

Date received: _____



Student Application Form

Student Enrolment Information

Student's Name: _____ Gender: M F
(Surname) (Name)

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

Passport/IC No.: _____ Nationality: _____

Ethnicity: Chinese Malay Indian Others

Student's Mobile No.: _____ Student's Email Address: _____

Primary Language: _____ Other Languages: _____

Student resides with: Parents Father Mother Guardian

Home Tel No.: _____

Home Address: _____

Schools Attended, starting with the most recent:

| Name of School | From | To | Year or Grade | Reason for leaving |
|----------------|------|----|---------------|--------------------|
| | | | | |
| | | | | |
| | | | | |

Has the student been placed out of the age group for his/her age?


Yes No

If Yes, please explain:

Has the student been involved in serious disciplinary action?

Yes No

If Yes, please explain:

Please turn to the next page 

Does the student have any physical disabilities, learning difficulties or psychological needs?

Yes No

If Yes, please explain:

Friendship Patterns:

- Makes friends easily
 Has difficulty making friends
 Is initially shy with people
 Prefers a small group of friends
 Seems to prefer older students
 Seems to prefer younger students
 Other: _____

Parents Information

Father's Information

Title (Eg. Mr/Dr/Tan Sri/Dato'): _____

Father's Name: _____
(Surname) (Name)

Company Name: _____

Passport/IC No.: _____ Nationality: _____

Occupation/Position: _____


Mobile No.: _____ Email Address: _____

Work Tel No.: _____ Work Fax No.: _____

Office Address: _____

Home Address (if different from student's): _____

Father's Signature:

Please turn to the next page 

Mother's Information

Title (Eg. Mdm/Mrs./Ms./Puan Sri/Datin): _____

Mother's Name: _____

(Surname) (Name)

Company Name: _____

Passport/IC No.: _____ Nationality: _____

Occupation/Position: _____

Mobile No.: _____ Email Address: _____

Work Tel No.: _____ Work Fax No.: _____

Office Address: _____

Home Address (if different from student's): _____

Mother's Signature:

Parents' Marital Status:

Married Divorced Separated Widowed Others : _____

Steparent/Guardian Information

Please tick if applicant's guardian is not the parent:

Stepfather Stepmother Guardian

Title (Mr/Ms/Mrs/Dr/Dato' etc): _____

Full Name: _____

(Surname) (Name)

Company Name: _____

Passport/IC No.: _____ Nationality: _____

Occupation/Position: _____

Please turn to the next page

Mobile No.: _____ Email Address: _____

Work Tel No.: _____ Work Fax No.: _____

Office Address: _____

Home Address: _____

Signature of Stepparent/Guardian:

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.: _____

Payment Details

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 Name (If applicable): _____

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

Designation: _____ Mobile No.: _____

Please turn to the next page

Email Address: _____ Office Tel No.: _____

Address: _____

Payment via cheque/bank draft is to be made payable to **“ASPIRATION 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.

Health Information

Does the student have asthma, significant allergies, epilepsy, diabetes or other noteworthy medical conditions?

Yes No

If Yes, please explain:

Has the student had any surgery or bone fractures in the past?

Yes No

If Yes, please explain:

Is the student taking any regular medication?

Yes No

If Yes, please explain:

Are your child's immunizations up to date?

Yes No


If Yes, please explain:

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: _____

No Please Contact Parent

Signature of Parent

Please turn to the next page 

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: _____

No Please Contact Parent

Signature of 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.

Counselling Support

Counselling is part of the student support services at AISS. In an effort to provide quality education to all students at AISS, 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 AISS?

Yes No

Signature of Parent/Guardian

Please turn to the next page 

Additional Information for International Students

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

Type of Visa Currently Held:

- # Student Pass/Visa
- # Social Visit Pass
- # Dependant Pass*
- # MM2H*
- Resident Pass
- Diplomatic Passport Holder


Upon commencement, student will apply for:

- Student Pass/Visa
- Resident Pass
- Dependant Pass*
- MM2H*

IMPORTANT

Any visa application is to be arranged by the parent (self-application / through AISS agent). A copy of the visa / student pass is to be submitted to the school once available.

