



# APPLICATION FOR ADMISSION

FOR-REG-01  
Version: 1.0  
Effective Date: 08022024

**KINDLY COMPLETE ALL SECTIONS OF THE FORM ACCURATELY AND PLEASE USE BLOCK LETTERS THROUGHOUT.**

Student's Passport Photo

(Latest photo within the last 3 months)

Applying Year / Grade: \_\_\_\_\_

Applying Term on Entry:  Term 1  Term 2  Term 3

Boarding:  Not Required  7 Days  5 Days

## SECTION A: STUDENT'S DETAILS (As indicated in MyKad/Passport)

Legal Full Name: \_\_\_\_\_

Surname: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Date of Birth: \_\_\_\_ DD \_\_\_\_ MM \_\_\_\_ YYYY Gender:  Male  Female

Nationality: \_\_\_\_\_ Religion: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Ethnicity (Malaysian Only): \_\_\_\_\_

Identity:  NRIC: \_\_\_\_\_

Birth Certificate: \_\_\_\_\_

Passport: \_\_\_\_\_ Date of Issue: \_\_\_\_\_ Date of Expiry: \_\_\_\_\_

Language Spoken at Home: \_\_\_\_\_ Other Spoken Languages: \_\_\_\_\_

Student resides with:  Both Parents  Father  Mother  Others: \_\_\_\_\_

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

State: \_\_\_\_\_ Country: \_\_\_\_\_ Postcode: 

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Mobile Phone Number: \_\_\_\_\_

## SECTION B: SCHOOL HISTORY

THE SCHOOL FURTHER RESERVES THE RIGHT AND THEIR PARENT HEREBY AUTHORISES THE SCHOOL TO CONTACT THE PREVIOUS SCHOOL OR OTHER RELEVANT PERSONS FOR FURTHER INFORMATION RELATING TO THE CHILD IN CONSIDERING THE CHILD FOR ADMISSIONS.

### CURRENT SCHOOL

Name of School: \_\_\_\_\_ Country: \_\_\_\_\_

School's Email Address: \_\_\_\_\_ School Tel No.: \_\_\_\_\_

Admission Date: \_\_\_\_\_ Joined in Grade/Year: \_\_\_\_\_ Currently in Year/Group: \_\_\_\_\_

Reason for leaving this school: \_\_\_\_\_

### PREVIOUS SCHOOL

Name of School: \_\_\_\_\_ Country: \_\_\_\_\_

School's Email Address: \_\_\_\_\_ School Tel No.: \_\_\_\_\_

Admission Date: \_\_\_\_\_ Joined in Grade/Year: \_\_\_\_\_ Leave in Year/Group: \_\_\_\_\_

Reason for leaving this school: \_\_\_\_\_



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## SECTION C: FAMILY DATA

Parent's Marital Status:  Married  Divorced  Separated  Widowed  Others: \_\_\_\_\_

### FATHER / GUARDIAN 01

Title:  Mr  Dr  Datuk/Dato  Dato Seri  Tan Sri  Others: (please specify) \_\_\_\_\_

Legal Full Name: \_\_\_\_\_

Relationship to Student (for guardian only): \_\_\_\_\_

Nationality: \_\_\_\_\_

Passport / NRIC: \_\_\_\_\_

Mobile Phone No.: \_\_\_\_\_

Primary Personal Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Place of Work (Name & Address): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Address (if different from the child's address):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### MOTHER / GUARDIAN 02

Title:  Mrs  Dr  Datuk/Datin  Datin Seri  Puan Sri  Others: (please specify) \_\_\_\_\_

Legal Full Name: \_\_\_\_\_

Relationship to Student (for guardian only): \_\_\_\_\_

Nationality: \_\_\_\_\_

Passport / NRIC: \_\_\_\_\_

Mobile Phone No.: \_\_\_\_\_

Primary Personal Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Place of Work (Name & Address): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Address (if different from the child's address):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Priority to contact for school matters:  Father  Mother  Guardian 01  Guardian 02



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## SIBLING (if any)

Name	School	Year/Grade/ Level	Applying to or currently in SAINT	
			Yes	No
1.				
2.				
3.				
4.				

