



# APPLICATION FOR ADMISSION

**A. PUPIL DETAILS** (PLEASE COMPLETE IN CAPITAL LETTER)

Type of Visa ..... Date Visa Expires (dd/mm/yy) 

D	D	M	M	Y	Y	Y	Y
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## B. FAMILY DETAILS

Father/Guardian's full name (as per NRIC / Passport)

Mother/Guardian's full name (as per NRIC / Passport)

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Mobile phone no. ....

Mobile phone no. ....

E-mail .....

E-mail .....

Occupation .....

Occupation .....

Home address

Address Line 1 .....

Address Line 2 .....

State ..... Country ..... Postcode 

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Home phone no. 

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Home address (if different) ☐ Father ☐ Mother

Address Line 1 .....

Address Line 2 .....

State ..... Country ..... Postcode 

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Parents' Marital Status ☐ Married ☐ Divorced ☐ Widowed ☐ Separated ☐ Others .....

Child's Residential Status ☐ Both Parents ☐ Father ☐ Mother ☐ Guardian / Grandparent

LEGAL / EDUCATION GUARDIAN DETAILS (contact details must be of those residing in Peninsula Malaysia)

Full Name (as per NRIC / Passport) .....

NRIC / Passport no. .... Nationality .....

E-mail ..... Mobile phone no. ....

### SIBLINGS' DETAILS

Name ..... Date of birth 

D	D	M	M	Y	Y	Y	Y
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Name ..... Date of birth 

D	D	M	M	Y	Y	Y	Y
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Name ..... Date of birth 

D	D	M	M	Y	Y	Y	Y
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Name ..... Date of birth 

D	D	M	M	Y	Y	Y	Y
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- All information provided, and especially about your child, must be accurate, complete and not misleading in any way whatsoever. If the information is not forthcoming, or when provided, is discovered to be not accurate and/or not complete and/or misleading and/or found to contain errors and/or misinformation, the parent(s)/guardian(s) shall wholly indemnify the Saint International School and Saint International School reserves the right to forthwith terminate the enrolment of your child at any stage and to forfeit all monies that have been received and to claim all loss and/or damage, direct or indirect, that has been caused to and/or incurred by, the Saint International School.

We request that our above-named child be considered for resgistration as a prospective pupil at the Saint International School. A cheque for the non-refundable Application Fee of RM 488.00, made payable to ASAINTE INTERNATIONAL SDN. BHD, is enclosed. We understand that this application is subject to the terms in this Application for Admission and to section A of the Terms and Conditions included herewith. We also acknowledge and accept that Sections B, C and D of the said Terms and Conditions, shall apply if our child is accepted. We understand also that the School (through the Head, as the person responsible) may obtain, process and hold personal data about our child, including sensitive personal data such as medical details etc, and we consent to this for the purposes of assessment and, if a place is later offered, in order to safeguard and promote the welfare of the child. In making this declaration, I/We agree to provide the documentation set out in the attached Checklist.

Date 

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# TERMS AND CONDITIONS

## A. Application, Application Fee (*non-refundable*) and Placement

- A child will be considered for placement in Saint International School after completing the Application for Admission form, paying the Application Fee and providing all the documents required in the attached Checklist.
- Acceptance of a child is at the absolute discretion of Saint International School without having to provide any reasons whatsoever for its decision.
- Placement of a child is generally determined by the child's age in accordance to the "Year Group Placement" schedule and/or the entrance test and/or the interview at the sole discretion of the Principal or Registrar. The results of the entrance test and/or the interview are strictly confidential and shall not be made available to the child/parent/guardian.
- The Application Fee which is paid together with this Application for Admission form, is *non-refundable*, regardless whether or not Saint International School accepts and/or enrolls the child into Saint International School.

## B. Enrolment Fee, Deposit and First term's Tuition Fees (where applicable)

- Upon Saint International School's acceptance of the child to Saint International School, and to confirm reservation of a place, payment must be made for the **non-refundable Enrolment fee** to Saint International School within 14 days from the date of the school's acceptance letter, but in any case, before the first day the Pupil's class's start at Saint International School.
- The Deposit shall be refunded, less deductions made for any outstanding fees or any other charges/payments due, including but not limited to in the following circumstances:-
  - a. at the end of a Term, provided the parent(s)/guardian(s) has/have provided **ONE FULL TERM'S** prior written **NOTICE** to Saint International School of their intention to withdraw the Pupil, together with payment of one (1) term's Tuition Fees. *For Example, If a Pupil wishes to leave Saint International School at the end of Term 3, written notice must be given by the final school day of Term 2 together with payment of the following term's full Tuition Fees.*  
Failure to provide sufficient notice and/or the aforesaid payment, will result in the forfeiture of the Deposit at the sole and absolute discretion of Saint International School. Even in the event of a child's long term absence, **ONE FULL TERM'S** prior written **NOTICE** together with the aforesaid payment is still applicable; or
  - b. after completing Year 11  
Saint International School reserves the right to wholly forfeit the Deposit where Saint International School terminates the enrolment of the Pupil for any reason which Saint International School, at its absolute discretion, deems fit.

