

DOCUMENTS REQUIRED



- A copy of the **applicant's birth certificate**
- A copy of the **applicant's IC** (foreigner to attach a copy of **passport details page and visa page**)
- A copy of each **parent's IC/Passport and visa**
- One recent passport-size coloured **photograph of the applicant** (not more than 6 months old)
- One recent passport-size coloured **photograph of each parent** (not more than 6 months old)
- One recent passport-size coloured **photograph of each pick-up person** (not more than 6 months old)
- One official copy of the applicant's most recent **full school report**

Note: Failure to produce these documents at admissions may render the acceptance to be null and void at a later date.

ADMISSION AGREEMENT

Straits International School hereby accepts this student for admission into the school. The Parents/Guardians named below agree to abide by the terms and conditions of this agreement and to observe the school policies.

STUDENT INFORMATION

STUDENT'S FULL NAME: _____

PREFERRED NAME FOR STUDENT DIRECTORY: _____

GENDER: MALE FEMALE

NATIONALITY: _____ BIRTH DATE: _____

RELIGION: _____ IC/PASSPORT NUMBER: _____

STARTING DATE: _____ YEAR GROUP: _____

Non Mifi, Non Tibi, Sed Nobis



FOR NON-MALAYSIAN STUDENTS ONLY

TYPES OF VISA

Please tick as to indicate the type of visa your child is currently holding:

- Entry Visa (would like to proceed to apply a Student Visa)
- Dependant's Visa
- MM2H's Visa
- Others (Please specify) _____

Please submit a copy of the visa to Admissions. Parents are also required to always submit a copy of renewal visa to Admissions.

PLEASE INDICATE WHO WILL BE THE PRIMARY CONTACT:

- FATHER: MOTHER: OTHER: (Please specify)

NAME: _____ CONTACT NO: _____

Non Mifi, Non Tibi, Sed Nobis



EMAIL AS PRIMARY COMMUNICATION

As part of the school primary communication channel, email will be opted for all official communication between the school and parent. Kindly provide a valid email below to receive emails, announcements and other important updates

WHATSAPP LIST PERMISSION

To improve the communication among the parent and the school, the parent representatives from each year level will share some additional information via Whatsapp from time to time. Please rest assure that this is not a Whatsapp group but a list of contact numbers to be contacted individually by the parent representative.

- Yes. We are happy to be contacted by the parent representative via Whatsapp.
- No. We do not give permission to the parent representative to be contacted via Whatsapp.

PHOTOGRAPH PERMISSION

During the course of the school year there are times when pictures or videos of your child may be taken, or when he or she may be interviewed while at school, to showcase an event or to detail a project of his or her class.

We are proud of the school's development and feel it is important to showcase this progress to the wider community. If you are happy for your child to partake in such events, please tick the box below:

- We give permission for my child to be photographed, videotaped or interviewed for school publication purposes.
- We do not give my permission for the above

Non Mifi, Non Tibi, Sed Nobis



VEGETARIAN DIET

Please indicate if your child is on vegetarian diet: Yes No

The canteen provides vegetarian options and we encourage students to consume at the canteen instead of bringing own packed food to the school. If your child is on strict vegetarian diet and not appropriate to consume in the canteen, please submit a written request to the Admissions to grant approval in bringing in packed food.

- Yes. My child will consume vegetarian food in the canteen.
- No. My child is on strict vegetarian diet and we would like to submit a written request.

STUDENT COLLECTION

Please provide information on the person(s) designated to pick up the student at the end of the school day.

FIRST DESIGNATED PICK-UP PERSON

NAME: _____

RELATIONSHIP TO STUDENT: _____

CONTACT NUMBER: _____

FORM OF TRANSPORT: _____

SECOND DESIGNATED PICK-UP PERSON

NAME: _____

RELATIONSHIP TO STUDENT: _____

CONTACT NUMBER: _____

FORM OF TRANSPORT: _____

If you require more designated pick-up persons please continue on a separate sheet.

