



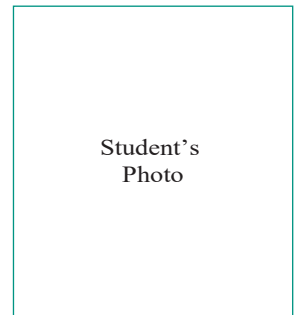
... PRESENTING A WORLD OF OPPORTUNITIES

APPLICATION FOR ADMISSION

A: DOCUMENTS REQUIRED FOR ENROLMENT

Local Student	International Student
<input type="checkbox"/> Photocopy of the child's birth certificate/IC	<input type="checkbox"/> Photocopy of the child's passport/visa/Malaysian Permit
<input type="checkbox"/> Photocopy of previous school report/school leaving certificate	<input type="checkbox"/> Photocopy of the child's birth certificate
<input type="checkbox"/> The child's medical certificate (if relevant)	<input type="checkbox"/> Photocopy of previous school report/school leaving certificate
<input type="checkbox"/> Photocopy of parents' IC	<input type="checkbox"/> The child's medical certificate (if relevant)
<input type="checkbox"/> 3 copies of the child photographs (passport size, white background)	<input type="checkbox"/> Photocopy of parents' passports including all blank pages
<input type="checkbox"/> 2 copies of father and mother or guardian's photograph	<input type="checkbox"/> Photocopy of parents' visas/work permit (if relevant)
<input type="checkbox"/> Cash / cheque / online payment for Application Fee	<input type="checkbox"/> 3 copies of the child photographs (passport size, white background)
<input type="checkbox"/> Cash / cheque / online payment for Registration Fee	<input type="checkbox"/> 2 copies of father and mother or guardian's photograph
	<input type="checkbox"/> Cash / cheque / online payment for Application Fee
	<input type="checkbox"/> Cash / cheque / online payment for Registration Fee

Intake Year : _____ Class : _____
 Intake Level : _____
 Student ID : _____ Sports House : _____
 Admission Date : _____
 Enrolment Officer : _____ **COMPULSORY**



B. CHILD'S PERSONAL DATA - INDIVIDUAL CHILD PER FORM

Name as in Birth Certificate : _____ Gender : Male Female
 (Underline your surname)
 Preferred Name : _____ IC No (Malaysia only) : _____
 Nationality : _____ Passport No : _____
 Religion : _____ Type of Visa : _____
 Race : _____ Language (Spoken at home) : _____
 Birth Cert.No : _____ Other Languages : _____
 Country of Birth : _____ Date of Birth (DD/MM/YY) : _____
 Home Address : _____
 Correspondence Address : _____
 (If different from above)

PREVIOUS SCHOOL - BEGIN WITH THE MOST RECENT

No	Name Of School	Country	Level	Joining Date	Living Date	Was this an International School
1						<input type="checkbox"/> Yes <input type="checkbox"/> NO
2						<input type="checkbox"/> Yes <input type="checkbox"/> NO

No	Club / Societies	Sports	Competition Participated In
1			
2			

C. INFORMATION OF SIBLINGS

No	Name	Date of Birth	Gender	School	Level
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

D. DETAILS OF PARENTS/GUARDIAN

Father - Compulsory

Mother - Compulsory

Title (Mr/Ms/Mds/Dr/Dato') :	_____	Title (Mr/Ms/Mds/Dr/Dato') :	_____
Name (As in passport, please underline surname) :	_____	Name (As in passport, please underline surname) :	_____
Nationality :	_____	Nationality :	_____
IC No (Malaysian only) :	_____	IC No (Malaysian only) :	_____
Passport No :	_____	Passport No :	_____
Type of Visa :	_____	Type of Visa :	_____
Job Designation :	_____	Job Designation :	_____
Company :	_____	Company :	_____
Company Address :	_____	Company Address :	_____
Telephone (O) :	_____	Telephone (O) :	_____
Home Address :	_____	Home Address :	_____
Telephone (H) :	_____	Telephone (H) :	_____
Mobile :	_____	Mobile :	_____
Email :	_____	Email :	_____
Parents' Marital Status:	<input type="checkbox"/> Married	<input type="checkbox"/> Divorced	<input type="checkbox"/> Separated
	<input type="checkbox"/> Widowed	<input type="checkbox"/> Others	

Details of Guardian

(Must be completed if child is not staying with parents)

