



VICTORIASHIRE

INTERNATIONAL PRESCHOOL

APPLICATION FOR ADMISSION

CHECKLIST

Here's a checklist to help you compile the required documents and items for the submission of an application to Victoriashire International Preschool in Malaysia.

1. Application for Admission Form

Complete an "Application for Admission" form.

2. Health Record

Submit a Health Record. A medical practitioner's endorsement is not necessary. However, if the student has a medical condition that requires attention, please give further details and a recent medical report. Please include information of blood group, immunisation records and parent's signature for consent for First Aid.

3. Photographs

A recent colour passport-size photograph of student, father, mother & guardian (if applicable).

4. Birth Certificate

Please provide a copy of the Student's Birth Certificate with the full particulars including place of birth, parents' names, etc. An extract is not sufficient.

5. Passport

Please include the following pages of each passport: cover, photo, particulars, expiry and visa page of the Student, Father, Mother & Guardian (if applicable). The original must be presented at the time of submission of the application or upon arrival prior to admission.

6. Identity Card (Malaysians only)

A copy of the Student and Parents' IC is required. If the Student has yet to possess an IC, please forward a copy when available.

7. Visa (Non-Malaysians only)

The Malaysian Immigration Authority requests that all foreign students obtain a relevant Visa upon acceptance by the School. The visa application is the responsibility of parents.

8. School Reports & Testimonial

An official copy of the most recent year's school report and a testimonial regarding the student's character and ability from the Principal/Class Teacher. If records are in a language other than English, please ensure these are translated into English.

Students who require or may require learning support must provide the School with a recent and up-to-date Educational Psychological Report, Speech/Language assessment reports and/or Special Needs Evaluation Report (where applicable).

9. Application Fee

A non-refundable Application Fee is required upon submission of an application. Payment may be in Cash, Cheque or Banker's Draft in RM, or via Telegraphic Transfer. Pay to Victoriashire Education.

10. Guardian's Details

This is applicable to students who are staying with an appointed Guardian. Parents must provide the School with the Guardian's Photo, Passport/IC copy, contact details, and a letter confirming the appointment.

NOTE: AN APPLICATION IS COMPLETE WHEN THE ADMISSIONS OFFICE RECEIVES ALL OF THE ABOVE.

I have attached all required documents.

Signed:

Name: _____

Relationship: _____





Learner's
Photo

(Latest photo
within the last
3 months)

KINDLY COMPLETE ALL SECTIONS OF THE FORM ACCURATELY AND PLEASE USE BLOCK LETTERS THROUGHOUT.

A. LEARNER'S DATA (As in Passport/IC)

Legal First Name: _____ Legal Middle Name: _____
 Legal Surname: _____ Preferred Name: _____
 Date of Birth: _____ DD _____ MM _____ YY Gender: Male Female
 Nationality: _____ Religion: _____
 Country of Birth: _____ Ethnicity (Malaysian Only): _____
 Passport No. _____ Birth Cert No. _____
 Date of Issue: _____ IC No. (Malaysian Only) _____
 Date of Expiry: _____
 Home Language: _____ How long has your child been studying English: _____ years
 Other Spoken Languages: _____
 Learner resides with: Both Parents Father Mother Others: _____
 Home Address: _____ Home Tel No. _____
 _____ Learner's Mobile No. _____
 _____ Learner's Email Address: _____
 What is the likely duration of your stay in Kuala Lumpur, Malaysia?
 Less than a year 1 - 3 years 3- 5 years
 5 years and above Permanent

B. SIBLINGS

1. Name: _____ Year Group: _____ 3. Name: _____ Year Group: _____
 2. Name: _____ Year Group: _____ 4. Name: _____ Year Group: _____

FOR OFFICE USE

APPLICATION FOR TERM: _____ **YEAR GROUP:** _____

Application received on: _____ Approved and offered Date: _____
 Assessment date: 1. _____ 2. _____ Normal Offer Conditional Offer
 Re-assessment date (if applicable): _____ Cancelled Date: _____
 Remark: _____ Rejected Date: _____
 _____ Deferred to term: _____ Date: _____
 _____ Enrolled Date: _____

C. FAMILY DATA

Attention correspondence to: Father Mother Guardian

Send to: Home Address Work Address

FATHER

Title: _____ Nationality: _____ Priority to contact for school matters: 1st 2nd
(Mr / Dr / Tan Sri / Dato / Etc)

Legal Surname: _____ Legal First & Middle Name: _____

Passport/IC No. _____

Mobile No. _____ Email Address: _____

Occupation/Position: _____

Company Name: _____

Work Address: _____

Work Tel No. _____ Work Fax No. _____

Home Address: _____
(If different from child's home address)

Father's Photo

(Latest photo within the last 3 months)

MOTHER

Title: _____ Nationality: _____ Priority to contact for school matters: 1st 2nd
(Mdm/ Mrs / Ms / Puan Sri / Datin / Etc)