## SECTION D: BILLING INFORMATION

Invoice is to be billed to:  Mother  Father  Guardian  Others: *(please specify)* .....

Billing Address:  Home  Work  Others: *(please specify)* .....

**Following sections are applicable, only if payment is NOT made by parents:**  
*(Letter of Undertaking is required from the Company)*

Name/Department in-charge:	
Email Address:	
Billing Address:	

## SECTION E: STUDENT'S INFORMATION

1. Has your child ever been placed in a class above or below his/her chronological age?  Yes  No  
If YES, please give details: .....

2. Does your child have special skills or interests (sports, music, drama, dance, art, etc.)?  Yes  No  
If YES, please give details: .....

3. Has your child been involved in any serious disciplinary action?  Yes  No  
If YES, please give details: .....

4. Does your child have any special educational needs?  
i. Physical disabilities  Yes  No  
ii. Learning difficulties  Yes  No  
iii. Emotional/behavioural  Yes  No  
If YES, please give details: .....

5. Please provide any other information about your child, that should be brought to the attention of the SAINT International School.  
.....  
.....  
.....  
.....



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## APPLICATION CHECKLIST

No	Document	Description	Student	Both Parents/ Guardian (if applicable)
1.	Application of Admission	Application of admission signed by parents/guardian.	<input type="checkbox"/>	Not Applicable
2.	Photographs	A recent colour passport-size photograph.	<input type="checkbox"/> 2 copies	Not Applicable
3.	Birth Certificate	A copy of student's birth certificate.	<input type="checkbox"/>	Not Applicable
4.	National Registration Identity Card (NRIC) (Malaysian only)	A copy of the identity card (front & back).	<input type="checkbox"/>	<input type="checkbox"/> (1 copy each)
5.	Passport & Visa (Non Malaysian)	A copy of the pages with the holder's name and details, photo and visa with at least twelve (12) month's validity.  <b>IMPORTANT</b> Students on Dependent Pass and MM2H are required to apply for an endorsement (Permission to Study Stamp) with the Immigration Department for the student to study at SAINT International School. A copy of the "Permission to Study Stamp" is to be submitted to the school.	<input type="checkbox"/>	<input type="checkbox"/> (1 copy each)
6.	School Reports & Testimonials	A copy of the student's official school leaving certificate, academic record and testimonial regarding the student's character and ability from the current school's Principal or Class Teacher; and/or latest and past academic records.  Any specialist reports that may relate to your child's learning, such as an assessment completed by an Educational Psychologist, Occupational Therapist or Speech and Language Therapist (if available).	<input type="checkbox"/>	Not Applicable
7.	Year 10 Stream and Subject Registration Form	Year 10 Stream and Subject registration form signed by parents (as applicable).	<input type="checkbox"/>	Not Applicable
8.	Student Allergies, Dietary and Medical Declaration Form	Student allergies, dietary and medical declaration form signed by parents.	<input type="checkbox"/>	Not Applicable
9.	Other related document(s)		<input type="checkbox"/>	
10.	Application Fee & Enrolment Fee	The non-refundable application fee (refer to Fee Schedule)		



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## TERMS AND CONDITIONS GOVERNING ENROLMENT AND ADMISSION

All parents/guardians are advised to read the terms and conditions governing admission to SAINT International School (the "School") and the child's enrolment as a student of the School as stated below.

### 1. Definitions

The following definitions apply when used herein:

- 1.1. **"Parent"** is either the parent of the child or the legal guardian, and the provisions herein shall be binding on them jointly and severally.
- 1.2. **"School"** shall mean SAINT International School, a private international school wholly owned by Asaint International Sdn. Bhd. (Company No: 1331115-U), a company registered under the Companies Act 1965.
- 1.3. **"Principal/Head of the School"** shall collectively mean the person given the delegated responsibility to lead the School by the Board of Governors, irrespective of their job titles.
- 1.4. **"Student"** and **"Child"** may be used interchangeably in this document, which refers to the child named on the Application Form.
- 1.5. **"Application Form"** shall mean the Application For Admission forms for SAINT International School.