Title (Mr/Ms/Mds/Dr/Dato') :	_____	Relationship to the child :	_____
Name (As in passport, please underline surname) :	_____	Passport No :	_____
Nationality :	_____	Type of Visa :	_____
Company Name :	_____	Telephone (H) :	_____
Job Designation :	_____	Telephone (O) :	_____
Email :	_____	Mobile :	_____
Company Address :	_____		
Home Address :	_____		

Emergency Contact

(If parents are not reachable in case of an emergency)

Name (Please underline surname) :	_____	Telephone (O) :	_____
Relationship to the child :	_____	Telephone (H) :	_____
Email :	_____	Mobile :	_____

E. STUDENT'S HEALTH HISTORY & SPECIAL NEEDS INFORMATION

Diet : Vegetarian Non-Vegetarian

Please give details if the answer is YES.
Does the student:

Please tick ONLY one of the boxes

1. suffer from any major illness ? YES NO
(Details)
2. have any allergies? YES NO
(Details)
3. is taking any medication on a regular basis? YES NO
(Details)
4. have any physical health limitations? YES NO
(Details)
5. have any special skills or interests (sports, music, drama, dance, etc)? YES NO
(Details)
6. ever been in a gifted or talented programme? YES NO
(Details)
7. have any physical disabilities, leaning difficulties or psychological needs? YES NO
(Details)
8. been involved in serious disciplinary action? YES NO
(Details)
9. Any other information that the parents/guardian may have on any past diagnostic issue that may assist to ensure the academic/behavioral wellbeing of the child.
.....
.....

F. GENERAL INFORMATION

1. How did you hear about us?

- Website Social media Email marketing Exhibition Friends
 Agent Relatives Others: _____

2. What are the most important factors for you when choosing a school?

- Location Facilities & Resources
 Curriculum Student diversity
 School's Mission & Vision Pastoral Care
 Boarding Others: _____

G. PAYMENT DETAILS

Payable To	Kingsley International Sdn Bhd
Registration No.	201001040152 (924077-A)
Tel No.	+603 5481 6090
Fax No.	+603 5481 6091
Email	bursary@kingsley.edu.my
Bank	CIMB BANK BHD
Bank Address	31-1, Jalan USJ 9/5S, UEP Subang Jaya, 47620 Petaling Jaya, Selangor
Account No	8002022996
Country	Malaysia
Swift Code	CIBBMYKL

International Payment Gateway	kingsley.flywire.com	
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H. BILLING DETAILS

School Fees paid by : i. Employer [%] ii. Parents [%] iii. Guardian [%]
Bill To : _____

BILLING DETAILS (i) & (ii) (To be completed if payment is not made by parents or guardians) BELOW

i. EMPLOYER

Company's Name : _____
Person In Charge's Name : _____ Telephone (O) : _____
Designation : _____ Fax (O) : _____
Email : _____
Address : _____

ii. INDIVIDUALS

Name : _____ Telephone (O) : _____
(Please underline surname)
Relationship to child : _____ Telephone (H) : _____
Email : _____ Mobile : _____
Address : _____

I. AGENT DETAILS - IF APPLICANT IS INTRODUCED BY AN APPROVED AGENT

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

Name of Agency : _____
Designation : _____ Telephone (O) : _____
Email : _____ Telephone (H) : _____
Mobile : _____ Fax (O) : _____
Office Address : _____

J. INITIAL REGISTRATION POLICY

Applicability of Initial Registration Policy (“Policy”)

- This policy applies to all students who have successfully enrolled with ML Kingsley and completed the registration.
- Parents are advised to review this Policy in detail and to take note of the consequences highlighted. For queries or clarification on the Policy, parents are to contact the school.

Payment of Fees – Obligation, Penalty and Consequences

- It is the responsibility of each parent of ML Kingsley to ensure timely payment of fees and other related charges associated with the respective year of studies.
- All fees paid (except deposit) are neither refundable nor transferable once the term has commenced.

The following are applicable to new and returning students

- The deadline to pay all relevant fees is before the commencement of each term. Failure to do so will result in the students not being allowed to attend class unless all fees payable are paid.
- A late payment charge of 5% per annum will be imposed on all outstanding fees which have not been paid by the 7th day from the due date.

Note:

If at the end of the 7 days from the due date, the fees continue to be outstanding with no justifiable explanation received for the delay, ML Kingsley reserves the right to review the status of the student and to take such necessary action as it deems fit, including but not limited to barring the student from classes and facilities, suspension, withholding of all examination results, certificates and records of the students.

