Section J: Medical Declaration

1. Please advise whether your child has been diagnosed/is suspected of any of the following:		
Medical Condition		
Autism	Yes	No
Dyslexia-High Functionality	Yes	No
Dyslexia-Low Functionality	Yes	No
ADD-High Functionality	Yes	No
ADD-Low Functionality	Yes	No
Extreme Hyperactive	Yes	No
Others, please specify:		

2. Past Medical History (please attach with Doctor's letter)		
Medical Condition		
Asthma	Yes	No
Epilepsy	Yes	No
Diabetes	Yes	No
Tuberculosis	Yes	No
Others: Heart/Kidney/Digestive System/Blood Condition	Yes	No
G6PD	Yes	No
Allergies	Yes	No
Eczema	Yes	No
Recent Illness *(6 months to 1 year)*	Yes	No
Recent Surgeries/Hospitalization *(6 months to 1 year)*	Yes	No
If YES please supply information on any of these conditions:		

3. Are there any physical or audio/visual impairments (temporary or permanent) that your child is suffering from?

_____

4. Please list any medication that your child takes regularly:

i) Name: _____ Dosage: _____ ii) Name: _____ Dosage: _____

5. Does your child have any physical disabilities, learning difficulties or psychological needs?

i) Physical disabilities ☐ Yes ☐ No ii) Learning disabilities ☐ Yes ☐ No iii) Psychological needs ☐ Yes ☐ No

6. Has your child received any special needs learning support?

i) Reading ☐ Yes ☐ No ii) Writing ☐ Yes ☐ No iii) Speaking (Speech Delay) ☐ Yes ☐ No

Other information that would be helpful for the school nurse to know regarding your child:

_____

Note

While we endeavour to execute all efforts to assist the student in his/her learning process and encourage their learning opportunities at our School, kindly be advised that in the event where the parents/guardians have not declared or informed the School of any medical, physical or special needs condition attributed to the student, the School reserves the right to take the following actions:

1. To withdraw the student from the School, where as a consequence of the student's conduct, deemed to have caused disruption to the lessons and/or disturbance to other students.
2. To withdraw the student from the School if we find that the student is unable to cope positively in class or with our teaching-learning environment, or that as a consequence of the student's behaviour, the teacher is not able to conduct lessons effectively or provide attention to other students in the class.
3. To withdraw the student from the School in instances where the student requires specialised medical or personal attention from any party, which is not within the scope and expertise of the staff at the School.

In any course of actions mentioned above, the School Management will prorate the fees paid accordingly based on monthly basis, and any excess in fees paid will be refunded to the parents/guardians.

Section K: Declaration By Parent/Guardian

I, _____, IC No./Passport No.*_____ Father/Mother/Guardian* of _____ registering for Level _____ Year _____. *(*Please tick whichever is applicable)*

I confirm that the information provided in this Application Form is correct. I understand that the information provided in this Application Form, or in support of this application will principally be used for the processing of the application, although it may also be used for any other purpose associated with my child's attendance at **APIS Preschool**. I fully understand and acknowledge the right of the School to refuse and/or reject this application and withdraw the registration of my child in the event the information contained in this form is incomplete, false and/or erroneous. I understand that any possible action taken by the School is not of any act of discrimination practiced by the School, but completely subject to the ability of the School to handle the specific needs of my child. I hereby accept the terms and conditions for the enrolment of my child at **APIS Preschool** and undertake all responsibilities to ensure that my child abides by the rules and regulations of the School.

I hereby give permission to APIS Preschool for the use of photographs, images and videos in publicity and promotional material, and to release relevant information to any Government bodies or agencies as required.

Dengan ini saya memberi kebenaran kepada APIS Prechool untuk penggunaan gambar, imej dan video dalam publisiti dan bahan promosi, dan untuk melepaskan maklumat yang berkaitan dengan mana-mana badan atau agensi-agensi Kerajaan seperti yang dikehendaki.

By providing my personal data I consent to receiving information on courses, programmes and events that may benefit me.

Dengan menyediakan data peribadi saya, saya bersetuju untuk menerima maklumat mengenai kursus-kursus, program dan acara yang boleh memberi manfaat kepada saya.

Declaration and Acceptance by Parent/Guardian

_____	_____	_____
Signature	**Name**	**Date**

Section L: Office Use Only

How did you hear about APIS Preschool?

☐ Friends/Relatives ☐ Education Fair ☐ Webpage ☐ Bunting ☐ Newspaper/Magazines ☐ Kindergarten Event ☐ Road Show ☐ SMS ☐ Others _____

International School Office	Principal's Office
☐ Student Pass ☐ Non-Student Pass	☐ Accept ☐ Conditional Offer ☐ Decline
Remarks: _____	Remarks: _____
Signature of Registrar / International School Office **Date**	**Signature of Principal / Principal's Office** **Date**

PRIVACY STATEMENT

The purpose of requesting the personal data in this form is to assist us in processing your child/ward's school application and for statistical and information purposes. If you choose not to complete all the required sections or do not provide all the required information, it may not be possible to process your application. Access to the personal data you provide will be strictly on a need to know basis. By providing the personal data on this form, you give your consent to allow personal data and information to be processed securely and confidentially.