Non Mibi, Non Tibi, Sed Nobis



PARENTS / GUARDIAN DECLARATION

1. I/We accept the School's Rules & Regulations as applied to us.
2. I/We have disclosed all relevant data about the student in the forms submitted and will keep the School informed of any changes to the information provided.
3. I/We also understand and accept that any change made to the school policies, regulations, fees and schedule by the School is at the School's sole discretion.
4. **Forfeiture of School Fees**
 - a. To pay all fees before the commencement of the School term (there are 3 terms a year). The School reserves the right to impose late payment charges of 5% per month on all outstanding fees which have not been paid by 7th day from the commencement of the School term. The School reserves the right to refuse entry to any student and/or to treat this contract as terminated without prior notice to the parents/students if payment is delayed beyond a 2 week grace period.
 - b. That the school reserves the right to discipline, suspend or dismiss any student whose lack of academic progress or whose behaviour is considered by the Principal to be unacceptable or brings the school into disrepute. When any student is suspended or dismissed, the school shall retain any fees/deposit, and the parent shall forfeit all entitlement to any fees/deposit paid with respect to the student. This includes the Resource Fee ,Tuition Fee, Registration/Enrolment Fee, Application Fee and Security Deposit.
 - c. Parents are bound to the expectation of good behaviour on school premises, and towards school staff. Any aggressive or rude conduct towards staff or any other member of the school community may result in withdrawal of their child at the sole discretion of the Principal. In such an event, no refund of any kind shall be payable.
 - d. If a student damages property of the school or that of another student, then immediate compensation shall be billed to the parent.
 - e. For any transaction done via online transfer, telegraphic transfer, cash deposit (CDM) or cheque deposit, parents are required to e-mail and provide us with the proof of payment after the transaction has been performed. Any failure in providing transaction proof will be considered as forfeited.

Read and acknowledged by: _____

(Parent's/ Guardian's Signature)

Non Mifi, Non Tibi, Sed Nobis



5. Withdrawal & Graduation

a. Where a child will be leaving school, prior notice in writing addressed to the Principal must be given one (1) academic term before the intended date of leaving, where one academic term is considered to be latest by the 7th day from the commencement of the School term. This one (1) term's notice is in keeping with Straits International School official withdrawal policy. Failure to do so will result in the forfeiture of the security deposit. Where a registered child failed to attend any classes one (1) month from the 1st-day start of the new school term without informing the school officially, he/she will be classified (treated) as having withdrawn. **All fees paid and the security deposit will be forfeited.**

b. Offset of the last term's school fees against the Security Deposit is strictly not allowed.

c. Resource Fee, Tuition Fee, Registration/Enrolment fee and application fee are not refundable and not pro-ratable upon withdrawal.

d. If a student has lost or is unable to return the student ID card, RM50 will be deducted from the security deposit.

e. If a student has lost or is unable to return the locker key, the RM50 locker deposit will be forfeited.

f. The refund will be ready one (1) month after clearance made for withdrawal. Refund will be made via cheque or bank transfer in to the parent's account as indicated in the Withdrawal Application Form.

6. School Activities

a. The School believes that learning is enhanced through opportunities outside of the traditional classroom. It is compulsory that students of the School attend a **"Challenge Week" (on alternate year)** either on site, or through a residential field trip within Malaysia or Overseas at the cost of the parent. The cost will range from RM500 to RM4,500 depending on the age group and also the location. Refusal to attend may result in the funds being deducted from the security deposit.

b. This being an international school I/We allow my child to participate in any celebration (within school) as and when required.

Read and acknowledged by: _____
(Parent's/ Guardian's Signature)

Non Mifi, Non Tibi, Sed Nobis



7. Emergency Issues

- a. I/We understand that whilst the School will make every effort to contact me/us in case of a medical emergency, this is not always possible. Therefore I/we authorise the School to seek medical advice and treatment for the child in the case of an emergency and I/we hereby undertake to pay all costs incurred by the School.
- b. That I/we agree that the Student attends the School at his/her own risk. Unless found to be grossly negligent, the School will not be held responsible for any injury, or illness, that may occur to the student whilst attending the school or whilst travelling to and from school and agree to waive any claim against SIS. We further agree that the School will not be liable for any loss or damage to the Student's personal belongings.

8. Extra Learning Support

I/We understand that the Student may require extra learning support that is not initially evident. In these cases, the school will make a decision based on a 6 week observation period or less. The extra learning support referred to is EAL during school, EAL after school, shadow teacher and etc. The decision is binding and at the discretion of the Principal. Fees incurred for extra learning support are to be paid by the parents.

9. EAL Fee

A fee of RM300 per month is payable for students who require additional English language support. In addition, after school English classes are available at RM35 per session. This decision is binding and withdrawal from EAL classes is at the discretion of the Principal.

10. Public Examination Fees

There will be an examination fee for students who take external examinations in Years 6, 9 & 11. Fees for all exams are paid by the parents.