Withdrawal

- A request for withdrawal must be made on the Student Withdrawal Form and to be submitted to the Front Desk Personnel indicating the last day of child’s attendance in class.
- Failure to give written and sufficient notice will result in the forfeiture of the deposit and the School reserves the right to withhold all examination results, certificates, and school records of the child.
 - Local students: a minimum of SIX (6) months’ notice is required for a full refund of deposits.
 - Foreign students: a minimum of TWO (2) years study is required and SIX (6) months’ notice. (A 30% of any advanced payments of any school fees will be refunded.)

_____)

Note:

- a) All refunds for school fees, deposits, charges or whatsoever payment shall be subject to the right to set off by ML Kingsley against any fees or payments due and owing to ML Kingsley. Such adjustments will be indicated in the completed Student Withdrawal Form. These adjustments will be made regardless of whether the student has attended classes or sat for examinations.
- b) All payment of refunds shall be made payable to the name of the parent/guardian, as specified in the Student Withdrawal Form. In the event if a refund payment is issued to another person, institution or sponsor nominated by the parents, ML Kingsley shall disclaim any obligation in relation to the refund of fees to the parents and accepts no responsibility if the parent did not receive the benefit of such refund from a person, institution or sponsor nominated to receive the refund payment so nominated.
- c) A student who is absent without any formal notification is deemed to have withdrawn after a lapse of five (5) consecutive days. The balance of money in his/her account will be transferred to the School Fund, if it is not claimed within one year from his/her last enrolment date at ML Kingsley or from any new term, whichever is earlier.
- d) The deposit refundable under the conditions hereof shall be refunded free of interest and must be claimed by the parent within six (6) months from the date the child ceases to be a student of the School, failing which the parent consents and confirms that the School have the rights to transfer the said money into the School Fund, whereupon the parent shall have no claim in respect of such monies whatsoever. The School shall be entitled to utilise such monies in the School Fund as the School deems fit.

Academic

- To ensure that the student participates in all normal educational activities including sport activities and physical education, scientific experiments, projects, enrichment programmes and school excursions.

Behaviour & Discipline

- To accept 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, all entitlement of any fees paid with respect to the student.

Additional Note(s):

- This policy constitutes the general terms which are applicable to all ML Kingsley students.
- Special conditions may be attached/ offered to individual year of studies. Parents are advised to consult the relevant parties for clarification/ updates in procedures before proceeding with the intended course of action.
- While ML Kingsley will endeavor to notify parents by email broadcasts and letters, it remains the responsibility of the parents to read such notifications.

Note: All exceptions to the above need to be approved by the Principal and CEO.

K. CONDITIONS GOVERNING ENROLMENT AND ADMISSION

All parents are advised to read the policies, terms and conditions governing the admission at Kingsley International School (the School) and the child's continued enrolment as student, as set out below.