Legal Surname: _____ Legal First & Middle Name: _____

Passport/IC No. _____

Mobile No. _____ Email Address: _____

Occupation/Position: _____

Company Name: _____

Work Address: _____

Work Tel No. _____ Work Fax No. _____

Home Address: _____
(If different from child's home address)

Mother's Photo

(Latest photo within the last 3 months)

PARENTS' MARTIAL STATUS Married Divorced Separated Widowed Other: _____
(Please specify)

GUARDIAN ■

Title: _____ Nationality: _____ Priority to contact for school matters: 1st 2nd
(Mr / Mrs / Dr / Dato / Datin / Etc)

Legal Surname: _____ Legal First & Middle Name: _____

Passport/IC No. _____ Relationship to learner: _____

Mobile No. _____ Email Address: _____

Occupation/Position: _____

Company Name: _____

Work Address: _____

Work Tel No. _____ Work Fax No. _____

Home Address: _____
(If different from child's home address)

Guardian's Photo

(Latest photo within the last 3 months)

EMERGENCY CONTACT (If persons listed above are not reachable in case of an emergency)

Surname: _____ First & Middle Name: _____

Relationship to learner: _____ Home/Work Tel No. _____ Mobile No. _____



D. SCHOOL HISTORY

THE SCHOOL FURTHER RESERVES THE RIGHT AND THE PARENT HEREBY AUTHORISES THE SCHOOL TO CONTACT THE PREVIOUS SCHOOL OR OTHER RELEVANT PERSONS FOR FURTHER INFORMATION RELATING TO THE CHILD IN CONSIDERING THE CHILD FOR ADMISSION.

CURRENT SCHOOL (if applicable)

Name of School: _____ Name of Principal: _____

School Address: _____ Principal's Email Address: _____

_____ School Tel No. _____

Admission Date: _____ Joined in Grade / Year Group: _____ Currently in Grade / Year Group: _____

Reason for leaving this school: _____

PREVIOUS SCHOOL (if applicable)

Name of School: _____ Name of Principal: _____

School Address: _____ Principal's Email Address: _____

_____ School Tel No. _____

Admission Date: _____ Joined in Grade / Year Group: _____ Currently in Grade / Year Group: _____

Reason for leaving this school: _____

LEARNER'S INFORMATION

1. Has the learner been placed out of the age group for his/her age? Yes No

If yes, please give details _____

2. Has the learner been involved in serious disciplinary action? Yes No

If yes, please give details _____

3. Does the learner have any special educational needs?

i. Physical disabilities Yes No

ii. Learning difficulties Yes No

iii. Emotional/behavioural Yes No

If yes, please give details _____

Please provide any diagnostic assessment reports

4. Has the learner received any learning support previously?

i. Reading Yes No

ii. Writing Yes No

iii. Speaking (Speech delay) Yes No

If yes, please give details _____

5. Has the learner been in an English as a Second Language Programme? Yes No

If yes, please give details _____

6. Has the learner any special skills or interests (sports, music, drama, dance, art, etc) Yes No

If yes, please give details _____

7. Has the learner represented his/her school in sports or any other events? Yes No

If yes, please give details _____

8. Friendship patterns:

Makes friends easily and quickly

Is initially shy with people

Prefers a small group of friends

Seems to prefer older children

Seems to prefer younger children

Has difficulty in making friends

9. Any other information you would like the School or Class Teacher to take note about the learner?

E. PAYMENT INFORMATION

Attention bills to: Father Mother Guardian Other _____

Billing Address: Home Work Other _____

Fees are paid by Parents Father's Employer Mother's Employer Guardian Other _____

REFUND OF DEPOSIT

All monies or qualified deposit refundable under the terms and conditions
Governing enrolment and admission shall be made payable in a crossed cheque to _____

FOR OFFICE USE

Application Fee: RM _____ Inv / Rcpt No. _____ / _____ Date: _____

Invoice No. _____ Date: _____ Total Invoiced: _____

Receipt No. _____ Date: _____

Application Fee: RM _____ Tuition Fee: RM _____ Deposit Fee: RM _____

Registration Fee: RM _____ Technology Fee: RM _____ Material Fee: RM _____

Others: RM _____





MEDICAL AND HEALTH RECORD

Name: _____ Preferred Name: _____
(Surname) (First & Middle Name)
Date of Birth: _____ DD _____ MM _____ YY Male Female Year Group: _____

MEDICAL CONCERNS

PLEASE COMPLETE FORM ACCURATELY, IF QUESTIONS ARE NOT APPLICABLE, PLEASE INDICATE APPROPRIATELY. FAILURE TO DISCLOSE ACCURATE INFORMATION ABOUT YOUR CHILD'S MEDICAL HISTORY MAY RESULT IN UNNECESSARY DELAY WHEN SEEKING EMERGENCY MEDICAL TREATMENT.