## C. Tuition Fees and payment terms

- All **Tuition Fees (*non-refundable*)** must be paid before the commencement of each Saint International School Term (there are 3 Terms in a year).
- Saint International School reserves the right to impose a late payment charge of 1.5% per month on all outstanding Fees and charges/payments (as set out in Sections A and B herein) which have not been paid by the 15th day from the commencement of each Saint International School Term.
- All Fees and payments (as set out in Sections A and B herein) will be paid in cash, credit card or bank transfer or by cheque, made payable to:  
Bank: **RHB**  
Account Name: **ASAINTE INTERNATIONAL SDN. BHD.**  
Account Number: **21260200019333**  
SWIFT Code: **RHBMKYL (for overseas transactions only)**
- Pupils are not allowed to attend classes unless all Fees and charges/payments, have been duly paid.
- Tuition Fees shall be reviewed on an annual basis and the amounts indicated on the current Tuition Fee schedule, are subject to change at the sole and absolute discretion of Saint International School.
- Notwithstanding any indulgences that Saint International School may allow, Saint International School reserves the rights, at any time, to terminate the enrolment of a Pupil if any Fee and payments are not paid at the time when payment is due.
- Further to the right to forfeit and terminate in Section B, above Saint International School reserves the right to wholly forfeit the Tuition Fees where Saint International School terminates the enrolment of the Student due to any misconduct and/or for any reason which Saint International School, at its absolute discretion, deems fit, without providing any reasons whatsoever.

## D. MOE, Immigration Department Regulations

- For Non-Malaysian Passport Holder Pupils: admission to, and continued status as a Student at Saint International School, is conditional upon the child possessing a valid visa issued by the Malaysian Immigration Department.

Sections A and D under above Terms and Conditions represents the key terms and conditions in relation to this Application Form. Sections B and C should be read in conjunction with the full **Terms and Conditions** applicable at the date when the offer of a place at Saint International School has been accepted.





## APPLICATION CHECKLIST

### LOCAL PUPILS

1. ☐ A completed SIS Application for Admission form
2. ☐ Application Fee - RM 488.00
3. ☐ SIS Acceptance Form
4. ☐ A copy of pupil NRIC
5. ☐ A copy of pupil Birth Certificate
6. ☐ A copy of parent's NRIC and/or Passport
7. ☐ A copy of current / previous school records
8. ☐ A copy of forecast / actual UPSR or PT3 results or equivalent (*if relevant*)
9. ☐ A copy of reference letter from school
10. ☐ 3 passport-sized photographs (light blue background)
11. ☐ Medical Information / Condition disclosure (form to be provided by the Medical Bay Saint International School)

### INTERNATIONAL PUPILS

*All documents not in English language must be translated and verified at the respective embassy, high commission or certified bodies.*

1. ☐ A completed SIS Application for Admission form
2. ☐ Application Fee - RM 488.00
3. ☐ SIS Acceptance Form
4. ☐ A copy of pupil passport (inner cover page) - *passport must have at least 2 years validity*
5. ☐ A copy of pupil Birth Certificate
6. ☐ A copy of parent's passport (inner cover page)
7. ☐ A copy of parent's work permit (*if relevant*)
8. ☐ A copy of parent's marriage certificate / divorce paper / Legal custody Letter (*if relevant*)
9. ☐ A copy of current / previous school records
10. ☐ A copy of forecast / actual IGCSE or equivalent (*if relevant*)
11. ☐ A copy of the guardian's passport (*if applicable*)
12. ☐ 9 passport-sized photographs (blue background)
13. ☐ Kartu Keluarga (Family card) for Indonesian applicants
14. ☐ Personal Data Form
15. ☐ A copy of release letter from previous school (if transferring from another school in Malaysia)
16. ☐ Medical Information / Condition disclosure (form to be provided by the Medical Bay Saint International School)

**FOR OFFICE USE ONLY****FINANCE OFFICE**

APPLICATION FEE	Amount: RM	Receipt No:	Date:
	Event:		Received by:

**ADMISSIONS OFFICE**

PUPIL SCHOOL ID NUMBER	Pupil ID Number	Pupil File Number
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ENTRANCE EXAM DATE			
ENROLMENT	Year Group:	Entry Month:	Academic Year:

**SCHOLARSHIP**

TYPE OF SCHOLARSHIP	Academic	Music	Sports	Bursary	Others
PERCENTAGE (%)					
REMARK					