



IMPERIAL
INTERNATIONAL SCHOOL

Student Application Form

Please attach
non-returnable
passport-sized
colour photograph

Application Form

Student Details

Applicant's name: _____
(first name) (middle name) (last/family name)

Preferred name: _____ Applying for Academic Year 20____ / 20____

Passport number/NRIC: _____ Nationality: _____

According to MOE requirements, Malaysian students are asked to indicate their ethnicity: _____

Date of birth: _____ (Example: 20 September 2012) Gender: Male Female

Permanent Address: _____

Phone number: _____ Mobile number: _____

Current Grade/Year: _____ Expected start date: _____ (Example: 20 September 2012)

Applying for year level: (Tick only one box)

Key Stage 1	<input type="checkbox"/> Year 1	<input type="checkbox"/> Year 2		
Key Stage 2	<input type="checkbox"/> Year 3	<input type="checkbox"/> Year 4	<input type="checkbox"/> Year 5	<input type="checkbox"/> Year 6
Key Stage 3	<input type="checkbox"/> Year 7	<input type="checkbox"/> Year 8	<input type="checkbox"/> Year 9	
Key Stage 4	<input type="checkbox"/> Year 10	<input type="checkbox"/> Year 11		

Is English your child's first language?

Yes No

What is the main language spoken at home?

If English is not your child's first language, please select their level of English proficiency from the list below:

Beginner Intermediate Advanced

What other language(s) does your child speak?

Siblings - Provide the name and date of birth of any siblings that are also applying for admission at Imperial

Sibling #1 Family name: _____

Date of birth: _____
(Example: 20 September 2012)

Sibling #2 Family name: _____

Date of birth: _____
(Example: 20 September 2012)

First name: _____

Relationship to applicant: Older brother Older sister
 Younger brother Younger sister Twin

First name: _____

Relationship to applicant: Older brother Older sister
 Younger brother Younger sister Twin

Family Details

Parent/Legal Guardian 1

Title: _____ Family name: _____

First name: _____

Mobile phone number: _____

Relationship to student: _____

Email address: _____

Nationality: _____

Passport number/NRIC: _____

Occupation: _____

Company name: _____

Company phone number: _____

Parent/Legal Guardian 2

Title: _____ Family name: _____

First name: _____

Mobile phone number: _____

Relationship to student: _____

Email address: _____

Nationality: _____

Passport number/NRIC: _____

Occupation: _____

Company name: _____

Company phone number: _____

Additional Details

Parents' marital status:

Married

Separated

Widowed

Divorced

(Tick only one box)

Other: _____

During the school year, with whom will the student be living?

Based on the people listed above (tick only one box)

Parent

Guardian

Please provide full details of the adult guardian with whom the student will be living.

Student's School History

School 1

At what age did the child start formal schooling: _____

Name of student's current/most recent school: _____ Country/City: _____

What dates did your child study at this school? From _____ to _____

Type of curriculum (e.g. Australian, IB, UK, USA, National System, etc): _____

What month did the academic school year begin? _____ What month does/did the academic year end? _____

Language of instruction: _____ Do you give us permission to contact this school? Yes No

School 2

At what age did the child start formal schooling: _____

Name of student's current/most recent school: _____ Country/City: _____

What dates did your child study at this school? From _____ to _____

Type of curriculum (e.g. Australian, IB, UK, USA, National System, etc): _____

What month did the academic school year begin? _____ What month does/did the academic year end? _____

Language of instruction: _____ Do you give us permission to contact this school? Yes No

Has your child ever been involved in serious disciplinary action such as suspension or expulsion?

Yes (If yes, then please explain.) No

Please list your child's particular skills, talents, achievements or interests. (e.g. musical instrument, sport skills, arts, ICT, etc.)

Is there any other information about your child which may be helpful in this application?

Has your child had any assessments/ evaluations?

Yes (If yes, then please explain.) No

Select from the list below any support your child has received or is receiving currently. (Tick all that apply)

- English as additional language support
- Learning support/ special education assistance
- Counselling
- Assessment by an educational psychologist
- Speech therapy
- Hearing impairment services
- Visual impairment services
- Services for physical disabilities
- Gifted and talented
- Other: _____

Tuition Fee Details

Fee payment will be made by:

Parent(s) only Company only Parent(s) and company

If fees will paid by both parent(s) and company, please provide the percentage paid by each:

Parent (_____ %); Company (_____ %)

If billing should be sent to another person/address, please provide information below:

Billing name: _____

Position/Title: _____

Billing telephone number: _____

Billing email address: _____

Billing address: _____

Additional Information

Why did you select Imperial for your child/children?