ALLERGIES

Please list and describe the reaction and usual treatment including medications:
(If allergies are severe, please request an Allergy & Anaphylaxis Care Plan from the Infirmary)

ASTHMA

Does your child have asthma? Yes No If yes, what triggers the asthma and what are the symptoms?

List any medications your child takes for asthma, including dosage and frequency:

(If Asthma is severe, please request an Asthma Care Plan from the Infirmary)

DIABETES

Is your child diabetic? Yes No If yes, which type? I II Please describe the management, including medications:

(If yes, please request a Diabetes care plan from the Infirmary)

EPILEPSY

Does your child have epilepsy? Yes No If yes, please describe the type (grand or petit mal) and frequency of seizures:

Please list medications, including dosage and frequency:

(If yes, please request an Epilepsy care plan from the Infirmary)

OTHER MEDICAL CONCERNS / CONDITIONS

(G6PD, Eczema, Migraine, Past Surgeries or fracture, etc - please include dates)

Please describe any other conditions or concerns of which the school should be aware:

MEDICATION

Does your child regularly take any medication either at home or during school hours? Yes No If yes, please list below:

Name of med: _____ Dosage: _____ Name of med: _____ Dosage: _____
Name of med: _____ Dosage: _____ Name of med: _____ Dosage: _____

PERMISSION FOR MEDICATION AND EMERGENCY CARE

PLEASE COMPLETE EACH SECTION BELOW. IF YOU WISH TO KEEP YOUR CHILD'S OWN MEDICATIONS IN THE INFIRMARY TO BE GIVEN AS NEEDED, PLEASE CONTACT US.

A. PERMISSION TO GIVE MEDICATION

Please check Yes or No (for each medication) to give permission to administer the following medication if judged appropriate by the nurse.

Panadol (paracetamol)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Ventolin inhaler (salbutamol)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Throat lozenges	<input type="checkbox"/> Yes <input type="checkbox"/> No	Charcoal tablets	<input type="checkbox"/> Yes <input type="checkbox"/> No
Antacids	<input type="checkbox"/> Yes <input type="checkbox"/> No	Zyrtec (antihistamine)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Oral Rehydration Salt	<input type="checkbox"/> Yes <input type="checkbox"/> No	Optrex Eye Drops	<input type="checkbox"/> Yes <input type="checkbox"/> No

Signature of Parent / Guardian: _____ Date: _____
 Name: _____

B. PERMISSION FOR EMERGENCY CARE

I hereby give permission for emergency measures to be initiated in the case of a serious injury or illness, including ambulance transportation to a hospital, with the understanding that I will be contacted as soon as possible. (In the event of an emergency, learner will be taken to the nearest hospital.)

Signature of Parent / Guardian: _____ Date: _____
 Name: _____

Father's Name: _____

Mobile No. _____ Home No. _____ Office No. _____

Mother's Name: _____

Mobile No. _____ Home No. _____ Office No. _____

If either parent is not reachable, call (Name): _____

Relationship to learner: _____ Contact No. _____

EMERGENCY CONTACT

C. ADMINISTRATION OF SCHEDULED IMMUNISATIONS

The scheduled vaccinations have been completed according to my child's age. The dates, to the best of my knowledge, have been inserted in the table below.

Signature of Parent / Guardian: _____ Blood Group: _____

Immunisation	Age (Month)										Year		
	1	2	3	4	5	6	9	12	18	21	7	13	15
BCG	Dose 1												
Hepatitis B	Dose 1	Dose 2				Dose 3							
DTap			Dose 1	Dose 2	Dose 3				Booster				
Hib			Dose 1	Dose 2	Dose 3				Booster				
Polio (IPV)			Dose 1	Dose 2	Dose 3				Booster				
Measles						Sabah Only							
MMR							Dose 1	Dose 2					
MR											Booster		
DT											Booster		
OPV													
HPV												Female Only	
Tetanus													Booster
JE (Sarawak)							Dose 1			Dose 2			



TERMS AND CONDITIONS GOVERNING ENROLMENT AND ADMISSION

Please read the policies and the terms and conditions governing the admission to the School and the child's continued enrolment as student at the School, as set out below - Kindly initial every statement in bold:

PERSONAL INFORMATION

1. **Parent understands that any false, inaccurate or misleading information could lead to rejection of the application to be admitted or to the child's offer of a place in this School being withdrawn by the School.**
2. **The parent must at all times inform the School of any changes to information given on admission in writing.**
3. **Parent hereby gives his/her consent to the School to take such photographs, images, recordings, works or derivative works of the child and to use, free of charge, such photographs, images, recordings, works or derivative works in any media and for whatever purpose as the School shall deem fit, including without limitation for any promotional materials, including but not limited to brochures, flyers or website of the School.**
4. The School reserves all rights and interests in any intellectual property rights arising as a result of the actions of a Student in conjunction with any member of staff of the School and/or other Students at the School for a purpose associated with the School. Any use of any such intellectual property rights by a Student is subject to the terms of a licence to be agreed prior to the use between the Student, his/her Parents and the School. The School will allow the Student's role in creation/development of intellectual property rights to be acknowledged.
5. All notices, letters and correspondence from the School may be sent to the parent at the address set out in the Application for Admission Form and shall be deemed sufficiently served if sent by ordinary post or if the same is handed over to the child.