Tujuan kami meminta segala data peribadi anda di dalam borang ini adalah untuk membantu kami dalam memproses permohonan persekolahan anak/ anak jagaan anda dan untuk tujuan statistik dan maklumat. Jika anda memilih untuk tidak melengkapkan semua bahagian yang diperlukan atau tidak menyerahkan semua maklumat yang diperlukan, kami tidak dapat memproses permohonan anda. Kami hanya akan rujuk data peribadi anda untuk mengetahui segala maklumat yang perlu diketahui. Dengan mengisi maklumat peribadi pada borang ini, anda memberikan persetujuan untuk membenarkan data peribadi dan maklumat diproses dengan selamat dan sulit.

A·P·I·S PRESCHOOL

APIS PRESCHOOL APPLICATION FORM

www.apis.edu.my

PROCEDURES FOR APPLICATION

1. Admission into Asia Pacific International School is on a first-come-first-served basis and is subject to approval and availability of places.
2. Please complete all sections in the Application Form in **BLOCK LETTERS**. The application will be processed only upon receipt of complete and accurate disclosure of information in the following sections:

Section A	**Student's Particulars**
Section B	**Details of Previous School**
Section C	**Details of Parents/Guardians**
Section D	**Siblings**
Section E	**Smart Card and Homework Journal**
Section F	**Swimming Release and Indemnity**
Section G	**Release of Liabilities and Indemnity**
Section H	**Terms of Payment**
Section I	**Terms of Withdrawal**
Section J	**Medical Declaration**
Section K	**Declaration By Parent/Guardian**
Section L	**Office Use Only**

3. Please submit the Application Form together with supporting documents and the following fees to the Administration Staff for processing:
   - Application Fee of RM500 (Non-refundable and non-transferable fee)
   - Registration Fee of RM2,500 (Non-refundable and non-transferable fee)
4. Payment can be made by either one of the following methods:
   - Cash
   - Major Credit Cards (Visa/MasterCard/AMEX)
   - Online payment via CIMB Clicks/Maybank2u/Standard Chartered
   - Crossed Cheque
   - Bank Draft

   } Payable **to ASIA PACIFIC SCHOOLS SDN BHD**

DOCUMENTS REQUIRED FOR ENROLMENT	
One (1) copy of Student's IC/Birth Certificate	☐
One (1) copy each of Parent's IC/Passport	☐
Two (2) Passport Size Photographs	☐
One (1) copy of Previous School Leaving Certificate	☐
Photocopy of Previous School Report & Testimonial (One term)	☐
Student's Medical Certificates/Immunisation Record	☐

Terms and Conditions of Enrolment

1. Once the applicant is offered a place at School, he/she will be issued with an Offer Letter. To fully enrol your child in Asia Pacific International School, full payment of the following fees must be made to the School **BEFORE** the commencement of the term upon collection of Offer Letter.
   - Deposit:

     One term's tuition fees will be required as deposit. This deposit will be reviewed annually to be in line with one term's fee of that particular year. The deposit is refundable on the condition that written notice of withdrawal is provided 4 months in advance. This deposit is strictly non-transferable and payable in full on admission of the student to the School.
   - Tuition Fees.
   - Any other Miscellaneous Fees (Per Term).
4. Students who are Non-Malaysian Passport Holders: admission to, and continued status as a student in the School is conditional on the child possessing a valid visa issued by the Malaysian Immigration Department. The parents or guardians shall undertake to keep the School informed of any changes in the status during the child's enrolment at the School.

ASIA PACIFIC INTERNATIONAL SCHOOL (PRESCHOOL) No. 1, Persiaran A, Off Jalan Lapangan Terbang Subang, 47200 Subang Jaya, Selangor Darul Ehsan.
Phone: +603 7847 1000 Fax: +603 7847 1001 Email: info@apis.edu.my

APIS PRESCHOOL APPLICATION FORM

Date of Registration (DD/MM/YY) _____ / _____ / _____

Year of Admission _____

Nationality ☐ Malaysian ☐ Non-Malaysian _____ (Please state Nationality)

Registration for Nursery / Reception _____ (3+ to 5 Year olds)

Please attach
2 passport-sized
photographs

Section A: Student's Particulars

Name	*As per IC/Birth Certificate/Passport (Please underline your surname)*				
Date of Birth (DD/MM/YY)	/ /	**Place of Birth**		**Age**	
Passport /IC No. /Birth Certificate		**Religion**		**Race**	
Gender	☐ **Male** ☐ **Female**	**Student's E-mail**			
Residential Address					
Postcode				**State**	
Name and Address *If different from above (for Correspondence Purpose)*					

Section B: Details of Previous School (please attach academic transcripts of most recent examination) and Your Child's Information

Type of School	Name of School	Country	Highest Level Completed	Year Completed
Kindergarten				

1. Please list any skills/interests/talents that your child has: (sports, music, drama, art and etc)

   _____

2. Any information you would like the School or Class Teacher to take note about your child:

   _____

Section C: Details of Parents/Guardians

	Father / Guardian			Mother / Guardian		
Name *As per IC/Birth Certificate/Passport*						
Nationality		**IC No./ Passport**			**IC No./ Passport**	
Residential Address *Leave blank if same as section A*						
Home No.		**Mobile No.**			**Mobile No.**	
Designation / Occupation						
Company Name & Address						
E-mail						
Office No.		**Fax No.**			**Fax No.**	

Please furnish the name of another person to contact in the event of an emergency if parents or guardians are not available.

