

APPLICATION FOR ADMISSION

Intake _____ / _____
 Year Group _____
 Proposed Date of Admission _____
 Commencement Term September January April



SECTION A: Student Details

(Please complete the form in BLOCK LETTERS)

Full Name as per IC/Passport
 (Please **underline** Family Name) : _____

Preferred Name : _____ Gender Male Female

Passport/MyKid/MyKad No. : _____ Nationality : _____

Date of Birth (dd/mm/yyyy) : _____ Country of Birth : _____

Age (as at Sept of Admission Year) : _____ Religion (optional) : _____

Ethnicity : Malay Chinese Indian Others _____ (please specify)

Address (Malaysia) : _____

Address (Home Country) : _____

Tel No. (Malaysia) : _____ Tel No. (Home Country) : _____

Primary Language : _____ Other Languages : _____

Student resides with Both Parents Father Mother Guardian

SECTION B: Student Education Detail

CURRENT SCHOOL

Name of School : _____

School Address : _____

School Academic Year January to November September to July Others _____

Name of Principal : _____ Email Address : _____

Telephone no. : _____ Joining Date : _____

Joining Grade / Year : _____ Current Grade / Year : _____

Curriculum British Curriculum IB Malaysian Curriculum Others _____

Reason for Leaving : _____

PREVIOUS SCHOOL (if different from above)

Name of School	Joining Date	Leaving Date	Completed Grade/Year	Curriculum	Reason for Leaving

Has your child been involved in serious disciplinary action?

Yes, please provide details: _____

No

DECLARATION - Special Education Needs (SEN)

Extra Support

Has your child ever required extra support outside of regular classroom provision?

Yes, please provide details: _____

No

Diagnosed SEN

Does your child have any learning difficulties/disorders?

(such as, but not limited to, Dyslexia, Dysgraphia, Dyspraxia (Development co-ordination disorder), ADHD, Autism)

Yes, please provide details: _____

No

I hereby accept and agree to the following:

1. That the acceptance and enrolment of a child with SEN by HELP International School (HIS) will depend on the necessary and accurate disclosure by me as a parent/guardian at application, as well as professionals at HIS.
2. HIS reserves the right to decline the enrolment of any child with SEN which HIS feels or deems it is unable to support.
3. There are limited places for children with SEN in each year group and priority will be given to applicants who declare their child as requiring SEN support.
4. Note: non-declaration of a child with SEN will result in termination/revocation of a placement offer and HIS reserves the right to forfeit all monies paid.

Signature of Parent

SECTION C: Family Details

	Father	Mother
Title (Mr/Ms/Mrs/Dr/Dato' etc)	_____	_____
Full Name as per IC/Passport (Please underline Family Name)	_____ _____	_____ _____
Passport / MyKad No.	_____	_____
Nationality	_____	_____
Home Address (if different from Section A)	_____ _____ _____	_____ _____ _____
Office Tel. No	_____	_____
Home Tel. No	_____	_____
Mobile No	_____	_____
Email address	_____	_____
Occupation	_____	_____
Employer / Company Name	_____	_____

Parents' Marital Status: Married Divorced Separated Widowed Others _____

Please tick: **Stepfather** **Stepmother** **Guardian** (if the applicant's guardian is not the parent)

Parents must provide the School with the Guardian's Photo, Passport/MyKad copy and a letter confirming the appointment.

Relationship with applicant	: _____	Passport / MyKad No.	: _____
Title (Mr/Ms/Mrs/Dr/Dato' etc)	: _____	Nationality	: _____
Full Name as per IC/Passport (Please underline Family Name)	: _____		
Home Address	: _____		
Home Tel. No	: _____	Mobile No	: _____
Email address	: _____	Office Tel. No	: _____
Employer / Company Name	: _____	Occupation	: _____

Siblings

	Name	Age	School
Sibling 1	_____	_____	_____
Sibling 2	_____	_____	_____
Sibling 3	_____	_____	_____

SECTION D: Agent Details

If the student is being introduced by an agent, please complete the following:

