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TENBY SCHOOLS APPLICATION FOR ADMISSION

Location

- Ipoh
- Penang
- Setia Eco Park
- Miri

Curriculum

- International School
- Malaysian Private School

Student No: _____

Term Applied For: _____ Date Admitted : _____ 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 : _____

Affix current photograph of student here.

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 Previous School (s)

Age	Name of School	Country	Was this an International School? (Yes / No)	From (Month, Year)	To (Month, Year)	Level Completed

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

Section 3: Details of Siblings

No	Name	Date of Birth	Age	Gender	School	Level

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 : _____ 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 : _____ 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

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 | <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:

1. To pay a non-refundable Application/Registration Fee with this application form as required for enrolment into the School.
2. To provide a copy of the student's most recent school academic and behaviour report at the time of assessment.
3. To pay all fees before the commencement of the School term (there are 3 terms a year). The School reserves the right to impose a late payment charge of 5% per annum on all outstanding fees which has 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/students.
4. To give, in writing, on the first day of term, notice of a student leaving the School at the end of the term or at least four months' notice before student leaves the School. Failure to do so will result in the forfeiture of the deposit.
5. 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.
6. 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 parent shall forfeit all entitlement to any fees paid with respect to the student.
7. To inform the School of any change of address, contact details or alteration of personal details from the year of entry for the student.
8. To abide by changes made to the school policies, regulations, fees and schedule by the School at the School's sole discretion.
9. 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.

Indemnity

1. 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.
2. I/we understand and agree that in the event of an emergency, the School will make every effort to contact the parents or guardian. 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 parent/guardian will reimburse the school for any expenses/payment incurred to the hospital/clinic concerned.

Signature

Name

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
9. Application fee (OR No.: _____)
10. Registration fee (OR No.: _____)

**Acceptance of Malaysian students into International School is subject to approval by the Ministry of Education, Malaysia.*

Payment Details

Campus	Ipoh	Penang	Setia Eco Park	Miri
Payable to	Ipoh International School Sdn Bhd	Fondcare Sdn Bhd	Tenby World Sdn Bhd	Essential Educare Sdn Bhd
Company No.	268740-A	672861-U	325331-H	366057-T
Tel No.	+605-253 8530	+604-229 1227	+603-3342 1535	+6085 452242
Fax No.	+605-242 9261	+604-227 7571	+603-3344 2292	
Bank A/C No.	5-08177-207406	38930001083	1290-0000563-056	161-100842-2
Swift Code	MBBEMYKL	UOVBYMYKL	CIBBMYKL	OCBCMYKL
Banker	Maybank Berhad	United Overseas Bank Berhad	CIMB Bank Berhad	OCBC Al-Amin Bank Berhad
Bank Address	112, Jalan Canning Estate, Ipoh Gdn, 31400 Ipoh, Perak.	9, Jln Kelawei, 10250 Penang	Grd Floor, 1-1-1, Jln Setia Prima R U13-R, Setia Alam, 40170 Shah Alam, Selangor.	Lot 1375 & 1376 Centrepoint Commercial Centre (Phase 2), Block 10 Miri Concession Land District, Kubu Road, 98000 Miri, Sarawak.

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: _____

Remarks (for office use only)

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