Read and acknowledged by: _____
(Parent's/ Guardian's Signature)

Non Mifi, Non Tibi, Sed Nobis



11. Examinations

I/We understand that Students at the end of Year 6, 9 & 11 sit an external examination through the Cambridge System. In the interests of the Student, performance should reflect the potential to cope with the next stage of their education level. Therefore, the school reserves the right to ask a student to repeat a year or, in a serious event, seek alternative schooling. Such a possibility would be a rare occurrence.

However, there shall be consistent and regular school/home contact in the event that Students are perceived as struggling and assistance shall be offered. All students are expected to sit exams in each of their applicable subjects unless upon agreement with the Principal. There is no option to withdraw.

12. Visa Requirements

- a. The **Malaysian Immigration Authority** requests that all foreign students obtain a Student Visa or Dependent Visa or MM2H visa upon acceptance by the School.

Types of Visa	Description
1) Student Visa	Foreign students who are 6 years old and above and have enrolled into Straits International School can proceed to apply a Student Visa via school.
2) Dependant Visa / Resident Pass	Parents who are employed by the company and relocated to Malaysia are eligible in getting an Employment Visa and Dependant Visa for the family members. The company shall grant a Student Endorsement Stamp for the child to prove that the child is permitted to study with us.
3) MM2H Visa	The family granted a MM2H (Make Malaysia as Second Home) Visa upon arriving in Malaysia. The MM2H visa agent shall grant a Student Endorsement Stamp for the child to prove that the child is permitted to study with us.

Read and acknowledged by: _____
(Parent's/ Guardian's Signature)

Non Mifi, Non Tibi, Sed Nobis



- b. The School will provide the necessary correspondence to assist in your Student Visa application to the authority. Once the relevant visas are issued, you are required to provide the School with a copy. If you are interested in applying for a Student Visa/Guardian Visa/Younger Sibling Visa, please get in touch with Admissions and complete the relevant Visa Application Form.
- c. Student Visa/Guardian Visa/Younger Sibling Visa applicant's is responsible to provide the complete and certified documents required by the Immigration for visa application after the approval from **Ministry of Education (MOE)**.
- Applicant's passport
 - Parents passport
 - Passport size blue background photo
 - Applicant's original birth certificate
 - Parents' original marriage certificate
 - English translated copy of birth and marriage certificate with embassy/government authority certified
 - Applicant's medical insurance policy
 - Guardian bank account statement from Malaysia (minimum RM10,000 deposit for new application; minimum RM2,000 deposit for renewal application)
- d. Granting of a Student/Guardian/Younger Sibling Visa is at the discretion of the **Malaysian Immigration Authority** who holds the final decision in issuing Visas. Application process duration in MOE and Immigration are varying in case by case and not within the control of the School Admissions. School and the service provider cannot guarantee successful issuance of a Visa.
- e. Student Visa/Guardian Visa/Younger Sibling Visa applicant's holds the responsibility to submit the renewal request to Admission at **minimum 3 months before** the visa expiration and submit the visa cancellation **at least 2 weeks before** the last day of school.

NOTE: Straits International School reserves the right to CANCEL any VISA due to a breach of any existing Malaysian law or discrepancy arising before/after the issuance of the VISA.

Read and acknowledged by: _____
(Parent's/ Guardian's Signature)

Non Mifi, Non Tibi, Sed Nobis



13. Van Transportation

- a. I/we understand that the van transportation is an out-sourced service using school recommended providers.
- b. Parents can get contact numbers from the Admissions team and parents liaise directly with the van service providers.
- c. All fees paid in relevance to the van transportation must be received by the service provider and not the school.
- d. The school is not in any way liable for the performance of the transporter or any arrangement made between provider and parent.

14. Food Policy

For health and safety reasons, the school runs a 'No Outside Food' policy. Only those children with severe dietary requirements, or religious needs, are allowed to bring packed lunches on site. These must first be cleared by administration of the school, who should be contacted beforehand.

15. Contractual Obligations

That the School reserves the sole discretion to terminate the contract herein with the parent/student at any time, if such termination is considered to be in the best interests of the School. This is entirely at the school's discretion by written authority of the Principal.

PDPA Consent Clause

By submitting this Form, you hereby agree that Straits International School may collect, obtain, store and process your personal data that you provide in this form for the purpose of receiving updates, news, promotional and marketing mails or materials from Straits International School. You hereby give your consent to Straits International School to:-

- Store and process your Personal Data;
- Disclose your Personal Data to the relevant governmental authorities or third parties where required by law or for legal purposes.