*Students on Dependant Pass and MM2H are required to apply for an endorsement (Permission to Study stamp) with the Immigration Department for the student to study at HIS. A copy of the 'Permission to Study stamp' is to be submitted to the school.

Please turn to the next page 

Admission Terms and Condition

1. Definitions

The following definitions apply when used herein:


- **“Parent”** is either parent of the child or legal guardian and the provisions herein shall be binding on them jointly and severally.
- **“School”** shall mean ASPIRATION INTERNATIONAL SECONDARY SCHOOL wholly owned by Aspiration Education Services Sdn Bhd (1298909-V).
- **“Head of the School”** shall mean the personnel given the delegated responsibility to supervise the operation of the School by the Board of Governors, irrespective of their actual job title.
- **“Student”** and **“Child”** may be used interchangeably, which refers to the child named on the Application for Admission Form.
- **“Application Form”** shall mean the Application for Admission Form for ASPIRATION INTERNATIONAL SECONDARY SCHOOL.

2. Acceptance or Rejection of Application

- The acceptance and the subsequent admission of the child into the School shall be at the absolute discretion of the School. The School is not obliged to provide any explanation, justification or reason for a rejection of an application.
- The placement of the child is at the absolute discretion of the School. The School will take into consideration various factors, including the child’s age, academic ability, extra-curricular achievement and behaviour.
- The School reserves the right to place the child in a class or level which the Head of School deems suitable academically and developmentally according to the child’s need upon enrolment or during the period whilst the child is enrolled. This may include but not limited to requiring the child to repeat one academic year or moving the child down one year or level.
- On being offered a place, the Parent shall pay all the required and prevailing school fees, deposit and any other relevant fees no later than the stipulated deadline as stated on the *letter of offer*.

3. The Fees


- Please note that fees are reviewed on an annual basis and that the fees indicated on the current fee schedule may not be the fees applicable for subsequent academic years. For the avoidance of doubt, the School reserves the right to revise the fees when deemed necessary and the latest fee schedule would be on the website.
- 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.

Please turn to the next page 

- In the event the Student requires and applies in writing concerning a “leave of absence”, the same term fee will be payable and applicable.
- 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.
- A late payment penalty shall be imposed on outstanding amount due to the School. Please refer to the schedule of late payment penalty

4. Withdrawal from School and Deposit

- A Parent may withdraw the child from the School by fulfilling these conditions:
 - giving to the School **ONE (1) full academic term’s notice** in writing attention to the Head of School or by filling up the School’s **“Withdrawal Notice”**. The said notice shall set out the date of such withdrawal (**“Withdrawal Date”**). The withdrawal date may not be earlier than the date the withdrawal notice in writing is officially received. For avoidance of doubt, please note that the notice of withdrawal must span ONE (1) FULL ACADEMIC TERM to be considered **“sufficient firm notice”**.
To amplify the clause, if it is intended that the child will leave the School (during or) at the end of academic term 2, notice of withdrawal must be received by the School in term 1 or not later than the first day of the same academic term 2.
 - Paying the School fees in full. For avoidance of doubt, the deposit may not be used to cover all the relevant School fees or offset any unpaid School fees.
 - Returning all materials borrowed from the School
- If the conditions stipulated above are not wholly met, **the deposit SHALL be forfeited in full.**
The Parent agree and consent that the deposit SHALL be forfeited in full. Parent agrees and consents to indemnify the School for any such incidental loss or damage.
- All monies refundable under the conditions hereof shall be refunded free of interest and must be claimed by the Parent within one (1) year from the date the child ceases to be a Student of the School, failing which the Parent consents and authorises the School to immediately transfer the said monies into the School Development Fund, whereupon the Parent shall have no claim in respect of such monies thereafter. The School shall be entitled to utilise such monies in the School Development Fund as the School deems fit.
- In the event the Student requests for a leave of absence in writing, the School reserves the right to take this request into consideration subject to Parent paying the full-term fee. The term fee and deposit will not be refunded if the Student does not attend school after the period of “leave of absence”.
- The School fees, deposit and all fees paid upon acceptance of admission will not be refunded or shall not be transferable, if, after being confirmed a place the Student does not attend school thereafter.