### 2. Application

- 2.1. A Parent intending to enrol his/her child in the School must submit the Application for Admission Form (the **"Application Form"**), duly and accurately completed and signed. False, inaccurate or misleading information could lead to the rejection of the applications for admission to the School. The Parent must always inform the School of any changes to such information. The School further reserves the right, and the parent hereby authorises the School to contact the previous school (if applicable and relevant), medical officers, or other relevant persons for further information relating to the child in considering the child for admission.
- 2.2. Enrolment Fee & Deposit (please refer to the fees schedule (the **"One-Time Fees & Deposits"**) are payable in full with each submission of the Application Form. The Fees and Deposits shall be payable by online transfer, cash, a crossed cheque, or Telegraphic Transfer to ASAINTE INTERNATIONAL SDN. BHD, at the time of submission of the Application Form. (\*Please refer to payment instructions stated in the Application Checklist).
- 2.3. All Fees and Deposits are non-transferable and non-refundable. The School's official receipt of the Fees does not oblige the School to accept and/or enrol the child. The School has the final decision and is not obligated to entertain any admission appeals or justify any decision to decline an appeal.
- 2.4. Upon payment of the enrolment fee and deposit, the application may be put in a wait pool depending on the availability of the place and is subjected to terms and conditions as stipulated in 2.6 ~ 2.7.
- 2.5. Putting in a wait pool means adding the student's name onto the application list, where the application will be handled as per the application process, which takes into account various criteria as stipulated in the Admission Policy.
- 2.6. If there is no vacancy in the applied Year Group for the proposed enrolment Term and Academic Year, the application will automatically proceed to the following term unless the parent withdraws the application in writing or by default.
- 2.7. A new Application Fee, Enrolment Fee and Deposit will be imposed if any of the following occurs:
  - 2.7.1. The Application is withdrawn by the parent with or without an offer of a place.
  - 2.7.2. The Application is unsuccessful due to unsatisfactory assessment outcomes.
  - 2.7.3. The Parent does not accept the offer by the stipulated date stated in the Letter of Offer.
  - 2.7.4. The Parent is no longer in contact with the school and is not contactable at the last known address.
  - 2.7.5. Any other terms and conditions not mentioned herein governing Enrolment and Admission.
- 2.8. A processing fee will be imposed on the second deferment of an application to a future Term/Academic term.

### 3. Acceptance or Rejection of Application

- 3.1. If the assessment results and/or the trial class performance are unsatisfactory, the Parent may re-apply for the future, with at least six (6) months' gap from the last assessment, with the new Application fee being imposed.
- 3.2. If the Parents decline an offer in writing or by default, the Application will automatically be cancelled.
- 3.3. Should the Parent wish to re-apply after the Application is cancelled, the application will be treated as a fresh application, and the then prevailing Application Fee is applicable according to the Fee Schedule of the Academic Year at the time of the re-application. The Application shall be placed in a wait pool again in the relevant Year Group, Term and Academic Year, and the application process shall apply (refer to section 2).



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- 3.4. The placement of the child is at the absolute discretion of the School. In this regard, the School considers various factors, including the child's age, academic ability, level of achievement relative to the School's current students and the child's behaviour.
- 3.5. 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.
- 3.6. The School reserves the right to place the child in a class that the Principal deems academically and developmentally 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).
- 3.7. 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. The Parent shall undertake to keep the School informed of any change in the status during the child's enrolment at the School.
- 3.8. The School reserves the right to request additional documents if it is necessary.

## 4. Fees and Payment

- 4.1. On being offered a place, the Parent shall pay the required fees and deposit at the rate applicable for the term for which the place is offered within and before the first day the Student enters the class at the School. (See Fee Schedule for details). Please note that fees published are subject to annual revision and that the fees indicated on the current fee schedule may not be the fees applicable for subsequent academic years. To avoid doubt, the School reserves the right to revise the fee when deemed necessary, and the latest fee schedule would be on the website and can be obtained from the School.
- 4.2. The Fees for each term are to be **paid BEFORE** the commencement of each term (see the School's Academic Calendar for the deadline). The School reserves the right to withhold the Student's examination result and/or to suspend the Student from proceeding into the School's next academic year without prejudice to the School's rights to commence any legal actions to recover the Outstanding Fees from you at your cost and expenses until all outstanding fees have been settled.
- 4.3. **Late payment charge** – The School reserves the right to impose a late payment charge of 5% on all outstanding fees which have not been paid by the 15th day from the commencement of each Term.
- 4.4. **Lump sum payment discount** – 5% discount on full academic year tuition fee. It is not valid with any other discounts or scholarships.
- 4.5. **The Parent undertakes to pay or arrange payment of all Fees by the due date.** If any Fees and payments are not paid when payment is due, the School reserves the right, at any time, to terminate the Student's enrolment. The School also reserves the right to withhold all examination results, certificates and school records of the child, including restricting parent and/or student access to the school's information systems.