How did you hear about Imperial International School?

- Word of mouth Education guides
- Local newspaper/ magazine Imperial website
- Live nearby the school Bunting
- Billboard Internet Search
- Signage Facebook/Social Media
- Banner Other _____

Application Process

Imperial International School offers educational opportunities to eligible students who identify with the school's vision and mission. To apply for admission to Imperial, please submit an Application Form and the required documentation listed below. You are encouraged to make your application package as complete as possible. We will contact you if further information is required. Please note, all prospective students must submit a complete Application Form and all required documents before their application can progress to the next stage of the admissions process.

Important Note:

Any special social, medical, dietary, psychological or educational needs must be noted, with supporting information or documentation attached. If the applicant has been tested for any educational, social, emotional or psychological purposes, the test results must be submitted with this application. Please refer to the declaration section of this application in reference to the withholding of any additional testing materials during the time of application.

The Admissions Process

1. Complete the Application Form and prepare all Required Documentation (details below) for prospective students. All applications are required to pay a non-refundable application fee of MYR300.00.

Required Documentation

It is suggested that photocopies of each document be prepared in advance. Please use the following checklist as a guide to submitting the required documentation.

- Application Form
- Application Fee of MYR300.00
- Official copies of school reports for the previous 24 months. A certified English translation is required for reports not originally issued in English.
- Any documentation relating to additional services your child is receiving or has received over the past 5 years. For example, an IEP/ISP; educational-psychological evaluation; speech and language reports; OT reports; etc.
- A copy of the applicant's passport (personal details page) or a Mykad/Mykid for a Malaysian student. For student who do not have a passport of MyKad/MyKid, please provide a copy of the applicant's birth certificate.
- Copies of parents'/legal guardians' passport (personal details page) or a MyKad for Malaysians.
- A recent passport-style photo of each applicant.
- Recent passport-style photos of each parent/legal guardian.

2. Parents/Guardians will be notified once the student's complete and documents have been received.
3. After an initial review of the application, the student may be invited to undertake an admissions assessment and to have an interview with the School Principal. Parents will be asked to accompany their children to the interview.
4. The Admissions Committee will review the student's complete application and assessment and make a decision about acceptance to Imperial.
5. Families will be advised of the Admissions Committee's decision, the year level placement and start date Possible outcomes are:
The student is accepted unconditionally.
The student is accepted on a conditional basis.
The student is accepted but place on a waiting list.
The student is not accepted.
6. Once a place is offered, a family will have a limited period in which to accept the offer.
7. Invoices for fees will be sent to parents/legal guardians upon receipt of fees, the student's enrolment will be confirmed.

Declaration

I understand that Imperial reserves the right to dismiss, at any time, a student who has proven to be an unsatisfactory member of the school community. If, in the School's judgement, a student's conduct on or away from campus indicates that he or she is consistently out of sympathy with the ideals objectives, and programme of the School, parents will be required to withdraw the student at once, even though there may have been no infraction of a specific rule.

I certify that information provided in the application process to Imperial is complete and accurate and that no information has been withheld including any prior academic, educational, emotional or psychological testing results. I authorise Imperial to request further information from teachers counselors, administrators and specialist. I understand that if complete and accurate information has not been provided, Imperial may be unable to provide services or accommodations, and may withdraw an offer of admission and exclude or dismiss the student from Imperial at any future date. I have read and I accept the terms and conditions set out in the prospectus, handbooks and the accompanying documents.

Date ____/____/____

Parent/ Legal Guardian's Signature _____

Student Record Checklist

Student Name: _____ Nationality: _____

Year Level: Year _____ Academic Year 20 _____ Term _____

Item	✓	Remark
ADMISSION DOCUMENTS		
Application Form		
Student Photo Passport Size (2 copies)		
Child Birth Certificate/ Mykid		
Father Photo Passport Size (1 copy)		
Mother Photo Passport Size (1 copy)		
Passport (Non Malaysian)		
Passport/ NRIC (Father)		
Passport/ NRIC (Mother)		
Most Recent Year's School Report		
Admission Entrance Test		
Offer Letter		
Health Form		
Terms & Conditions of Enrolment		
Vaccination Record (Student)		
FINANCE		
Receipt - Application Fee		
Receipt - Registration Fee		
Receipt - Deposit Payment		
Applicable for International Student ONLY		
VISA		
Type of Visa		MM2H/Dependant/Student/Permanent Resident/Others
Student Visa		
Guardian Visa, if any		

Medical Record Form

This form is to be completed accurately at the time of application and to be updated as necessary.