Please turn to the next page 

5. Conduct and Disciplinary Measures

- 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 within the School.
- The school reserves the right to suspend and/or expel a Student if the Parent and/or Student maliciously damages the reputation and image of the School by whatever means
- 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 not mentioned herein at the full discretion of the Head of School.
- In the interest of the Student and/or other students of the School, the Head of School may prohibit a student from attending the School for such a period as deemed necessary if the Head of School is of the opinion that a student may be detrimental to the well-being of 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.
- In the event that the student is expelled or forcibly withdrawn from the School, the deposit or any form of fees paid shall not be refunded.
- The Student must be punctual, attend all classes regularly, participate in all relevant school or extra-curricular activities and sit for all relevant examinations applicable to the Student unless excused on medical grounds or other compelling cogent reasons. Failure to comply, shall entitle the School to take actions as may be required based on the discretion of the Head of School.
- For non-Malaysian students, admission to, and continued status as a student of the School, is subject to the Student possessing a valid visa/pass issued by the relevant Malaysian government agency. The Parent shall inform the School of any change in the status of the Student during the enrolment at the School.

6. Emergency and Liability

- In case of medical emergency, where Parent cannot be contacted to attend to the Student or give verbal consent, the Parent hereby agrees and permits the Head of School to arrange for the medical examination of the Student by a registered doctor, or send the Student to a clinic/medical centre. Parent agrees to indemnify the School fully and bear all expenses thereby incurred on such account.
- The Parent agrees that the School shall not be liable for any death, personal injury or any loss or damage of any kind whatsoever which the Student may sustain at any time either within the School premises, authorised field trip or elsewhere, which is not attributable to the negligence of the School, its staff or employees.

Please turn to the next page 

7. Photograph and Images

- The Parent hereby authorises the School to take such photographs, images, recordings, works or derivative works including examination results of the Student and to use, free of charge, in any media and for whatever purpose as the School shall deem fit, including without limitation for any promotional materials.

8. Malaysian Personal Data Protection Act (PDPA) 2010

- 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 the Students' and Parents' personal data that we collect as well as their rights over their personal data. Please read and understand the content of the Privacy Policy.

9. General

- Changes to the terms and conditions of application/admission and the rules and regulation regarding the conduct of students at the School: In the interest of the School as a whole, reasonable changes to the above, which are binding, may be made from time to time.
- All notices, letters and correspondence from the School to the Parent shall be deemed sufficiently served if sent by ordinary post or email to the Parent at the address and/or email address set out in the Application Form as provided to the School or if handed over to the child.
- The offer of a place and its acceptance by the Parent give rise to a legally binding contract on the terms and conditions in the Application Form, these Terms and Conditions and any future terms and conditions notified to the parent in writing.
- The acts and omissions of the Parent are binding on the enrolment of the Student and vice versa as to any matter of behaviour, discipline and fees. All requests and authorisations by the Parent are treated as being made on behalf of the Student and vice versa.

Upon Signing

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 agree that any offer of placement is conditional on the accuracy of the information provided by me. I acknowledge that the withholding or non-disclosure of any relevant information relating to the Student's physical, medical or educational needs may affect his/her application for enrolment and continued admission as a student of the School.