1. The Application for Admission Form must be duly and accurately completed and accompanied with a crossed cheque or bank draft made payable to KINGSLEY INTERNATIONAL SDN BHD for an Application & Registration fee at the current rate for the application.
2. The Application Fee is non-transferable and non-refundable regardless whether the child is successfully admitted to the School or otherwise. The receipt of the Application Fee does not oblige the School to admit the child.
3. The application & registration fee is valid for 12 months from the receipt date.
4. On being offered a place, Parents shall immediately pay the required school and ancillary fees (including the deposit) at the prevailing rates as stated in the fee structure, subject to annual reviews and the fees indicated in the current fee structure may vary for the term for which the place is offered.
5. To provide a copy of the child's most recent school academic and behavioral / medical report at the time of application.
6. All fees must be paid before the commencement of each academic term (3 terms per year). Students are permitted to attend class only when all fees payable are paid. The School reserves the right to impose a **late payment charge of 5%** on all overdue fees calculated from the due date until the day of settlement date.
7. Admission and entry of the student is:
 - a) at the absolute discretion of the School (School generally takes into consideration various factors - the child's age, academic ability in relation to the School's current students, the child's behavior & the active role of the parents/guardians in the student's academic study.
 - b) the availability of a place and the child satisfying any other admission requirement at that time.
8. The Principal reserves the right to place the student in a class which is deemed academically suitable to the student's needs at any time to maximize the child's potential to learn. This may include a repeat of an academic year.
9. The parent/guardian is responsible to ensure:
 - a) the child attended school daily and be punctual on each school day and to comply with all the school rules.
 - b) Parents will behave appropriately when on School premises and not to resort to any e-activities which may harm or damage the school's reputation. Failing to adhere to this may result in the child/ward's enrolment be suspended.
 - c) Parents are to acknowledge that eating well in school enables a child to have energy to focus and concentrate, and thus all **meal plans are compulsory**, and there should be no exclusion from eating well-prepared meals in school.
10. The School reserves the right to bar any student from attending classes or withhold all examination results, certificates and school record if any outstanding fees are not paid.
11. The child is required to participate in all normal educational activities including physical education and sports activities, scientific work, subject folios, projects, enrichment or remedial programs, swimming lessons, educational visits and outings and all fees payable, including expenses thereby incurred will be on the parent's account.
12. Parents agree to give their consent towards any physical contact by teachers/facilitators
 - a) which are carried out with good practice and are appropriate and proper for the sole intention towards teaching and learning.
 - b) for providing comfort to a student in distress or to maintain safety and good order, or in connection with the Student's health and welfare.
 - c) Parents also consent to their child participating in contact and non-contact sports and other activities as part of the normal School and extra-curricular program and acknowledge that while the School will provide appropriate supervision the risk of injury cannot be eliminated.
13. **Learning Journeys are compulsory and non-refundable** as these are preplanned and prepaid upon enrolment. Trips not achieved with absenteeism not supported with valid reasons may gain the student demerits points in their CA.
14. A student's absenteeism from the School without prior notice to the School or Registrar for five (5) consecutive days will be taken as voluntary withdrawal from the school without any refunds of any school fees or deposit.
15. Parents may request for permission to take their child from school day or for a period of up to 5 school days for important family events and urgent appointments. The School will approve any reasonable request (School's discretion) for leave of absence with valid reason. The parent will not be entitled to make any claim against the School for any issue arising during the event. There will be no refunds for any school fees or boarding fees paid.
16. The School reserves the right to suspend or expel a student in any case of misconduct or a serious breach of discipline (by the student or by the parents/guardians of the said student) particularly if this has a detrimental effect (in the opinion of the School) on the other students or parents of the School. There shall be no refunds of any school fees or boarding fees paid.
17. The School may require at any time the withdrawal of a student from the School for any reason at the discretion of the Principal. This may include matters related to the student's inability to participate in or benefit fully from the School's curriculum or if there is a breach by the parent to fully cooperate with the school management on any matters or things related to the child's capability to assimilate or pursue academic progressively. Refunds of any school fees or boarding fees is at the discretion of the Principal.
18. In the interest of the child and/or other students of the School, the Principal may at his/her discretion prohibit the child from attending the School for such periods as the Principal deems necessary in the event of the child or child's next of kin:
 - a) 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 child is infected or otherwise.
 - b) Parents are to comply with any quarantine measures by any School medical officer or any medical practitioner (as varied from time to time). The parent or child shall have no claim against the School arising from such action taken by the Principal.
 - c) The child being quarantined may still continue with all academic work whether it is online classes or work sent to his/her home.