APPLICATION FEE AND ADMISSIONS PROCESS

1. An 'Application Fee' is payable in full for each submission of the Application after which the Applicant is a candidate. Please refer to fee schedule for details. The Application fee shall be payable in one payment by either a cheque or bank draft, bank transfer or cash payment made payable to Victorian Education at the same time of the submission of the Application for Admission Form. Cheques and other instruments delivered at any time after the first day of term will be presented immediately, and will not be considered as payment until cleared.
2. Applicants will be considered as candidates for admission and entry to the School when the Application Form has been completed and returned to us and the non-refundable/non-transferable Application Fee paid and cleared.
3. Admission and entry will be subject to the availability of a place and the child satisfying the admission requirements at the time. The receipt of the Application Fee by the School does not oblige the School to admit the child. "Admission" occurs when Parents accept the offer of a place. "Entry" is the date when a child attends the School for the first time under this contract.
4. The Application Fee covers an application for admission to the School for the Term and Academic Year applied for. A new Application Fee will be imposed if any of the following occurs:
 - (a) A deferment of an application to a future Term/Academic year for more than (1) one time.
 - (b) The application is withdrawn by parents/guardian with or without an offer of place.
 - (c) The application is unsuccessful for the second time due to unsatisfactory assessments.
 - (d) Parents/Guardian do not respond by a stipulated date to accept the offer.
 - (e) Parents/Guardian are no longer in contact with the school at the last known address.
 - (f) Any other terms and conditions not mentioned herein, governing Enrolment and Admission.
5. If the assessment results are not satisfactory, the Parent shall inform the Admissions personnel should he/she decide to re-apply or otherwise, within the stipulated date as stated in the Rejection letter. Parents may re-apply for the future, with at least six (6) months' gap from the last assessment, with no additional cost involved.
6. If an offer is declined by the Parent in writing or by default, the application will automatically be cancelled.
7. Should the Parent wish to re-apply after the application is cancelled, the application will be treated as a fresh application and the then prevailing Application Fee is applicable according to the Fee Schedule of the Academic Year, at the time of the re-application. For avoidance of doubt, the application shall be placed on queue again in the relevant Year Group, Term and Academic Year.
8. The admission of the child is at the absolute discretion of the School and the School is not obliged to offer any justification for the rejection of any application. Similarly, placement of the child is also at the absolute discretion of the School and in this regard, the School generally takes into consideration various factors, including the child's age, academic ability, level of achievement relative to the School's current students and the child's behaviour.

FEES

1. On being offered a place, the parent shall pay immediately the required registration fees, full term fee, security deposits and other fees (including co and extra curriculum fees) at the rate applicable for the term for which the place is offered (Please refer to fee schedule for details).
2. Please note that fees are normally reviewed on an annual basis and that the fees indicated on the current fee schedule may not be the fees applicable for subsequent terms. For the avoidance of doubt, the School reserves the right to revise the fee payable.
3. Fees for subsequent terms are payable in advance, to be paid before the commencement of the first day of the term. There is a 5% penalty added to any outstanding balance past due, which is a genuine pre-estimate of the cost to the School of a default. Students are not allowed to attend class unless all fees payable including penalty (if any) have been paid in full.
4. An agreement with a third party to pay the Fees or any other sum due to the School does not release Parents from any liability under these terms and conditions or affect the operation of these terms and conditions unless an express release has been given in writing signed by the Principal. The School reserves the right to refuse a payment from a third party. All such payments received are accepted in good faith.
5. **Parent may withdraw the child from the School by giving the School ONE (1) full academic term's notice, failing which the fee deposit SHALL be forfeited.** The said notice shall set out the date of such withdrawal ('Withdrawal Date'), failing which the same shall be deemed as insufficient notice. Please note that the notice of withdrawal must straddle ONE (1) FULL ACADEMIC TERM. In amplification hereof the following illustrations of what constitute insufficient notice:
 - (a) If it is intended that the child will leave the School at the end of an academic term, notice of withdrawal must be received by the School not later than the end of the first day of the same academic term, failing which the deposit shall be forfeited.
 - (b) If the child is withdrawn from the School prior to the Withdrawal Date.
 - (c) If the notice of withdrawal does not set out the Withdrawal Date.
 Provisional or conditional notice of withdrawal is not accepted. If the child is not withdrawn from the School on the Withdrawal Date, a fresh notice of withdrawal of not less than ONE (1) full academic term must be received by the School. The provisions of this clause 10 will apply in the case of prolonged absence of the child from the School.
6. All deposits paid under no circumstances be treated as payment of tuition fees or any part thereof and any other payments required to be paid and may not be used to set-off any amount due to the parent. The parent shall pay such additional monies as are necessary to top up the deposit to maintain its equivalence to one term's tuition fee on or before the commencement of the relevant academic term.
7. 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 confirms that the School shall immediately and is hereby duly authorised to transfer the said monies into the School Improvement 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 Improvement Fund as the School deems fit.
8. Where a child has been withdrawn from the School and applies for re-admission, no registration fee will be payable if the child is re-admitted (subject to availability of place) with three (3) academic terms from the date the child left the School, the Application Fee, re-entry fee, tuition fee, deposit and other fees payable, all at then prevailing rate, are required to be paid prior to such re-admission.
9. **If the parent fails to pay any payment due and payable, the School reserves the right to withhold all examination results, certificates and school records of the child.**

