



TENBY EDUCARE SCHOOLS APPLICATION FOR ADMISSION

IPOH

- Tenby Kindergarten
 SR Tenby
 SM Tenby
 Ipoh International School

PENANG

- Sri Pinang Gemilang Kindergarten
 SR Sri Pinang
 SM Sri Pinang
 Tenby International School

SETIA ECO PARK

- Tenby Kindergarten
 SR Sri Tenby
 SM Sri Tenby
 Tenby International School

Term Applied For	
Level Applied For	

Student Code	
Date Admitted:	Class:
Date Left:	Class:

A separate form should be completed for each child.

Section 1 : Child's Personal Details

Name as in Birth Certificate	(please underline your surname)			<i>Fix photograph of child here</i>
Other Name(s)	Gender			
Nationality	Date of Birth			
Religion	Place of Birth			
Passport No. / IC No.	Date Passport issued			
Passport issue at	Date Passport expires			
Type of Visa	Date Visa expires			
Child's current residential address				
Address for sending invoice(s)	<i>Leave blank if same as above</i>			
Address for sending correspondence(s)	<i>Leave blank if same as above</i>			

Section 2 : Details of Previous School

Age	Name of school	Country	Was this an international school?		From	To	Level
			Yes	No	Month / Year	Month / Year	

Has the child ever been expelled from school? Yes No If 'yes', please explain.

Section 3 : Names, Ages and Gender of siblings

No.	Name	Date of Birth	Age	Sex	School	Level



Section 4 : Details of Parents / Guardian

Father	
Title	Name
Nationality	I.C. / Passport No. Type of Visa
Company Name	Designation Office Tel.
Home address	Home Tel. & H/p No. Specimen Signature
	Fax No.
	E-mail address

Mother	
Title	Name
Nationality	I.C. / Passport No. Type of Visa
Company Name	Position/Title Office Tel.
Home address	Home Tel. & H/p No. Specimen Signature
	Fax No.
	E-mail address

Guardian (must be completed if child is not staying with parents)	
Title	Name
Nationality	Passport No. Type of Visa
Address <i>(Please indicate if home or office address)</i>	Relationship to Student
	Telephone office/home
	H/p No.
	E-mail address

School fees paid by:	Employer %	Parents %	Guardian %
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Section 5 : Child's Health History & Special Needs

- Please confirm whether your child 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 _____
- Does he / she have any special skills or interests? _____
- Has this student ever received remedial instructions? _____
- Has this student ever received special education services? _____
- Has this student ever been in a gifted or talented programme? _____
- Has this student ever been assessed by an educational psychologist or specialist? _____
- Does this student have any allergy? _____
- Is this student taking any medication on a regular basis? _____
- Does this student have any physical health limitations? _____

If 'yes', please explain:



Section 6 : General Information:

How did you hear about us?

- Friends Embassy or Consulate in Malaysia Malaysian Embassy or Consulate
 At Work Website Trade Association
 Other sources _____

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

- Curriculum Facilities and resources Quality of Teaching
 Location Academic Standards Class Sizes
 Safety / Security Student diversity (% local / expatriates) Extra-curricular Activities
 Others _____

Section 7 : Parental Declaration

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

- To pay a non-refundable Application/Registration Fee with this application form as required for enrolment into the School.
- To provide a copy of my/our child's most recent school academic and behaviour report at the time of assessment.
- All fees must be paid 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.
- By reason of the above clause 3, 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.
- To give, in writing, on the 1st 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.
- That should my child be offered a place at the School, he/she participate 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 pupil 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.
- The parents shall inform the School of any change of address, contact details or alteration of personal details from the year of entry for the above name applicant.
- The parent and student will 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.

Indemnity

- I/we hereby indemnify the School, its officers and employees against any and all claims arising from any injury to my child 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 or guardian. However, if this is not possible, the pupil 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.

Agreement of Parent or Guardian			
	<i>Signature</i>	<i>Name (please print)</i>	<i>Date</i>



DOCUMENTS REQUIRED FOR ENROLMENT

1. Photocopy of child's passport & visa
2. Photocopy of parents' passports / IC
3. Photocopy of parents' visas (if relevant)
4. Photocopy of parent's work permit (if relevant)
5. Photocopy of child's birth certificate
6. Photocopy of previous school report
7. Child's medical certificate
8. 3 photographs
9. Application Fee
10. Registration Fee

OR No.: _____

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
Payable To	Ipoh International School Sdn Bhd	Fondcare Sdn Bhd	Tenby World Sdn Bhd
Company No.	268740-A	672861-U	325331-H
Tel No.	05-253 8530	04-229 1227	03-3342 1535 / 03-3344 2293
Fax No.	05-242 9261	04-227 7571	03-3344 2292
Bank A/c No.	5-08177-207406	38930001083	1290-0000563-056
Swift Code	MBBEMYKL	UOVBYMYKL	CIBBMYKL
Banker	Maybank Berhad	United Overseas Bank (M) Berhad	CIMB Bank Berhad
Bank Address	112, Jalan Canning Estate Ipoh Garden, 31400 Ipoh, Perak	9, Jalan Kelawei 10250 Penang	Grd. Floor 1-1-1, Jln Setia Prima R U13/R Setia Alam, 40170 Shah Alam, Selangor

ASSESSMENT (for office use only)

1st Assessment Date: _____ (if required)

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)

Checklist	Acknowledged by
Fees	
Other fees	
Student Handbook	
Greenbag	
Library Card	

Accounts Dept	
Book Loan	
Registrar	
SMS	
Class Teacher	
Others	