## 5. Withdrawal from School

- 5.1. A parent/guardian may withdraw the child from the School by giving to the School **ONE (1) full academic term's written notice before the commencement of the final term which the Student will be studying in the school, together with payment of ONE (1) term's tuition fees, failing which the deposit SHALL be forfeited in full.** The said notice shall set out the date of such withdrawal ("**last day in school**"), failing which the same shall be deemed as insufficient notice. To avoid doubt, please note that the notice of withdrawal must straddle ONE (1) FULL ACADEMIC TERM to be considered as "**sufficient firm notice**". An example of "**sufficient firm notice**" is where a written notice and Term 3 full Tuition fees are given to the School by the final school day of Term 2 when the Student wishes to leave the School at the end of Term 3.
- 5.2. If the Student has not withdrawn from the School on the last day of attendance, a fresh notice of withdrawal shall be served on the School, and the same conditions shall apply to the deposit refund. This clause shall apply equally in the case of the prolonged absence of the Student from the School.
- 5.3. At the point of withdrawal, the Student must also be a registered school-going student at the School.
- 5.4. Where a Student withdraws from the School and re-applies for admission within two (2) academic terms from the date of withdrawal, no Application Fee shall be payable by the Student to the School upon re-application (subject to availability of place and acceptance by the School). All fees due to the School by the Student shall be at the then prevailing rate and shall be paid before such re-admission.

## 6. Deposit and Refund

- 6.1. All deposits paid to the School must be maintained throughout the tenure of the student's studies with the School and must not be used to set off or contra any other amounts due and payable by the Parent.
- 6.2. The deposit shall be refunded, less deductions made for any outstanding fees or any other charges/payments due, including but not limited to the following circumstances:



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6.2.1 at the end of a Term, provided the parent has provided ONE FULL TERM'S prior WRITTEN NOTICE to the School of their intention to withdraw the Student, together with payment of one (1) term's Tuition Fees.

6.2.2 after completing Year 11, with the condition that all fees have been fully paid.

6.3. The deposit, tuition fees, meal plan fees and resources fees shall be forfeited in FULL by the School upon occurrence of any of the following:

6.3.1. Where the student withdraws without giving ONE (1) FULL ACADEMIC TERM IN WRITING to the School, refer to Clause 5.

6.3.2. Where there are still outstanding fees or monies due to the School from the student concerned upon withdrawal or termination.

6.3.3. Where the student is required to terminate from the School, refer to Clause 7.

6.4. All monies refundable under the terms and conditions hereof shall be refunded free of interest. All such monies shall be claimed by the Parent within three (3) years from the date the Student ceases to be a student of the School, failing which all such monies shall be transferred to the School Improvement Fund to be used in such manner as the Fund deems fit and necessary. Upon transfer, the Parent and/or the Student shall have no claims whatsoever in respect of the said monies.

## 7. Discipline, Suspension and Termination

7.1. The School may require, at any time, the termination of a Student from the School for any reason at the discretion of the Principal/Head of School, including matters related to the child's misconduct, medical/physical condition, child's inability to participate in the school curriculum or if there is a breach by the Parent or the Student of any matters or things not mentioned herein. The School's decision is final.

7.2. Student must attend all classes regularly, participate in all relevant school or extracurricular activities and sit for all relevant examinations applicable to the student unless excused on medical grounds or other compelling cogent 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) or to be terminated from the School.

7.3. In the event the Student has a long-term absence of 31 schooling days or more without informing the School in writing, the Student shall be deemed automatically to have terminated from the School.