Name of Agency : _____

Office Address : _____

Contact Name : _____ Email Address : _____

Office Tel. No : _____ Mobile No : _____

SECTION E: Payment

Financial Sponsor Father Mother Company Others _____

To whom shall we send the invoice? Father Mother Company Others _____

Billing Details - To be completed if payment is made by Company or Others

Company's Name (if applicable) : _____

Person in Charge's Name : _____ Father's Employer Mother's Employer

Designation : _____ Mobile No : _____

Email : _____ Office Tel. No : _____

Address : _____

Payment via cheque/bank draft is to be made payable to "**HELP EDUCATION SERVICES SDN. BHD.**"

*Please note that:

1. Unless otherwise receiving written authorization from the financial sponsor, refund cheque, if any, will be made to the financial sponsor.
2. The Fees for each term are payable before the commencement of each term. The School reserves the right to restrict the Student's attendance in classes until all fees have been settled.
3. A late payment penalty shall be imposed on outstanding amount due to the school.

SECTION F: MEDICAL AND HEALTH RECORD

Please complete this section accurately. If questions are not applicable, please indicate appropriately (i.e. N.A). Failure to disclose accurate information about your child’s medical history may result in unnecessary delay when seeking emergency medical attention.

Medical Concerns (Tick if Applicable)

Allergies _____

Other Medical Concern _____

Please give details of any illnesses, operations, injuries, etc, since birth

Does your child have any known disabilities?

Yes _____

No

Do we have permission to provide emergency care through a clinic, hospital, private doctor and/or first aid representative if and when necessary?

Yes *Name of Parent:* _____

Signature of Parent

No *Please contact parent*

Do we have permission to provide your child with Panadol and/or similar Paracetamol during school hours, after-school activities and/or off-site educational trips and visits?

Yes *Name of Parent:* _____

Signature of Parent

No *Please contact parent*

Emergency Contact (If parents are uncontactable)

Emergency Contact 1

Emergency Contact 2

Name _____

Relationship to child _____

Day Telephone No. _____

Mobile No. _____

Additional Information: Please list any relevant information such as, but not limited to, Learning Support Requirements, etc. It is a condition of acceptance to HELP International School that all relevant information has been given at the time of application.

SECTION G: COUNSELLING SUPPORT

Counselling is part of the student support services at HIS. In an effort to provide quality education to all students at HIS, parents/guardians or school staff may refer students for counselling, or students may request counselling support. The aim is to facilitate students in better understanding themselves, the world they live in and make better decisions that help them live a fulfilled life.

To ensure quality care to all students, the school counsellor will keep information confidential with exceptions if the child is in danger or harm to self and others. The counsellor may share information with parents/guardians, the child's teacher or relevant staff on a need to know basis so that the school may better assist the child more effectively.

Do we have your consent for your child to receive counselling support whenever necessary, while attending HIS?

- Yes No

Signature of Parent

SECTION H: ADDITIONAL INFORMATION FOR INTERNATIONAL STUDENTS

Entry Visa Expiry Date (dd/mm/yyyy) : _____

Type of Entry Visa Held:

- Student Visa
- Dependant Pass
- MM2H*
- Resident Pass*
- Diplomat*
- Social Visit Pass

* Parents will have to apply for an endorsement with the Immigration Department for the student to study at HIS.

The visa pass application is to be arranged by the parent. A copy of the visa / student pass is to be submitted to the school.

SECTION I: Admission Terms and Conditions - HELP International School, Malaysia

1. Definitions

- “The School” - means HELP International School Malaysia.
- “The Parent” - means any person or persons who has signed the Application Form and/or who has accepted responsibility for a child’s attendance at the School. The Parent is legally responsible, individually and jointly, for complying with its obligations under the Terms and Conditions herein ;
- “The Student” - means the child named on the Application Form.

2. Application Form for Admission

- a) The Parent intending to enrol his/her child to the School must complete, sign and submit an Application Form for Admission (“the Form”). Any false, inaccurate or misleading information contained in the Form may lead to the rejection of the application of admission or to the child’s withdrawal from the School. The Parent must at all times keep the information contained in the Form updated with the School. The Parent authorises and/or consents to the School contacting the child’s previous school(s) (if applicable), the child’s medical officer(s) or such other persons for information relating to the child as and when the School deems necessary for considering the child for admission.
- b) An Application Fee (as stipulated in the Schedule of Fees as annexed hereto) shall be paid to the School together with the submission of the Form. The Application Fee shall be payable by way of cash, credit card or cheque/bank draft in the name of "HELP Education Services Sdn Bhd."
- c) The Application Fee is non-transferable and non-refundable. The receipt of the Application Fee by the School does not oblige the School to admit and/or accept the child.