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

Section D: Siblings (brothers/sisters, if any)

Number	Name	Date of Birth
1		
2		
3		

Section E: Smart Card and Homework Journal

1. Smart Cards are issued to all registered students as a means of attendance monitoring as well as to facilitate purchases in the school cafeteria.
   In the event a student loses his/her Smart Card, RM40 will be imposed as a replacement fee. Kindly indicate preferred recipient and desired mode of attendance notification:

   (Please tick one) ☐ Mother ☐ Father ☐ Others _____ (Please indicate relationship)

   Mode of notification ☐ Send me an e-mail: _____ ☐ Send me SMS: _____ ☐ Do not require notice
2. Teachers frequently communicate with parents on various academic and student development matters. Kindly indicate an e-mail address you wish to use for this purpose.

   Homework journal: e-mail: _____

Section F: Swimming Release and Indemnity

Swimming is a compulsory co-curricular activity for all students. Qualified instructors are appointed for swimming lessons in **APIS Prechool**. The swimming instructors and the School will take all reasonable precautionary measures to ensure the safety of the student during swimming lessons.

The School and the instructors shall not be liable for loss or damage in the pool premises caused by the student.

Neither the School, nor the instructors will be held liable for any damages, personal injuries, death or inconvenience to anything or anyone including but not limited to the student howsoever caused by the student or due to negligence of the student, due to violation of rules and regulations by the student or if there is discrepancy in the student's health declaration in the School records of any medical conditions by the student. Student taking part in any of the aquatic courses do so at their own risk and the student/parents/guardians agree to indemnify the School, the instructors against any claims as the result of any act or omission of the student.

Section G: Release of Liabilities and Indemnity

1. The School, its employees, teachers and agents shall not be responsible with respect to any personal injury, death or loss or damage to property of any kind whatsoever which may occur at any premises within **APIS Prechool** and **Asia Pacific Schools**.
2. Students taking part in any of the School events do so at their own risk and the students/parents/guardians agree to indemnify the School against any claims as the result of any act or omission of the students.

Section H: Terms of Payment

All parents/guardians are advised to read the terms and conditions governing the admission to **APIS Prechool** and the child's continued enrolment as a student of the School, as stated below:

1. All fees can be paid by Credit Card, Cash, Online Payment via CIMB Clicks/Maybank2u/Standard Chartered and Cheque or Banker's Draft made payable to:

   ASIA PACIFIC SCHOOLS SDN BHD
   (Please refer to No.4 under 'Procedures for Application' section)

   - **Maybank Account No: 5144-1350-0582**
   - **JomPAY Biller Code: 12062**
     JomPAY Ref-1: Student ID/NRIC/Passport No. (JomPAY online at Internet and Mobile Banking with your Current or Savings account)

   *** Please email the payment advice, student and payment details to finance@apschools.edu.my**

   The Application fee is a one-time payment, non-transferable. It is payable in full upon submission of the Application Form in order to secure a seat for your child.

   The Registration fee is a one-time payment, non-transferable. It is payable 'once' upon acceptance of the admission. (Please refer No.3 under 'Procedures for Application' section)
2. The Deposit, One term's tuition fees will be required as deposit. This deposit will be reviewed annually to be in line with one term's fee of that particular year. The deposit is refundable on the condition that written notice of withdrawal is provided one full term (i.e. 4 months) in advance. This deposit is strictly non-transferable and payable in full on admission of the student to the School. (Please refer to No.3 under 'Terms and Conditions of Enrolment' section)
3. Parents can choose to pay the fees for a Full Year (3 terms) or by term basis.
4. All fees must be paid at least two weeks prior to the commencement of the school term.
5. The School reserves the right to deny entry and enforce suspension to the student if the fees remain overdue after the payment due date.

Section I: Terms of Withdrawal

1. If a student is to discontinue his/her studies at **APIS Preschool**, a notice of withdrawal should be given **4 months (1 term)** prior to the student's last day of school.
2. Valid reasons should be included in the notice of withdrawal and parents/guardians are required to attend a session of 'exit interview' with the School.
3. Outstanding school fees must be settled in full before the student's last day at school.
4. All withdrawals are subject to administrative charges of RM100 per student.
5. The Deposits will ONLY be refunded if all the above (1-4) are complied accordingly.
6. For any withdrawal before the commencement of the School term/course, fees paid will be refunded. However, if the student withdraws after the term/course commences, fees paid will not be refunded.