BEHAVIOUR AND PARTICIPATION

1. **Parent understands that the Student is expected to take a full part in the activities of the School, to attend punctually on each school day, to work hard, to be well behaved and to comply with the school rules about the wearing of uniform. Each family is supplied with a copy of the Parent and Student Handbook giving information about the ethos and rules at the School. The purpose of the school rules is to help every Student to know what is expected and to encourage courtesy and consideration for others. Each Student and Parent should read the Parent and Student Handbook.**
2. **Parent understands that unless excused by the school on medical grounds or other compelling cogent reasons, a student must attend classes regularly, participate in all relevant school or extra and co-curricular activities (including Physical Education and swimming lessons) and sit for all relevant examinations applicable to the student. Failure to do so, shall entitle the School to take such actions as may be required, including limitation, requiring the student to repeat (an) academic term(s) or to be withdrawn from the School.**
3. **Parent consents to allow their child to participate in residential and day out-of-school field or school trips, theatre performances or shows and that all fees payable, including expenses thereby incurred will be on the parent's or guardian's account.**
4. The School reserves the right to place the child in a class which the Head of School deems academically and developmentally suitable to the child's needs at anytime and from time to time whilst the child is enrolled at the School.
5. The School reserves the right to suspend or expel a child in a case of misconduct or a serious breach of discipline, particularly if this has a detrimental effect (in the opinion of the School) on the other students in the School.
6. In addition to the right of expulsion provided in the clause above, the School may require at any time the withdrawal of a child from the School for any reason at the discretion of the Head of School. Reasons may include matters related to the child's inability to participate in or benefit fully from the School's curriculum or if there is a breach by the parent or the child of any matters or things set out herein.

HEALTH AND SAFETY

1. **Parent may request permission to take their child from school during the day or for periods of up to one week for family events and urgent appointments.** These include, but are not limited to, medical appointments, Friday prayers, family holidays and cultural or religious celebrations. The school will approve any reasonable requests (at the School's discretion) for such absences and the parent will not be entitled to make any claim against the school arising from such approval.
2. In the interest of the child and/or other students of the School, the Head of School may at his/her discretion prohibit the child from attending at the School for such period as the Head of School deems necessary in the event of the child 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. Parents must comply with the quarantine regulations made 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 Head of School.

- 3. Parent gives his/her consent that in case of emergency, where neither parent or guardian can be contacted or contacted in time, the Head of School may authorise the medical examination of the child, the calling of further medical or specialist advice, or send the child to a clinic/medical centre/hospital All costs for the emergency medical treatment shall be borne by the parents/guardians wholly or in such event indemnify the school for such payment. Under such circumstance where the safety of the child is top priority, the parents/guardians shall not hold the School or related companies or its staff responsible for such medical treatment administered with whatever consequences.
- 4. Parent gives his/her consent to such physical contact as may accord with good practice and be appropriate and proper for teaching and instruction and 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. 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 programme and acknowledge that while the School will provide appropriate supervision the risk of injury cannot be eliminated.
- 5. Parent confirms and agrees that the School shall not be liable for any death, personal injury or any loss or damage of any kind whatsoever which the child may sustain on his person or property at any time either within the School premises or elsewhere which is not attributable to the negligence of the School, its officers or employees.
- 6. Parent acknowledges that the School incorporates the usage of Internet in the curriculum to enhance the child's development activities and agrees that the School has made clear the importance of cyber safety and has implemented sufficient security measures to shield the child from potential threats on the Internet. The parent agrees that he/she will share responsibility in monitoring the child's Internet usage and is aware of the **Acceptable Use Policy**.
- 7. Students are responsible for the security and safe use of all personal property and are responsible for ensuring that all such property is clearly marked with the owner's name.
- 8. Students are responsible for the safe condition and use of all digital & electronic appliances that they bring on to school premises.