3. Acceptance or Rejection of Application

- a) The acceptance and/or admission of the child into the School shall be at the absolute discretion of the School. The School is not obliged to provide any justification or reason for a rejection of an application.
- b) The School reserves the right to place the child in a class which the Head of School deems academically and developmentally suitable to the child’s needs at any time and from time to time whilst the child is enrolled with the School. This may include requiring the child to repeat one or more academic year(s).

4. The Fees

- a) On acceptance of the Application, the Parent shall pay the Admission Fee and all other fees payable as per the Schedule of Fees (including the refundable deposit) relevant for that academic year, within the time frame as stated in the Acceptance letter. Please note that Schedule of Fees are reviewed annually and the Schedule of Fees as annexed hereto indicate the current fee schedule and may not be applicable for the subsequent academic years. The School reserves the right to revise the Schedule of Fees as and when deemed necessary.
- b) The Fees for each term are payable before the commencement of each term. The School reserves the right to restrict the Student’s attendance in classes until all fees have been settled.
- c) If the Parent fails to settle any sums due to the School, the School shall reserve the right to withhold all examination results, certificates and/or school records of the Student.
- d) A late payment penalty shall be imposed on outstanding amount due to the School.

5. Withdrawal from School

- a) To withdraw a Student from the School, the Parent shall be required to serve the School with a one (1) term written notice ('the Notice') / prior to the commencement of the final term which the Student will be studying in the school, failing which the deposit held with the School will be forfeited. The Notice shall set out the date of such withdrawal (the last day of the Student's attendance). If the Student is not withdrawn from the School on the said last day of attendance, a fresh notice of withdrawal shall be served on the School and the same conditions shall apply to the refund of the deposit. This clause shall apply equally in the case of the prolonged absence of the Student from the School.
- b) Where a Student withdraws from the School and re-applies for admission within three (3) 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 prior to such re-admission.

6. Deposits and Refund

- a) All deposits paid to the School shall under no circumstances be treated as payment of the school fees or any other fees or payments due to the School and shall not be used to set-off any other amounts due and payable by the Parent.
- b) 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 one (1) year 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. Suspension and termination

- a) The School shall be entitled to suspend and/or expel a Student if, in the absolute discretion of the School, the Student has breached the rules and regulations of the School and/or misbehaves or conducts itself in a manner unbecoming of a Student.
- b) In addition to the rights of expulsion as stated above, the School reserves the right to withdraw a Student from the School for any reasons whatsoever and at the full discretion of the Head of School.
- c) In the interest of the Student and/or other students of the School, the Head of School may prohibit the Student from attending the School for such a period as deemed necessary if the Head of School is of the opinion that the Student may be a risk or danger to the other students of the School. The Parent and/or the Student shall, in such circumstances, have no claims whatsoever against the School arising from any such action taken by the School.

8. School Attendance

- a) Unless excused on medical grounds or other compelling cogent reasons, a Student must regularly attend classes, participate in relevant school, camps or extra curriculum activities and sit for examinations applicable to the Student, failing which the School shall be entitled to take such action as it deems appropriate including requiring the Student to repeat (an) academic term(s) or to be withdrawn from the School.
- b) For non-Malaysian citizens, admission to, and continued status as a student of the School, is conditional on the Student possessing a valid visa/pass issued and/or endorsed by the Malaysian Immigration Department. The Parent shall keep the School informed of any change in the status of the Student during his/her enrolment at the School.

9. Emergency and Liability

- a) In case of emergency and if the Parent is unable to be contacted, the Parent hereby consents and authorises the Head of School to call for the medical examination of the Student or to send the Student to a clinic/medical centre. All expenses incurred thereby shall be borne by the Parent.
- b) The Parent agrees that the School shall not be liable for any loss and damage suffered as a result of death, personal injury or loss of any kind whatsoever which the Student may sustain at any time either within the School premises or elsewhere which is not attributable to the negligence of the School, its staff or employees.