7.4. The School reserves the right to accept and regard the Student's request for a leave of absence in writing into consideration subject to tuition fee and deposit. The tuition fee and deposit will not be refunded if the Student is absent.

7.5. In the event of the Student 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 of whether the Student is so infected or otherwise, the Principal/Head of the School may at his discretion prohibit the Student from attending at the School for such period as the Principal/Head of the School deems necessary. The Parent or Child shall have no claim against the School arising from any such safety action taken by the Principal/Head of School.

## 8. Emergency and Liability

8.1. In case of an emergency, where the Parent cannot be contacted for consent, the Principal/Head of School may authorise the medical examination of a child, the consultation of additional medical or specialist advice, or referring the child/ward to a clinic/medical centre/hospital. All expenses and costs incurred thereby will be borne by the parent/guardian.

8.2. The Parent agrees that the School shall not be liable for any death, personal injury or any loss or damage of any kind whatsoever which the Student may sustain at any time either within the School premises, authorised field trips or elsewhere, which is not attributable to the negligence of the School, its officers, agents or employees.

## 9. Photographs and Images

9.1. The Parent hereby gives consent to the School to take such photographs, images, recordings, works or derivative works of the Student and to use, free of charge, such photographs, images, recordings, works or derivative works in any media and for whatever purpose the School shall deem fit.

## 10. Third Party Excluded

10.1. Only the School and the Parent / Guardian are parties to this contract. Subject to notification in writing to the School by the Parent / Guardian, the Student is not a party to it and neither is a third party sponsoring the Student. The acts and omissions of Parents are binding on the Student and vice versa as to any matter of behaviour, discipline and fees. All requests and authorisations by the Parent are treated as being made on behalf of the Student and vice versa.



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## 11. Personal Data Protection Act (PDPA) 2010

- 11.1. The School is committed to complying with the Malaysian Personal Data Protection Act (PDPA) 2010 in protecting our students' and parents' personal information with the School. The School's Privacy Policy, which can be obtained from the School's website, explains, amongst other things, how we handle your child's and the personal data we collect and your rights over your personal data. Please read and understand the content of the Privacy Policy at <https://saint.edu.my/contact/>.
- 11.2. By signing the Acceptance Form or by agreeing to be bound by these terms and Conditions, I, the Parents and on behalf of the Student, authorise the School to process personal information, including financial and sensitive personal information, as is deemed necessary for the legitimate purposes of the School. I understand that the School holds information about my child including but not limited to exam results, forecast results, parent contact, financial information and details of medical conditions. I understand that the School processes information about my child in order to safeguard and promote the welfare of my child, promote the objects and interests of the School, facilitate the efficient operation of the School and ensure that all relevant legal obligations of the School are complied with.

## 12. General

- 12.1. The School shall be entitled at any time to amend, add or delete any terms and conditions in respect of the admission of the child, the child's continued enrolment at the School or any matters related thereto by way of a letter sent by ordinary post or handed over to the child.
- 12.2. The School may at any time review, amend or make such rules and regulations relating to students' conduct and all such matters that the child and/or parent may be required to do or comply with as a Student of the School. A breach of any such rules and regulations in force, whether recently enforced, reviewed or amended, shall be deemed to be a breach of the terms and conditions herein.
- 12.3. All notices, letters and correspondence from the School to the Parent shall be deemed sufficiently served if sent by email to the Parent at the email address set out in the Application Form or the Family email address as provided by the school, or if handed over to the child.
- 12.4. The School's prospectus, website and information postings on official social media channels describe the broad principles on which the School is currently run and indicate our history and core values. Although believed correct at the time of printing, neither the prospectus nor the website are part of any agreement between the Parents and the School. Parents wishing to place specific reliance on a matter given in the prospectus or website should seek written confirmation before entering this agreement.
- 12.5. The offer of a place and its acceptance by the Parents give rise to a legally binding contract on the terms and conditions in the Application Form, these Terms and Conditions and any future terms and conditions notified to the parent in writing.