ACKNOWLEDGEMENT AND AGREEMENT

I have read and I fully understand the above policies, 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 above on my part to be performed or complied with, particularly but not limited to payment of all monies payable. I acknowledge that the withholding or non-disclosure of any relevant information relating to my child's/ward's physical, medical or educational needs may affect my child/ward being offered or maintaining a place with the School. I agree that any offer or placement is conditional on the accuracy of the information provided by me. I certify that I am the person with parental responsibility for the child named above and that the information given is true to the best of my knowledge and belief. I understand that any false or deliberately misleading information given on this form and/or supporting documentation may render this application invalid or lead to the offer of a place being withdrawn.

- Data Protection: By signing the Acceptance Form or by agreeing to be bound by these Terms and Conditions the Parents/Guardian on behalf of themselves and so far as they are able on behalf of the Student authorise the School to process personal information including financial and sensitive personal information as is deemed necessary for the legitimate purposes of the School.** The following Data Protection Information Notes explain the purposes for which we process personal information:
 - i. The School holds information about you and your child including exam results, parent and guardian contact and financial information and details of medical conditions. That information is kept electronically on the School's information management system or manually in indexed filing systems.
 - ii. These notes refer to the "processing" of information. "Processing" is a catch-all term and means obtaining or recording information or carrying out any operation on the information such as storing or using the information or passing it on to third parties.
 - iii. The School processes information about you and your child in order to safeguard and promote the welfare of your child, promote the objects and interests of the School, facilitate the efficient operation of the School and ensure that all relevant legal obligations of the School are complied with. Examples may include: the School keeping details of medical conditions from which your child may suffer so that staff will be able to respond appropriately in the event of a medical emergency, and/or the School processing financial information obtained from you or from third parties such as credit reference agencies.
 - iv. The School may process different types of information about your child for the purposes set out above. That information may include:
 - v. Medical records and information, including details of any illnesses, allergies or other medical conditions suffered by your child.
 - vi. Personal details such as home address, date of birth and next of kin.
 - vii. Information concerning your child's performance at School, including discipline record, School reports and examination reports.
 - viii. Financial information including information about the payment of fees at this School or any other School.
 - ix. Where, in the professional opinion of the Head it is deemed necessary we may share information with certain third parties.
 - x. If the School enters into a separate arrangement for the payment of fees, we may, in order to verify your identity and so that we can assess your application for credit, search the files of any licensed credit reference agency who will keep a record of that search and details about your application. This record will be seen by other organisations which make searches about you. Failure to supply information may result in a refusal of credit.
 - xi. The parent may request access to the data that refers to their child and the School will approve any reasonable request (at the School's discretion).

Signature of Father / Guardian:

Signature of Mother / Guardian:

Name: _____

Name: _____

Date: _____ PP/IC No. _____

Date: _____ PP/IC No. _____



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APPLICATION FEE AND ADMISSIONS PROCESS

1. An 'Application Fee' is payable in full for each submission of the Application after which the Applicant is a candidate. Please refer to fee schedule for details. The Application fee shall be payable in one payment by either a cheque or bank draft, bank transfer or cash payment made payable to Victorian Education at the same time of the submission of the Application for Admission Form. Cheques and other instruments delivered at any time after the first day of term will be presented immediately, and will not be considered as payment until cleared.
2. Applicants will be considered as candidates for admission and entry to the School when the Application Form has been completed and returned to us and the non-refundable/non-transferable Application Fee paid and cleared.
3. Admission and entry will be subject to the availability of a place and the child satisfying the admission requirements at the time. The receipt of the Application Fee by the School does not oblige the School to admit the child. "Admission" occurs when Parents accept the offer of a place. "Entry" is the date when a child attends the School for the first time under this contract.
4. The Application Fee covers an application for admission to the School for the Term and Academic Year applied for. A new Application Fee will be imposed if any of the following occurs:
 - (a) A deferment of an application to a future Term/Academic year for more than (1) one time.
 - (b) The application is withdrawn by parents/guardian with or without an offer of place.
 - (c) The application is unsuccessful for the second time due to unsatisfactory assessments.
 - (d) Parents/Guardian do not respond by a stipulated date to accept the offer.
 - (e) Parents/Guardian are no longer in contact with the school at the last known address.
 - (f) Any other terms and conditions not mentioned herein, governing Enrolment and Admission.
5. If the assessment results are not satisfactory, the Parent shall inform the Admissions personnel should he/she decide to re-apply or otherwise, within the stipulated date as stated in the Rejection letter. Parents may re-apply for the future, with at least six (6) months' gap from the last assessment, with no additional cost involved.
6. If an offer is declined by the Parent in writing or by default, the application will automatically be cancelled.
7. Should the Parent wish to re-apply after the application is cancelled, the application will be treated as a fresh application and the then prevailing Application Fee is applicable according to the Fee Schedule of the Academic Year, at the time of the re-application. For avoidance of doubt, the application shall be placed on queue again in the relevant Year Group, Term and Academic Year.
8. The admission of the child is at the absolute discretion of the School and the School is not obliged to offer any justification for the rejection of any application. Similarly, placement of the child is also at the absolute discretion of the School and in this regard, the School generally takes into consideration various factors, including the child's age, academic ability, level of achievement relative to the School's current students and the child's behaviour.