Failure to disclose complete information about your child's medical history may result in unnecessary delay during an emergency.

Medical Details

Student's Name: _____
(family name) (middle name) (last/family name)

Family Physician: _____

Name of Clinic: _____

Address of Clinic: _____

Does your children have health insurance? Yes No

If yes, what is the name of the health insurance company? _____

Please provide further health insurance details, as needed (e.g. policy type, policy number, name of adult the policy is under, etc.)

Medical History

Please note that the school nurse may contact you for further information.

What is your child's blood group? _____

Does your child have any allergies?

Yes No

If yes, please list allergies and response(s) required.

Is your child receiving current or ongoing treatment for any medical, surgical or psychological condition?

Yes No

If yes, please list and/or attach their treatment schedule.

Participation in Physical Activities

Is there any reason your child cannot participate in Physical Education classes or school sports?

Yes No

Does your child have any of the following disorders or conditions? If yes, please tick where applicable.

- Frequent headaches/fainting/dizziness
- Heart problems
- Asthma
- Stomach/digestion problems
- Recurrent skin problems (rashes, eczema, psoriasis)
- Diabetes
- Seizure Disorder/Epilepsy
- Psychological conditions (depression, bipolar, anxiety, ADD/ADHD)
- Ear issues (infection, hearing, grommet)
- Visual difficulties
- Other:

Are there any other medical concerns you feel the school should be aware of?

Medication and Emergency Care

Please note that all student medications must be left with the school nurse to dispense as prescribed, including both long-term medication and short-term medication. With the exception of asthma inhalers and epi-pens that have been previously approved by the school nurse, students are not allowed to carry medication with them at school.

Does your child regularly take medications at home?

Yes No

If yes, what is the name of this medication?

Check the medication that you APPROVE the school nurse to administer to your child when required. Tick all that apply.

Paracetamol Ibuprofen Antihistamine Asprin

Emergency

Please note that the school needs to have at least one emergency contact who is not the parent/guardian.

Emergency Contact #1

Emergency Contact #2

Emergency Contact #3

Name: _____

Name: _____

Name: _____

Relationship: _____

Relationship: _____

Relationship: _____

Phone no.: _____

Phone no.: _____

Phone no.: _____

Mobile no.: _____

Mobile no.: _____

Mobile no.: _____

Parental Permission

I/We hereby give my/our permission and the school to initiate for my/our child in the case of serious illness or injury, emergency measures, including ambulance transport to a hospital, in the event the school is unable or it is not possible for the school to contact me/us or my/our designated emergency contact.

All medical charges/costs arising from the emergency care, shall be borne by us and we shall indemnify and keep the school indemnified against all charges and costs incurred thereto.

We hereby agree that the school shall not be liable for any death or personal injury sustained by my/our child within the school campus and/or loss, claim, damage or liability in relation thereto save and except where such occurrence is caused by the gross negligence of the school, its officers and/or employees.

Signature of Parent/Guardian: _____

Name: _____

Date: _____

Terms & Conditions of Enrolment

Enrolment and admission to Imperial International School are subject to the following Terms and Conditions.

1. Admissions and Imperial Policies

The enrolment of a child at Imperial, including the acceptance/placement of the child into a particular grade level, is subject to Imperial's policies and procedures, which may be amended by Imperial from time to time. All amendments are effective and binding on the parent/guardian/child on the effective date decided by Imperial with or without notice.

2. Withdrawal by Imperial of Enrolment or Enrolment Offer

If at any time before or after the child's enrolment, it was found that any of the following has occurred, Imperial shall be at liberty to have the offer of enrolment or the enrolment itself be withdrawn, suspended or made subject to new terms and conditions:

- a. There has been a breach of Imperial's policies or procedures or these Terms and Conditions.
- b. There has been any misrepresentation or inadequate disclosure about the child.
- c. Imperial determines at any time that it cannot reasonably meet the child's needs.

If a student's existing enrolment is withdrawn under this Clause, any deposits, fees or such other payments made by the student, shall be subject to Imperial Refund Policy referred to under Clause 4.15 herein below.

3. Responsibility for Legal Status of the Student/Parents/Guardians

Parents/guardians must obtain and at all times maintain valid legal documents (including but not limited to visas, residence permit and/or such other approvals) of the student and/or themselves for purposes of the student's education in Imperial. Parents/guardians represent that they are the legal parents/guardians of the student and that at least one of them has a valid residency permit in Malaysia. It is an understanding that during the Imperial's school year, students will reside with the parent/guardian. Imperial must be immediately notified of any change to the parent/guardian/student legal status.