10. Photographs and images

- a) 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.

11. Release and Indemnity for activities and trips

- a) I fully understand and accept that while every precaution and care will be taken by the School, participation in school activities may carry with it certain risks which cannot be eliminated. I acknowledge and accept all of the inherent risks associated with the Student’s participating in school activities and the possibility of personal injury, property damage or loss resulting from them and agree to assume all the risks and waive notice of all conditions, danger or otherwise, in or about the school activity.
- b) I agree to release, save harmless and indemnify the School, its employees, invitees, volunteers and agents (herein collectively called “the Personnel”) from and against all claims, actions, causes of action, costs, expenses whatsoever in respect to injury, loss or damage to my child or property, in connection with him/her taking part in school activities or while traveling to and from the activity unless caused by act or negligence of the School or the Personnel.
- c) I further understand, acknowledge and agree that at any time the School reserves the right to accept or decline continued participation to any persons, including the Student, if in the judgment of any of the Personnel the Student’s behaviour is causing unreasonable disturbance or danger to himself/herself or any other participants or to the School.

12. Malaysian Personal Data Protection Act (PDPA) 2010

- a) The School is committed to comply 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 your personal data that we collect as well as your rights over your personal data. Please read and understand the content of the Privacy Policy at <http://his.edu.my/privacy-policy/>.

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 of the School. I agree that any offer of placement is conditional on the accuracy of the information provided by me.

Signature of Father / Stepfather / Guardian

Signature of Mother / Stepmother / Guardian

Name: _____

Name: _____

Date: _____

Date: _____

SECTION J: Application Checklist

- a) A copy of the child's Birth Certificate
- b) A copy of the child's NRIC/Mykid/students' passport - all pages including blank pages (International applications only)
- c) 2 copies of the child's most recent colour passport size photographs
- d) Both parents' copy of NRIC/Mykad/passport for parents of international students (page with details and latest pass)
- e) 2 copies of the parents' most recent colour passport size photo
Note: Parent's name to be written at the back of each photograph
- f) Copies of past one year's school report (for Primary and Secondary applicants only)
- g) Options Form (Year 10 and 12 Applicants only)
- h) Guardian's details (if applicable)
 - Guardian's photo
 - Copy of NRIC/Mykad/passport
 - Letter of Appointment
- i) Application Fee of RM1,000 (Non-refundable and non-transferable)
– Made payable to “HELP EDUCATION SERVICES SDN BHD” either by crossed cheque/bank draft, bank transfer or through online payment gateway via <https://his.edu.my/op/>
- j) Completed Application Form and supporting documents to be mailed to:
HELP International School, No. 2, Persiaran Cakerawala, Seksyen U4, Subang Bestari, 40150 Shah Alam, Selangor, Malaysia or emailed to enquiry@kl.his.edu.my

Note: All documents not in English language have to be translated and verified at the respective embassy, high commission or certified bodies.

For International applicants' visa application only; (to be handed to Visa processing agent appointed by parents)

- a) A copy of Student Pass Application Form *IM.14* (available at Immigration)
- b) Two (2) pieces of passport size photographs
- c) Original Passport of Applicant
- d) Student's Personal Data Form (available at Immigration)
- e) Offer Letter from HELP International School and Supporting Letter from Ministry of Education (MOE)
(These documents will be made available by HIS; supporting letter shall be extended upon settlement of Registration Fees)
- f) A copy of Applicant's passport (all pages including blanks)
- g) A copy of parents' passport (page with details and latest pass)
- h) A copy of Applicant's Birth Certificate/Adoption Certificate

SECTION K: For Office Use

Application Received by:

Name : _____

Signature : _____

Date (dd/mm/yyyy) : _____

Application Processed by:

Name : _____

Signature : _____

Date (dd/mm/yyyy) : _____

HELP INTERNATIONAL SCHOOL

Address: No. 2, Persiaran Cakerawala, Seksyen U4, Subang Bestari, 40150 Shah Alam, Selangor, Malaysia
tel: 03-7809 7000 | email: enquiry@kl.his.edu.my | website: www.his.edu.my