Read and acknowledged by: _____
(Parent's/ Guardian's Signature)

Non Mifi, Non Tibi, Sed Nobis



In addition, your personal data may be transferred to any company within the Straits International School which may involve sending your data to a location outside Malaysia. For the purpose of updating or correcting such data, you may at any time apply to the Straits International School to have access to your personal data which are stored by Straits International School.

For the avoidance of doubt, Personal Data includes all data defined within the Personal Data Protection Act 2010 including all data you had disclosed to Straits International School in this Form.

I/We being the parent(s) / Guardian(s) of _____

Have read and fully understand this admission agreement and agree to be bound by it and by any subsequent amendments as notified from time to time by the School. I/We have read the parental handbook and agree to be bound by the policies contained within it, understanding that they may be changed when needed by the school. I/We also declare that all information provided to Straits International School is true and correct.

Parents / Guardians Name: _____

Signature: _____

Date: _____

Date and Signature of Photocopy of Admission Agreement taken:

Non Mifi, Non Tibi, Sed Nobis



IMPORTANT: ALLERGIES INFORMATION

Student Name: _____ Year Group: _____

Does your child suffer from any allergies? Tick in the appropriate box below.
All allergies should be supported by relevant medical documentation, where possible.

A) FOOD/FRUITS/VEGETABLES

- | | | | |
|-------------------------------|----------------------------------|---------------------------------|------------------------------------|
| <input type="checkbox"/> Corn | <input type="checkbox"/> Peanuts | <input type="checkbox"/> Dairy | <input type="checkbox"/> Shellfish |
| <input type="checkbox"/> Eggs | <input type="checkbox"/> Soy | <input type="checkbox"/> Garlic | <input type="checkbox"/> Wheat |

If others, please specify: (e.g: milk, chocolate, pasta....)

ALLERGY REACTIONS FROM FOOD ABOVE:

- | | | | |
|--|--|---|-----------------------------------|
| <input type="checkbox"/> Itchy/Runny Nose | <input type="checkbox"/> Dizziness | <input type="checkbox"/> Hives/Mild Itching | <input type="checkbox"/> Wheezing |
| <input type="checkbox"/> Sneezing/Mild Cough | <input type="checkbox"/> Feeling Faint | <input type="checkbox"/> Mild Nausea/Discomfort | <input type="checkbox"/> Pale |

If others, please specify: (e.g: swelling of tongue/lips....)

MEDICATION TAKEN (IF APPLICABLE):

- Oral: _____ Topical/Cream: _____

B) DRUGS

- Paracetamol Antibiotic, pls specify: _____ Anticonvulsants(for epilepsy)
- Analgesics/Pain Killers, pls specify: _____
- Aspirin/Ibuprofen (for infection/inflammation), pls specify: _____

If others, please specify:

ALLERGY REACTIONS FROM DRUGS ABOVE:

- | | | | |
|--|----------------------------------|---|-----------------------------------|
| <input type="checkbox"/> Skin Rash/Hives | <input type="checkbox"/> Itching | <input type="checkbox"/> Breathing Problems | <input type="checkbox"/> Swelling |
|--|----------------------------------|---|-----------------------------------|

If others, please specify:

MEDICATION TAKEN (IF APPLICABLE):

- Oral: _____ Topical/Cream: _____

Non Mibi, Non Tibi, Sed Nobis



C) DUST/PET

- Dust Mites
- Cockroaches
- Mould
- Pollen
- Pet hair, Fur/Feathers

If others, please specify:

ALLERGY REACTIONS FROM DUST/PET ABOVE:

- Sneezing
- Runny/Stuffy Nose
- Red/Itchy/Teary Eyes
- Wheezing/ Coughing
- Skin Rashes/Itching

If others, please specify:

MEDICATION TAKEN (IF APPLICABLE):

- Oral: _____
- Topical/Cream: _____

MEDICAL CONCERNS

Please tick if your child suffers from any of the following & provide details including medication:

Condition	Tick	Comments	Medication (If any)
Asthma/ Breathing Problems			
Attention Deficit/ Hyperactivity Disorder			
Diabetes			
Head Injury/Concussions			
Heart Problems			
Seizures/Epilepsy			
Spinal Injury			
Surgery			

If others, please specify:

Condition	Comments	Medication (If any)

PERMISSION TO GIVE MEDICATION

To give permission to the school nurse to administer simple medication, please tick which medication you deem as appropriate from the list below:

- Panadol Tablet
- Panadol Syrup (1-6 years old)
- Panadol Syrup (6 + years old)
- Gaviscon 10ml
- Syrup Benedryl
- Throat Lozenges
- To contact parents if needed

Non Mifi, Non Tibi, Sed Nobis



GETTING TO KNOW YOU

Note: This section only needs to be completed by students coming into Nursery to Year 2.