4. Fees and Deposits

Fees Payment

- 4.1 The application fee is the fee payable for processing an application for a child's admission as a student of Imperial and is payable upon submission of the application form to Imperial.
- 4.2 Upon acceptance of the child as a student of Imperial, the registration fee is payable within 15 days from the date of Imperial's enrolment offer. If payment is not effected within 15 days period or such other period as may otherwise be agreed by Imperial, the enrolment offer may be withdrawn or suspended at Imperial's sole discretion.
- 4.3 All fees are denominated in Ringgit Malaysia (RM) and parents will be invoiced accordingly. If payment is made in a currency other than RM, then the payment shall be deemed to have been converted to RM at the prevailing exchange rate of a financial institution of Imperial's choice at the time of payment.
- 4.4 Schedule of fees is reviewed annually and the current fee schedule 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.
- 4.5 The due dates for payment of Fees are at the end of each prevailing semester (e.g Semester 2 fees are due at the end of Semester 1)
- 4.6 The school fees invoice will be distributed one month prior to the end of the semester.
- 4.7 Fees may be paid by cheque, credit card (Visa, Mastercard), bank draft, direct bank-in or via telegraphic transfer to Imperial's bank account details as specified in the fee schedule.
- 4.8 Payment in cash may be made directly to the Bursary office.
- 4.9 Tuition Fees will be invoiced on a prorated basis for students who are enrolled after the commencement of a semester and payable by the date specified in the invoice. Other Fees are payable annually.

Late payment surcharge

- 4.10 A late payment surcharge of 5% on all outstanding fees will be imposed for fees not paid by the stipulated payment due date for example, if a Semester Fee of RM10,000 is not received by Imperial on the due date stated in the invoice, RM500 will be charged as a late payment charge.
- 4.11 If outstanding fees are not paid within 14 calendar days from the start of semester, Imperial reserves the right to exclude a student from school until all outstanding fees including any late payment charges, are received by Imperial.
- 4.12 Reports, academic transcripts, letters of recommendation and/or other information and documents concerning the student may be withheld until all outstanding fees and payments are settled.
- 4.13 Additional/Miscellaneous Charges are charged on a semester basis and are payable together with the semester fees.
- 4.14 Cambridge examination fees and includes administrative fees are payable to the school and will be invoiced separately to the Cambridge candidate students. The examination fees are determined on a per subject basis.

Refund of Tuition Fees

- 4.15 Once a child is accepted as a student of Imperial, any refund for paid tuition fees, will be as follows:
 - For attendance of not more than ten (10) school days in a semester, 50% of that semester's tuition fees.
 - For attendance of ten (10) or more school days but less than twenty five (25) school days in a semester, 25% of that semester's tuition fees.
 - For attendance of more than twenty five (25) school days in a semester, no refund of tuition fees whether the student intends to return to Imperial in the same school year or otherwise.

Refund of Deposits

- 4.16 Any deposit paid by the student, will only be refunded when the following process is adhered to:
 - A minimum of three months' notice in writing from the parent/guardian is given to the Admissions Office informing the student's intended withdrawal from Imperial. Any other type of withdrawal notices, verbal or electronically communicated, will not be accepted.
 - **Withdrawal Forms** and **Clearance Forms** can be collected from the Admissions Office.
 - The **Withdrawal Form** is completed, signed and dated by parent/guardian, and submitted to the Admissions Office by the dates given in Clause 4.19 below.
 - All books and resources are returned in their original and good condition.
 - The **Clearance Form** is completed and signed by all relevant staff and submitted to the Finance Office.
 - Proof of the deposit (original receipt issued by the Finance Department on enrolment) is provided to the Finance Office.

- 4.17 The deposit may, at Imperial's sole discretion, be used to pay or to off-set against any monies due and owing to Imperial, or to pay for any damages to Imperial property or for books and materials not returned.
- 4.18 For a student who commences and leaves his/her studies in Imperial within the same term, the deposit will not be refunded unless the leaving date was already disclosed on the application form and such short term arrangement had been approved in advance by Imperial.
- 4.19 The deposit is refundable on the condition that three (3) months written notice of withdrawal is given in advance to the school, failing which the deposit will be forfeited.

Not Returning for	Withdrawal Form to be Received by Admissions Office
January	On or before 30 September
April	On or before 30 January
August	On or before 30 June

- 4.20 Any fees, deposits and/or monies due to parents/guardians that remain unclaimed for a period of one (1) year or more from the date of student becoming inactive (which shall include but not limited to dismissal, abandonment, termination) in the programme of study, will be automatically forfeited without any further reference to the student/parent/guardians.