## ACKNOWLEDGEMENT AND AGREEMENT

I have read and fully understand 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/ward's physical, medical or educational needs may affect my child's/ward's application for enrolment and admission as a student at the School. I agree that any offer of placement is conditional on the accuracy of the information provided by me.

Signature of Father/ Guardian

Signature of Mother/Guardian

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

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

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

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





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## FOR OFFICE USE

Department	Action	Remarks (If any)	Name & Signature	Date
<b>Enrolment &amp; Marketing</b>	<ol style="list-style-type: none"><li>1. Complete form is submitted</li><li>2. Relevant documents is attached</li><li>3. Entry assessment is completed</li><li>4. Trial class is completed</li></ol>			
<b>Finance</b>	<ol style="list-style-type: none"><li>1. Received of application fee</li><li>2. Received of enrolment fee</li><li>3. Received of deposit</li></ol>			
<b>Principal's Office</b>	Acknowledgement <input type="checkbox"/> Approved <input type="checkbox"/> Rejected			
<b>Registry</b>	<ol style="list-style-type: none"><li>1. Form and documents is verified and completed</li><li>2. Relevant documents is attached</li><li>3. Issued of Offer Letter</li><li>4. Record Student Information in the system</li><li>5. Update Resource &amp; Technologies department for the new enrolment</li></ol>			





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## TERMS AND CONDITIONS GOVERNING ENROLMENT AND ADMISSION (PARENT'S COPY)

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### 1. Definitions

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- 1.6. **"Parent"** is either the parent of the child or the legal guardian, and the provisions herein shall be binding on them jointly and severally.
- 1.7. **"School"** shall mean SAINT International School, a private international school wholly owned by Asaint International Sdn. Bhd. (Company No: 1331115-U), a company registered under the Companies Act 1965.
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- 2.4. Upon payment of the enrolment fee and deposit, the application may be put in a wait pool depending on the availability of the place and is subjected to terms and conditions as stipulated in 2.6 ~ 2.7.
- 2.5. Putting in a wait pool means adding the student's name onto the application list, where the application will be handled as per the application process, which takes into account various criteria as stipulated in the Admission Policy.
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### 3. Acceptance or Rejection of Application

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- 3.4. The placement of the child is at the absolute discretion of the School. In this regard, the School considers various factors, including the child's age, academic ability, level of achievement relative to the School's current students and the child's behaviour.
- 3.5. 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.
- 3.6. The School reserves the right to place the child in a class that the Principal deems academically and developmentally 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).
- 3.7. 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. The Parent shall undertake to keep the School informed of any change in the status during the child's enrolment at the School.
- 3.8. The School reserves the right to request additional documents if it is necessary.

## 4. Fees and Payment

- 4.1. On being offered a place, the Parent shall pay the required fees and deposit at the rate applicable for the term for which the place is offered within and before the first day the Student enters the class at the School. (See Fee Schedule for details). Please note that fees published are subject to annual revision and that the fees indicated on the current fee schedule may not be the fees applicable for subsequent academic years. To avoid doubt, the School reserves the right to revise the fee when deemed necessary, and the latest fee schedule would be on the website and can be obtained from the School.
- 4.2. The Fees for each term are to be **paid BEFORE** the commencement of each term (see the School's Academic Calendar for the deadline). The School reserves the right to withhold the Student's examination result and/or to suspend the Student from proceeding into the School's next academic year without prejudice to the School's rights to commence any legal actions to recover the Outstanding Fees from you at your cost and expenses until all outstanding fees have been settled.
- 4.3. **Late payment charge** – The School reserves the right to impose a late payment charge of 5% on all outstanding fees which have not been paid by the 15th day from the commencement of each Term.
- 4.4. **Lump sum payment discount** – 5% discount on full academic year tuition fee. It is not valid with any other discounts or scholarships.
- 4.5. **The Parent undertakes to pay or arrange payment of all Fees by the due date.** If any Fees and payments are not paid when payment is due, the School reserves the right, at any time, to terminate the Student's enrolment. The School also reserves the right to withhold all examination results, certificates and school records of the child, including restricting parent and/or student access to the school's information systems.