FEES

1. On being offered a place, the parent shall pay immediately the required registration fees, full term fee, security deposits and other fees (including co and extra curriculum fees) at the rate applicable for the term for which the place is offered (Please refer to fee schedule for details).
2. Please note that fees are normally reviewed on an annual basis and that the fees indicated on the current fee schedule may not be the fees applicable for subsequent terms. For the avoidance of doubt, the School reserves the right to revise the fee payable.
3. Fees for subsequent terms are payable in advance, to be paid before the commencement of the first day of the term. There is a 5% penalty added to any outstanding balance past due, which is a genuine pre-estimate of the cost to the School of a default. Students are not allowed to attend class unless all fees payable including penalty (if any) have been paid in full.
4. An agreement with a third party to pay the Fees or any other sum due to the School does not release Parents from any liability under these terms and conditions or affect the operation of these terms and conditions unless an express release has been given in writing signed by the Principal. The School reserves the right to refuse a payment from a third party. All such payments received are accepted in good faith.
5. **Parent may withdraw the child from the School by giving the School ONE (1) full academic term's notice, failing which the fee deposit SHALL be forfeited.** The said notice shall set out the date of such withdrawal ('Withdrawal Date'), failing which the same shall be deemed as insufficient notice. Please note that the notice of withdrawal must straddle ONE (1) FULL ACADEMIC TERM. In amplification hereof the following illustrations of what constitute insufficient notice:
 - (a) If it is intended that the child will leave the School at the end of an academic term, notice of withdrawal must be received by the School not later than the end of the first day of the same academic term, failing which the deposit shall be forfeited.
 - (b) If the child is withdrawn from the School prior to the Withdrawal Date.
 - (c) If the notice of withdrawal does not set out the Withdrawal Date.
 Provisional or conditional notice of withdrawal is not accepted. If the child is not withdrawn from the School on the Withdrawal Date, a fresh notice of withdrawal of not less than ONE (1) full academic term must be received by the School. The provisions of this clause 10 will apply in the case of prolonged absence of the child from the School.
6. All deposits paid under no circumstances be treated as payment of tuition fees or any part thereof and any other payments required to be paid and may not be used to set-off any amount due payable by the parent. The parent shall pay such additional monies as are necessary to top up the deposit to maintain its equivalence to one term's tuition fee on or before the commencement of the relevant academic term.
7. 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 confirms that the School shall immediately and is hereby duly authorised to transfer the said monies into the School Improvement 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 Improvement Fund as the School deems fit.
8. Where a child has been withdrawn from the School and applies for re-admission, no registration fee will be payable if the child is re-admitted (subject to availability of place) with three (3) academic terms from the date the child left the School, the Application Fee, re-entry fee, tuition fee, deposit and other fees payable, all at then prevailing rate, are required to be paid prior to such re-admission.
9. **If the parent fails to pay any payment due and payable, the School reserves the right to withhold all examination results, certificates and school records of the child.**

BEHAVIOUR AND PARTICIPATION

1. **Parent understands that the Student is expected to take a full part in the activities of the School, to attend punctually on each school day, to work hard, to be well behaved and to comply with the school rules about the wearing of uniform. Each family is supplied with a copy of the Parent and Student Handbook giving information about the ethos and rules at the School. The purpose of the school rules is to help every Student to know what is expected and to encourage courtesy and consideration for others. Each Student and Parent should read the Parent and Student Handbook.**
2. **Parent understands that unless excused by the school on medical grounds or other compelling cogent reasons, a student must attend classes regularly, participate in all relevant school or extra and co-curricular activities (including Physical Education and swimming lessons) and sit for all relevant examinations applicable to the student. Failure to do so, shall entitle the School to take such actions as may be required, including limitation, requiring the student to repeat (an) academic term(s) or to be withdrawn from the School.**
3. **Parent consents to allow their child to participate in residential and day out-of-school field or school trips, theatre performances or shows and that all fees payable, including expenses thereby incurred will be on the parent's or guardian's account.**
4. The School reserves the right to place the child in a class which the Head of School deems academically and developmentally suitable to the child's needs at anytime and from time to time whilst the child is enrolled at the School.
5. The School reserves the right to suspend or expel a child in a case of misconduct or a serious breach of discipline, particularly if this has a detrimental effect (in the opinion of the School) on the other students in the School.
6. In addition to the right of expulsion provided in the clause above, the School may require at any time the withdrawal of a child from the School for any reason at the discretion of the Head of School. Reasons may include matters related to the child's inability to participate in or benefit fully from the School's curriculum or if there is a breach by the parent or the child of any matters or things set out herein.