5. Re-application

Re-applicants are students who left Imperial and subsequently return within the same school/academic year, in which case the re-applicants will be charged a registration fee of RM2,500.00 and no application fee shall be payable by the student. Re-applicants will be subject to Imperial's prevailing admission requirements, fees, policies and procedures including any revisions thereto, as may be determined by Imperial from time to time.

6. Student Health and Accident Insurance

Students are recommended to have health and accident insurance.

7. Substance Abuse

Students are prohibited from using alcohol, tobacco products and illegal drugs at school, on school buses and at school activities.

Imperial may carry out a search of student possessions and/or conduct drug testing if the school has reasonable grounds to believe that the student is using, distributing and/or in possession of illegal substances. A search of student possessions may include, but not limited to, any items on the student or in their clothing, bag, locker, or other possessions. The search will be conducted in the presence of two (2) or more Imperial's staff, one of which would be an administrator or their representative. If drug testing of a student is initiated, it will be under the supervision of a Imperial staff member. The identified student will provide hair or nail samples that will serve as the basis for the test by an outside testing agency.

In the event that illegal substances are found on the student, or identified from the drug test, Imperial reserves the right to suspend or expel the student.

8. Uniforms

The wearing of school uniform is compulsory for all students in all year groups.

9. Student Photographs

Imperial reserves the right to use the names, photographs and video recordings taken before, during and after the student's graduation/departure from Imperial for purposes of advertising and/or publicity without any prior notice to the parents/guardian and the parents/guardians shall not claim ownership or compensation for the materials. Parents/guardians who do not want their child to appear in any or all of these must notify Imperial in writing.

10. Parental Consent

If one parent/guardian of a child consents to or approves a course of action, both parents/guardians will be deemed to have given such consent or approval, and Imperial shall not be obliged to obtain the consent of both parents/guardians.

11. Medical Emergency

Where the need arises or in case of emergencies and the parents/guardians cannot be contacted or circumstances do not allow or it is reasonably not possible to contact the parents/guardians, the parents/guardians hereby authorise Imperial to take such action as Imperial deems necessary or desirable in the circumstances, including but not limited to obtaining medical examination or treatment for the student, calling for further medical or specialist advice or treatment or the removal of the student to a hospital or other location, all expenses thereby incurred being for the parent's/guardian's account.

12. Indemnification and Release

Imperial, its Officers, Directors, Principals, employees and agents shall be released, indemnified and held harmless from any and all claims and damages arising from the enrolment, attendance, participation, withdrawal or expulsion of the student from Imperial and/or such other activities/programmes including, but not limited to, participation in school and after-school activities, bus programme, field trips, tours, sports programmes and recess, and resulting in any manner from the student's presence on or off Imperial property.

13. Disclosure

- 13.1 All medical, behavioral, emotional and other issues (such as the student was asked to leave school), past or present, that might affect the student's education in Imperial, must be disclosed.
- 13.2 In the case of a student with special education needs, Imperial shall have the right to assess at any time whether it can provide or continue to provide adequate educational care and provision.
- 13.3 Failure to give full and frank disclosure as stated above, shall entitle Imperial to withdraw or suspend the offer of enrolment or the enrolment itself or allow the enrolment or continued study, as the case may be subject to new terms and conditions with immediate effect.

14. Termination by Imperial

- 14.1 Imperial in exercising its rights of termination, withdrawal, suspension and/or made any offer of enrolment or continued study at Imperial subject to new terms and conditions, will where possible, be done in consultation with the parent/guardian and the student (if in Imperial's opinion the student is of sufficient maturity and understanding) and in accordance with Imperial's applicable policies, which are available to the parent/guardian if the parent/guardian wish to sight the same.
- 14.2 Imperial will endeavour to give at least one (1) term's written notice of Imperials decision pertaining to the student.
- 14.3 Parents/guardians have the right to appeal to the Imperial Board on a decision to permanently exclude a student.

15. Conflict

In the event that any terms and/or conditions stated herein conflicts with any of the terms and conditions set out in the policies of Imperial, the latest terms and conditions (as may be revised, shall prevail).

16. Data Protection Act

Imperial International School is committed to comply with the Malaysian Personal Data Protection Act (PDPA) 2010. To ensure that the school can offer an exceptional education to its students, it will, on occasion, share personal data and images or videos for the purposes of best practice and business practise.

I _____ (parent/guardian) NRIC No./Passport No.: _____

of _____ (student's name) hereby declare that I have read and understood all the terms and conditions here in and agree to abide by them.

Parent/Guardian Signature: _____

Name : _____

Date : _____