Student Name: _____ Year Group: _____

1. What is your favourite thing about school?

2. What do you find difficult at school?

3. This year at school, I would like to learn about...

4. What are three words that would best describe you?

5. What do you enjoy doing in your free time? Do you play any sports?

6. What tv shows/ movies/ music do you like? What is it about/ why?

Non Mifi, Non Tibi, Sed Nobis



7. What books do you like to read? What is it about/ why?

8. If you could go anywhere in the world, where would you go and why?

9. My ideal job would be ...

10. Tell me about a time that you were collaborative/ hardworking/ independent/ caring/ creative/ proactive/ compassionate. Why is it important to have these qualities?

Non Mibi, Non Tibi, Sed Nobis



STRAITS INTERNATIONAL SCHOOL

PERMISSION FOR STUDENT TO ATTEND SWIM AND SURVIVE ACTIVITIES

Name:		Class/Year:	
Times and Dates of activity: From: On / / To: On / /		Student requirements (e.g. sun protection.): Swimwear (School Policy appropriate) Sunscreen Change(s) of clothes for time of day.	
Details of each activity (<i>itemise each proposed activity and if necessary attach a proposed itinerary and supervisor list</i>): Students will participate in swimming lessons for the Straits Swim and Survive Water safety program.			
Please complete all details below and return it to Ms Rowan (teacher in charge)			
Parent/Caregiver's Name:		Parent/Caregiver Telephone Number: Work: Home: Mobile:	
Emergency Contact Name (alternate contact):		Emergency Contact Telephone Number: Work: Home: Mobile:	
Student's medical details: Date of last tetanus injection:	Known allergies (drug reaction etc.):	Dietary restrictions:	
Is the student under medication? (If yes, name medication and attach instructions)			
Has your child any special medical condition, physical or psychological limitations or cultural restrictions which may affect her/him whilst taking part in any activities? Please provide full details (attach information if necessary). Please provide any other information which you believe may help staff provide the best possible care.			
Child's Swimming Ability			
In relation to the proposed swimming activity (please read carefully, tick appropriate response and sign): In my opinion my child is :			
A non-swimmer: my child is unable to swim; <input type="checkbox"/>			
A weak swimmer: my child is comfortable and confident in shallow water but is not very strong or confident in deep water. My child cannot swim more than 10 meters: <input type="checkbox"/>			
An average swimmer: my child is a reasonable swimmer and can swim 25 metres and is confident in deep water; <input type="checkbox"/>			
A strong swimmer: my child is a strong swimmer and can swim more than 50 metres and is confident in deep water; <input type="checkbox"/>			
My child is permitted to go in the water <input type="checkbox"/>			
PARENTS / GUARDIAN DECLARATION			
1. I/We accept the School's Rules & Regulations as applied to us.			
2. That I/We have disclosed all relevant data about the student in the forms submitted and will keep the School informed of any changes to the information provided.			
3. I/We also understand and accept that any change made to the school policies, regulations and schedule by the School is at the School's sole discretion.			
4. That I/we agree that the Student attends the School at his/her own risk. Unless found to be grossly negligent, the School will not be held responsible for any injury, or illness, that may occur to the student whilst attending the school and agree to waive any claim against SIS.			
5. I/We also declare that all information provided to Straits International School is true and correct.			
6. I/We being the parent(s) / Guardian(s) of _____ Have read and fully understand this admission agreement and agree to be bound by it and by any subsequent amendments as notified from time to time by the School.			
Parent/Guardian Signature..... Date.....			
In addition to parental assessment of a student's swimming ability, assessment of an individual's swimming proficiency is conducted by the school/teacher before participating in any aquatic program or activity.			

Non Mifi, Non Tibi, Sed Nobis



LOCKER AGREEMENT

- The **Fifty Ringgit (RM50) locker deposit** will be refunded upon return of the key and the locker in good condition on the last day of schooling.
- The locker must be cleaned out and the key **returned to the Admission Office** on the last day of schooling.

Waiver of Liability

I understand that Straits International School is in no way responsible for loss of or damage to personal property caused by accident, theft or fire.

Student's Name: _____

Year Group: _____

Enrolment Term: Term _____

Parent's Name: _____

Contact Number: _____

Parent's Signature

Date

FOR OFFICE USE ONLY

Receipt Number: _____

Locker Number: _____

Date Given Key: _____

Non Mibi, Non Tibi, Sed Nobis