HEALTH AND SAFETY

1. **Parent may request permission to take their child from school during the day or for periods of up to one week for family events and urgent appointments.** These include, but are not limited to, medical appointments, Friday prayers, family holidays and cultural or religious celebrations. The school will approve any reasonable requests (at the School's discretion) for such absences and the parent will not be entitled to make any claim against the school arising from such approval.
2. In the interest of the child and/or other students of the School, the Head of School may at his/her discretion prohibit the child from attending at the School for such period as the Head of School deems necessary in the event of the child 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. Parents must comply with the quarantine regulations made 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 Head of School.

- 3. Parent gives his/her consent that in case of emergency, where neither parent or guardian can be contacted or contacted in time, the Head of School may authorise the medical examination of the child, the calling of further medical or specialist advice, or send the child to a clinic/medical centre/hospital All costs for the emergency medical treatment shall be borne by the parents/guardians wholly or in such event indemnify the school for such payment. Under such circumstance where the safety of the child is top priority, the parents/guardians shall not hold the School or related companies or its staff responsible for such medical treatment administered with whatever consequences.
- 4. Parent gives his/her consent to such physical contact as may accord with good practice and be appropriate and proper for teaching and instruction and 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. 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 programme and acknowledge that while the School will provide appropriate supervision the risk of injury cannot be eliminated.
- 5. Parent confirms and agrees that the School shall not be liable for any death, personal injury or any loss or damage of any kind whatsoever which the child may sustain on his person or property at any time either within the School premises or elsewhere which is not attributable to the negligence of the School, its officers or employees.
- 6. Parent acknowledges that the School incorporates the usage of Internet in the curriculum to enhance the child's development activities and agrees that the School has made clear the importance of cyber safety and has implemented sufficient security measures to shield the child from potential threats on the Internet. The parent agrees that he/she will share responsibility in monitoring the child's Internet usage and is aware of the **Acceptable Use Policy**.
- 7. Students are responsible for the security and safe use of all personal property and are responsible for ensuring that all such property is clearly marked with the owner's name.
- 8. Students are responsible for the safe condition and use of all digital & electronic appliances that they bring on to school premises.

ACKNOWLEDGEMENT AND AGREEMENT

I have read and I fully understand the above policies, 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 above on my part to be performed or complied with, particularly but not limited to payment of all monies payable. I acknowledge that the withholding or non-disclosure of any relevant information relating to my child's/ward's physical, medical or educational needs may affect my child/ward being offered or maintaining a place with the School. I agree that any offer or placement is conditional on the accuracy of the information provided by me. I certify that I am the person with parental responsibility for the child named above and that the information given is true to the best of my knowledge and belief. I understand that any false or deliberately misleading information given on this form and/or supporting documentation may render this application invalid or lead to the offer of a place being withdrawn.

- Data Protection: By signing the Acceptance Form or by agreeing to be bound by these Terms and Conditions the Parents/Guardian on behalf of themselves and so far as they are able on behalf of the Student authorise the School to process personal information including financial and sensitive personal information as is deemed necessary for the legitimate purposes of the School.** The following Data Protection Information Notes explain the purposes for which we process personal information:
 - i. The School holds information about you and your child including exam results, parent and guardian contact and financial information and details of medical conditions. That information is kept electronically on the School's information management system or manually in indexed filing systems.
 - ii. These notes refer to the "processing" of information. "Processing" is a catch-all term and means obtaining or recording information or carrying out any operation on the information such as storing or using the information or passing it on to third parties.
 - iii. The School processes information about you and your child in order to safeguard and promote the welfare of your child, promote the objects and interests of the School, facilitate the efficient operation of the School and ensure that all relevant legal obligations of the School are complied with. Examples may include: the School keeping details of medical conditions from which your child may suffer so that staff will be able to respond appropriately in the event of a medical emergency, and/or the School processing financial information obtained from you or from third parties such as credit reference agencies.
 - iv. The School may process different types of information about your child for the purposes set out above. That information may include:
 - v. Medical records and information, including details of any illnesses, allergies or other medical conditions suffered by your child.
 - vi. Personal details such as home address, date of birth and next of kin.
 - vii. Information concerning your child's performance at School, including discipline record, School reports and examination reports.
 - viii. Financial information including information about the payment of fees at this School or any other School.
 - ix. Where, in the professional opinion of the Head it is deemed necessary we may share information with certain third parties.
 - x. If the School enters into a separate arrangement for the payment of fees, we may, in order to verify your identity and so that we can assess your application for credit, search the files of any licensed credit reference agency who will keep a record of that search and details about your application. This record will be seen by other organisations which make searches about you. Failure to supply information may result in a refusal of credit.
 - xi. The parent may request access to the data that refers to their child and the School will approve any reasonable request (at the School's discretion).

Signature of Father / Guardian:

Signature of Mother / Guardian:

Name: _____

Name: _____

Date: _____ PP/IC No. _____

Date: _____ PP/IC No. _____