19. Students are responsible for the security and safe use of all personal property which should be labelled or marked clearly with his/her own name. Students caught stealing or damaging other's properties will result in an Incident Report being drawn up, attend counselling sessions or be suspended depending on the gravity of the incident. Parents are also liable to pay for any school properties damaged.
20. The parent acknowledges that the School incorporates the usage of internet in its curriculum to enhance students' learning. The School has made clear the importance of cyber safety and has implemented sufficient security measures to shield the student from potential threats on the Internet. The parent must agree to the following:
 - a) Parents will proactively monitor the child's internet usage and interest which should be activities appropriate to learning and are educational.
 - b) Digital learning for school with activities and access to the Internet and/or school network should be made via authorized account password, which should not be made known to any other person not known to the child or parent.
 - c) Any activity that threatens the integrity (in the opinion of the School) of the School's system, or activity that attacks or corrupts other systems is prohibited.
 - d) The School will not tolerate any use of pirated materials, pornography, gambling of any sort. Student found involved will be immediately suspended indefinitely depending on the seriousness of the matter. The parents will be responsible for any properties damaged or costs incurred.
21. The school will not tolerate or allow any participation in any illegal online acts for student's personal gain, illegal advertising or for political purposes and will not be held responsible for any data loss or legal action arising therefrom. Student found involved will be immediately suspended indefinitely depending on the seriousness of the matter. Parents will be responsible for any costs incurred.
22. The School shall be entitled at any time to amend, add or delete any policies, terms and conditions in respect of the admission of the child, his/her continued enrolment at the School or any matters related thereto. These policies, terms and conditions are intended to promote the education and welfare of each student and the stability, proper resourcing and development of the School. Parents are requested to check for the latest version of the policies, terms and conditions and the Parents agrees to be bound by the latest version of the policies, terms and conditions.
23. The School may at any time and from time to time make such policies, rules and regulations relating to the conduct of the students in the School and all such matters which 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 shall be deemed to be breach of the policies, terms and conditions therein.
24. Only the School and the Parents are parties to this contract. The Student is not a party to it. A third party who pays the fee on behalf of the student is not a party to the contract. The acts and omission of the Parent are binding on the student and vice versa as to any matter of behavior, discipline and fees. All request and authorities by the Parent are treated as being made on behalf of the Student and vice versa.
25. All references to "parent" shall mean any and all parent and/or guardian of the child and the provisions herein shall be binding on them jointly and severally. All reference to "student" shall refer to the child who is the applicant or enrolled person at the School.
26. The offer of a place and the acceptance by the Parent give rise to a legally binding contract on the terms of these policies, terms and conditions. This contract was made at the School and is governed exclusively by the laws of Malaysia.
27. For Non-Malaysian passport holder, admission to and the continued status as student of the School, is conditional on the child possessing a valid visa issued by the Ministry of Education and Malaysian Immigration Department. All documents for Parent/student visa for approval by Malaysian Immigration must be submitted on time. The School will not be liable for any unsuccessful applications. All charges or penalties will be borne by parents/guardians.

L. REFUND OF DEPOSIT OR TUITION FEES

28. The parent must undertake to keep the School informed of any change in parental status at all times.
29. To qualify for deposit refund for all local students, a minimum of six (6) months' withdrawal notice is required. A 30% of any advanced tuition fee paid for next subsequent terms shall be refunded, if any.
30. The Withdrawal notice shall set out the date of such withdrawal (last day of child's attendance), failing which the same shall be deemed as insufficient notice.
31. If the child is not withdrawn from the School on the date to withdrew, a fresh notice of withdrawal is required and the same condition applied for the refund of deposit and for the refund of any advance payments of any school fees. In the event of a termination by the School for discipline or false declaration, all deposit will be forfeited. Refund of deposit shall be made payable to: _____
(Crossed cheque for qualified refund of deposit will be made to the person as stated above)
32. The deposit refundable under the conditions as per Refund Policy shall be refunded free of interest and must be claimed by the parent within six (6) months from the date the child ceases to be a student of the School, failing which the parent consents and confirms that the School shall immediately and is hereby authorized to transfer the said money into the School Fund, whereupon the parent shall have no claim in respect of such monies whatsoever. The School shall be entitled to utilized such monies in the School Fund as the School deems fit.
33. Where a child has been withdrawn from the School and applies for re-admission, no application fee will be payable if the child is re-admitted within 3 terms from the term the child leaves the School. The registration fee, school fee, deposit and other fees payable all at the then prevailing rate are required prior to re-admission. If re-admission takes place after 3 terms of withdrawal, it will be treated as a new application.
34. For all foreign students, a minimum of two (2) year study and a minimum of six (6) months' withdrawal notice are required. A 30% of any advanced tuition fee paid for next subsequent terms shall be refunded, if any.
35. Students must complete at least Year 11 to be entitled for a High School Certificate. Students who leaves before taking their KIS 'O' Level Exams shall be issued a school leaving certificate with "Did not complete high school" remark.
36. For student who transfers from another school, (public, private or international school), the School requires the School Leaving Certificate from the previous school within TWO (2) months from the date when the student commences their study in the School. Failure to do so, the School reserves the right to deregister the student from the School and no refunds shall be returned (any current school fees inclusive of deposit) with only 30% of any advanced fee paid for the new term/s.

37. In the event that the student/parent is denied entry at any point of the Immigration process (with valid documents from the School, MOE and Immigration Department) due to special request from the Immigration and Customs for proof for purpose of entry, proof of return (flight tickets) and etc, parents/guardians or agents must be obliged to such requests as it is deemed as the legal law enforcement from the abovementioned government departments.
38. Force Majeure: The School's duties and obligations shall be suspended immediately without notice during all periods that the School is closed because of force majeure events including, but not limited to, any fire, act of God, hurricane, war, governmental action, act of terrorism, epidemic, pandemic, or any other event beyond the School's control. If such an event occurs, the School's duties and obligations in this Admission Form will be postponed until such time as the School, in its sole discretion, may safely reopen. In the event that the School cannot reopen due to an event under this clause, the School is under no obligation to refund any portion of the tuition paid.

