parents / Legal Guardians. However, if this is not possible, the student will be taken to either his/her family doctor (if known) or to a suitable hospital, approved by the School, for treatment. The Parents / Legal Guardians will reimburse the School for any expenses/payment incurred to the hospital/clinic concerned.

Signature

Name

Date

Payment Details

Location : Ipoh Payable To : Ipoh International School Sdn Bhd Company No : 268740-A Tel No : +605-525 2628 Fax No : +605-525 2881 Bank A/C : 5081 7720 7406 Swift Code : MBBEMYKL Banker : Malayan Banking Berhad Bank Add : 112, Jalan Canning Estate, Ipoh Garden, 31400 Ipoh, Perak	Location : Penang Payable To : Fondcare Sdn Bhd Company No : 672861-U Tel No : +604-892 7777 Fax No : +604-899 8826 Bank A/C : 5070 4040 1713 Swift Code : MBBEMYKL Banker : Malayan Banking Berhad Bank Add : Plaza MWE, Mezzanine Floor, Maybank Penang Finance Trade Center, No.8, Lebuhr Farquhar, 10200 Penang	Location : Setia Eco Park Payable To : Tenby World Sdn Bhd Company No : 325331-H Tel No : +603-3342 1535 Fax No : +603-3344 2292 Bank A/C : 800 374 2424 Swift Code : CIBBMYKL Banker : CIMB Bank Berhad Bank Add : Ground Floor 1-1-1, Jalan Setia Prima R U13/R, Setia Alam, 40170 Shah Alam, Selangor
Location : Miri Payable To : Essential Educare Sdn Bhd Company No : 366057-T Tel No : +6085-491 526 Fax No : +6085-491 522 Bank A/C : 5083 1921 0309 Swift Code : MBBEMYKL Banker : Malayan Banking Berhad Bank Add : No.2, 4 & 6 Persiaran Greentown 1, Greentown Business Centre, 30450 Ipoh, Perak	Location : Setia Eco Gardens Payable To : Tenby Southern Sdn Bhd Company No : 149336-W Tel No : +607-558 8812 Fax No : +607-558 8823 Bank A/C : 5516 1410 2687 Swift Code : MBBEMYKL Banker : Malayan Banking Berhad Bank Add : Lot G02, Aeon Bukit Indah Shopping Centre, No.8, Jalan Indah 15/2, Taman Bukit Indah, 81200 Johor Bahru, Johor	Location : Setia EcoHill Payable To : Tenby EcoHill Sdn Bhd Company No : 11717-K Tel No : +603-8725 5625 Fax No : N/A Bank A/C : 5083 1956 6377 Swift Code : MBBEMYKL Banker : Malayan Banking Berhad Bank Add : No.2, 4 & 6 Persiaran Greentown 1, Greentown Business Centre, 30450 Ipoh, Perak
Location : Tropicana Aman Payable To : Tenby Aman Sdn Bhd Company No : 1139782-M Tel No : +603-3342 1535 Fax No : +603-3344 2292 Bank A/C : 5083 1956 1659 Swift Code : MBBEMYKL Banker : Malayan Banking Berhad Bank Add : No.2, 4 & 6 Persiaran Greentown 1, Greentown Business Centre, 30450 Ipoh, Perak		

Note: Please forward to school, by way of fax / email a copy of the supporting bank payment / advice of any payments made through the bank.

Assessment (for office use only)

1st Assessment Date : _____

2nd Assessment Date : _____ (if required)

Accepted Yes No

Need for extra coaching in English Yes No

Level: _____

Starting Date: _____

Staff Name: _____

Approved by: _____

Date: _____

Documents Required for Enrolment

1. A copy of student's passport and visa
2. A copy of parents' passports or ICs
3. A copy of parents' visas (if relevant)
4. A copy of parents' work permits (if relevant)
5. A copy of student's birth certificate / IC
6. A copy of previous school report
7. Student's medical certificates / immunization record
8. 3 passport sized photographs
(size: 35mm x 50mm with light blue background)
9. Application fee (OR No.: _____)
10. Registration fee (OR No.: _____)

Remarks (for office use only)

- Fees _____
- Other fees _____
- Student Handbook _____
- Student Card _____
- Accounts Department _____
- Class Teacher _____
- Others _____