Signature of Father/Stepfather/Guardian

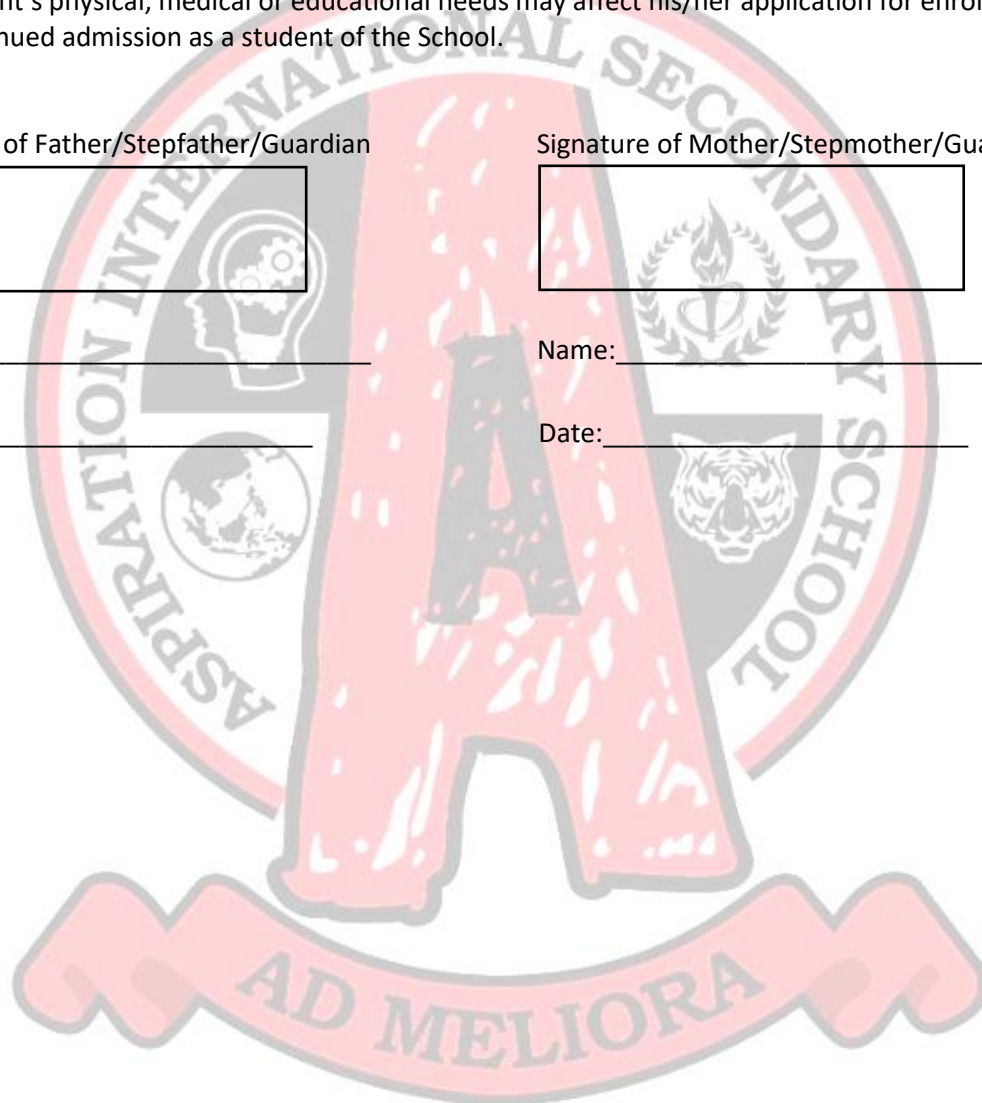
Name: _____


Date: _____

Signature of Mother/Stepmother/Guardian

Name: _____

Date: _____



Please turn to the next page 


Application Checklist

- A copy of the child's Birth Certificate
- A copy of the child's NRIC/Mykad/students' passport - all pages including blank pages (International applications only)
- 2 copies of the child's most recent colour passport size photographs
- Both parents' copy of NRIC/Mykad/passport for parents of international students (page with details and latest pass)
- 2 copies of the parents' most recent colour passport size photo (Note: Parent's name to be written at the back of each photograph)
- Copies of past one year's school report
- Options Form (Year 10 and 12 Applicants only)
- Guardian's details (if applicable)
 - Guardian's photo
 - Copy of NRIC/Mykad/passport
 - Letter of Appointment
- Application Fee of RM1,000 (Non-refundable and non-transferable) – Made payable to “ASPIRATION EDUCATION SERVICES SDN BHD” either by crossed cheque/bank draft, bank transfer (Maybank 564801654229).
- Completed Application Form and supporting documents to be mailed to:
3rd Floor, Bangunan AHP, No. 2, Jalan Tun Mohd Fuad 3, Taman Tun Dr Ismail, 60000 Kuala Lumpur Wilayah Persekutuan.

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

Please turn to the next page 

Application Received by:

Name: _____

Signature

Date (dd/mm/yyyy): _____

Application Processed by:

Name: _____

Signature

Date (dd/mm/yyyy): _____