## 5. Withdrawal from School

- 5.1. A parent/guardian may withdraw the child from the School by giving to the School **ONE (1) full academic term's written notice before the commencement of the final term which the Student will be studying in the school, together with payment of ONE (1) term's tuition fees, failing which the deposit SHALL be forfeited in full.** The said notice shall set out the date of such withdrawal ("**last day in school**"), failing which the same shall be deemed as insufficient notice. To avoid doubt, please note that the notice of withdrawal must straddle ONE (1) FULL ACADEMIC TERM to be considered as "**sufficient firm notice**". An example of "**sufficient firm notice**" is where a written notice and Term 3 full Tuition fees are given to the School by the final school day of Term 2 when the Student wishes to leave the School at the end of Term 3.
- 5.2. If the Student has not withdrawn from the School on the last day of attendance, a fresh notice of withdrawal shall be served on the School, and the same conditions shall apply to the deposit refund. This clause shall apply equally in the case of the prolonged absence of the Student from the School.
- 5.3. At the point of withdrawal, the Student must also be a registered school-going student at the School.
- 5.4. Where a Student withdraws from the School and re-applies for admission within two (2) academic terms from the date of withdrawal, no Application Fee shall be payable by the Student to the School upon re-application (subject to availability of place and acceptance by the School). All fees due to the School by the Student shall be at the then prevailing rate and shall be paid before such re-admission.

## 6. Deposit and Refund

- 6.1. All deposits paid to the School must be maintained throughout the tenure of the student's studies with the School and must not be used to set off or contra any other amounts due and payable by the Parent.
- 6.2. The deposit shall be refunded, less deductions made for any outstanding fees or any other charges/payments due, including but not limited to the following circumstances:



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- 6.2.1 at the end of a Term, provided the parent has provided ONE FULL TERM'S prior WRITTEN NOTICE to the School of their intention to withdraw the Student, together with payment of one (1) term's Tuition Fees.
- 6.2.2 after completing Year 11, with the condition that all fees have been fully paid.
- 6.3. The deposit, tuition fees, meal plan fees and resources fees shall be forfeited in FULL by the School upon occurrence of any of the following:
- 6.3.1. Where the student withdraws without giving ONE (1) FULL ACADEMIC TERM IN WRITING to the School, refer to Clause 5.
- 6.3.2. Where there are still outstanding fees or monies due to the School from the student concerned upon withdrawal or termination.
- 6.3.3. Where the student is required to terminate from the School, refer to Clause 7.
- 6.4. All monies refundable under the terms and conditions hereof shall be refunded free of interest. All such monies shall be claimed by the Parent within three (3) years from the date the Student ceases to be a student of the School, failing which all such monies shall be transferred to the School Improvement Fund to be used in such manner as the Fund deems fit and necessary. Upon transfer, the Parent and/or the Student shall have no claims whatsoever in respect of the said monies.

## 7. Discipline, Suspension and Termination

- 7.1. The School may require, at any time, the termination of a Student from the School for any reason at the discretion of the Principal/Head of School, including matters related to the child's misconduct, medical/physical condition, child's inability to participate in the school curriculum or if there is a breach by the Parent or the Student of any matters or things not mentioned herein. The School's decision is final.
- 7.2. Student must attend all classes regularly, participate in all relevant school or extracurricular activities and sit for all relevant examinations applicable to the student unless excused on medical grounds or other compelling cogent 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) or to be terminated from the School.
- 7.3. In the event the Student has a long-term absence of 31 schooling days or more without informing the School in writing, the Student shall be deemed automatically to have terminated from the School.
- 7.4. The School reserves the right to accept and regard the Student's request for a leave of absence in writing into consideration subject to tuition fee and deposit. The tuition fee and deposit will not be refunded if the Student is absent.
- 7.5. In the event of the Student 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 of whether the Student is so infected or otherwise, the Principal/Head of the School may at his discretion prohibit the Student from attending at the School for such period as the Principal/Head of the School deems necessary. The Parent or Child shall have no claim against the School arising from any such safety action taken by the Principal/Head of School.