Authorisation & Indemnity

1. I/We as parent(s) authorize the School to release information regarding my/our child to my guardian or sponsoring agency.
I/We further authorize the School to release my child's academic records to any colleges or universities to which my/our child applies for further education.
2. I/We hereby grant the School permission to photograph, record and videotape my/our child while attending the School and activities conducted by the School.
I/We understand that the School will own the still photographs and/or video footage, in which my/our child appears and have unrestricted right to use.
3. I/We hereby indemnify the School, its officers and employees against any and all claims arising from any injury to my/our child whilst participating in any School activities, trips and learning journeys or while on School premises or while travelling to or from School and the School undertakes to extend all reasonable care to ensure the well-being of the student.
4. 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 a suitable hospital/clinic approved by the School, for treatment. The parent/guardian will fully reimburse the School for any expenses/payment incurred at the hospital/clinic concerned.

Privacy Policy

I/We as parent(s) trust and giving consent to KINGSLEY INTERNATIONAL SCHOOL (KIS) to disclosed our personal data to KIS and relevant third parties whether within or outside Malaysia directly or via their agents, representatives or servants for the following purposes.

- i. Internal record keeping and maintenance.
- ii. For KIS products and services offer and/or improvement. KIS may from time to time send promotional materials on new or existing products & services, special offers, events, advertisement and promotional or other information that KIS is of the view that I/we may find interesting.
- iii. KIS may use my/our personal data to communicate with me/us.
- iv. KIS may also use my/our personal data to contact me/us (for academic or market research and surveys purposes subject always to my/our express consent to participate in the same).
- v. Prevention, detection and prosecution of Offences or Crimes, and compliance with legal, statutory, regulatory and contractual obligations.
- vi. Maintain my/our academic, scholastic, employment and disciplinary records (applicable to staff or former staff only). Protecting KIS's interest and/or other ancillary and related purposes.
- vii. Protecting KIS's interest and/or other ancillary and related purposes.

My/our personal data may include name, identity card information, passport information, title, honorific, education background, testimonials, records & performances and skills; contact information, mobile & phone numbers, house address, email address, mobile contacts such as WhatsApp, Google+, Viber, Skype, WeChat, Social Media platforms namely Facebook, Instagram, Twitter and/or LinkedIn; demographic information such as race, religion, gender, sexual orientation, preferences and interests and financial background, photographs, pictures, films, tapes, Online portals representing the School, You Tube Video sharing platform, Virtual Promotional Campaigns and other pictorial recordings taken in any medium (including electronically) AND any other information relevant to myself/us being a student, graduate, alumnus, staff, vendor, contractor, agent, partner or affiliate (whichever is applicable) which I/we have in the past provided and consented to provide and/or which personal data derived and arising out of your contract, contact/relationship with KIS with reference to the Privacy Policy act published in the Kingsley International School's website and complied in accordance to Personal Data Protection Act 2010.

Agreement

I hereby acknowledge and confirm that I have read and fully understand the above terms and conditions of this Policy, including the consequences and actions to be taken by ML Kingsley in the event of non-compliance. I further undertake to comply with the said terms and conditions, including but not limited to the timely payment of fees.

Signature : _____ Date : _____

Name : _____ IC No (Malaysian only) / Passport : _____

Name : Father Mother Guardian Student name : _____

*** NOTE**

1. Acceptance of International students into International School is subject to approval by the MOE.
2. Application Fees and Registration Fees are non-refundable and non-transferable.

Placement Test *(For office use only)*

Placement Test (Date) : _____

Results : English: _____ Mathematics: _____ Science: _____

Accepted to Requested Level : If YES _____ If NO, please state reason _____

Test administered by : _____ Need for extra coaching in English : Yes No

Date : _____

*** Endorsed by:** *CE office only*

Please ensure all documents (Section M) are fully supplied by parent / guardian to CE Office for endorsement.

Successful Enrolment to Year / Class: _____ Intake : _____

Comments : _____

EEP Student Council Gavel Club

Unsuccessful Enrolment

Comments : _____

Enrolment Officer: _____ Chief Executive: _____ Date: _____