## 8. Emergency and Liability

- 8.1. In case of an emergency, where the Parent cannot be contacted for consent, the Principal/Head of School may authorise the medical examination of a child, the consultation of additional medical or specialist advice, or referring the child/ward to a clinic/medical centre/hospital. All expenses and costs incurred thereby will be borne by the parent/guardian.
- 8.2. The Parent agrees that the School shall not be liable for any death, personal injury or any loss or damage of any kind whatsoever which the Student may sustain at any time either within the School premises, authorised field trips or elsewhere, which is not attributable to the negligence of the School, its officers, agents or employees.

## 9. Photographs and Images

- 9.1. The Parent hereby gives consent to the School to take such photographs, images, recordings, works or derivative works of the Student and to use, free of charge, such photographs, images, recordings, works or derivative works in any media and for whatever purpose the School shall deem fit.

## 10. Third Party Excluded

- 10.1. Only the School and the Parent / Guardian are parties to this contract. Subject to notification in writing to the School by the Parent / Guardian, the Student is not a party to it and neither is a third party sponsoring the Student. The acts and omissions of Parents are binding on the Student and vice versa as to any matter of behaviour, discipline and fees. All requests and authorisations by the Parent are treated as being made on behalf of the Student and vice versa.



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## 11. Personal Data Protection Act (PDPA) 2010

- 11.1. The School is committed to complying with the Malaysian Personal Data Protection Act (PDPA) 2010 in protecting our students' and parents' personal information with the School. The School's Privacy Policy, which can be obtained from the School's website, explains, amongst other things, how we handle your child's and the personal data we collect and your rights over your personal data. Please read and understand the content of the Privacy Policy at <https://saint.edu.my/contact/>.
- 11.2. By signing the Acceptance Form or by agreeing to be bound by these terms and Conditions, I, the Parents and on behalf of the Student, authorise the School to process personal information, including financial and sensitive personal information, as is deemed necessary for the legitimate purposes of the School. I understand that the School holds information about my child including but not limited to exam results, forecast results, parent contact, financial information and details of medical conditions. I understand that the School processes information about my child in order to safeguard and promote the welfare of my child, promote the objects and interests of the School, facilitate the efficient operation of the School and ensure that all relevant legal obligations of the School are complied with.

## 12. General

- 12.1. The School shall be entitled at any time to amend, add or delete any terms and conditions in respect of the admission of the child, the child's continued enrolment at the School or any matters related thereto by way of a letter sent by ordinary post or handed over to the child.
- 12.2. The School may at any time review, amend or make such rules and regulations relating to students' conduct and all such matters that the child and/or parent may be required to do or comply with as a Student of the School. A breach of any such rules and regulations in force, whether recently enforced, reviewed or amended, shall be deemed to be a breach of the terms and conditions herein.
- 12.3. All notices, letters and correspondence from the School to the Parent shall be deemed sufficiently served if sent by email to the Parent at the email address set out in the Application Form or the Family email address as provided by the school, or if handed over to the child.
- 12.4. The School's prospectus, website and information postings on official social media channels describe the broad principles on which the School is currently run and indicate our history and core values. Although believed correct at the time of printing, neither the prospectus nor the website are part of any agreement between the Parents and the School. Parents wishing to place specific reliance on a matter given in the prospectus or website should seek written confirmation before entering this agreement.
- 12.5. The offer of a place and its acceptance by the Parents give rise to a legally binding contract on the terms and conditions in the Application Form, these Terms and Conditions and any future terms and conditions notified to the parent in writing.

## ACKNOWLEDGEMENT AND AGREEMENT

I have read and fully understand 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/ward's physical, medical or educational needs may affect my child's/ward's application for enrolment and admission as a student at the School. I agree that any offer of placement is conditional on the accuracy of the information provided by me.

Signature of Father/ Guardian

Signature of Mother/Guardian

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

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

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

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



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## PAYMENT DETAILS



Kindly make the payment Over-the-counter / Online Transfer / DuitNow QR through the account details:

- Account Name: **ASAINTE INTERNATIONAL SDN. BHD.**
- Bank name: **RHB**
- Account Number: **2-12602-0001933-3**
- Reference : ***Student's Full Name***

After payment is done, please send the complete application form and payment slip to Payment Counter, +6012-7499323 via WhatsApp or the email to [accounts@saint.edu.my](mailto:accounts@saint.edu.my)