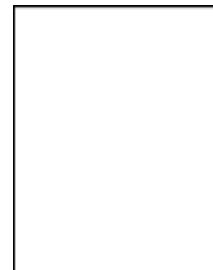


# Application for Admission



Entry Date:



Please complete all sections of this form as fully and as accurate as possible. Please write clearly and in BLOCK CAPITALS.

STUDENT DETAILS				OFFICE USE ONLY
Student's Name (As it appears on passport):				<b>APPLICATION FEE</b>
				Receipt no:
Legal Surname:		Legal Forename:		Date:
Preferred Surname:		Preferred Forename:		<b>INTERVIEW &amp; ASSESSMENT</b>
Class Name:	Date of Birth:	Place of Birth:		<b>INTERVIEW</b>
Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Nationality:	Passport No:		Date:      Time:
Ethnicity:	English Fluency: <input type="checkbox"/> Yes <input type="checkbox"/> No	Religion:		<b>ASSESSMENT</b>
1 <sup>st</sup> Language:	Other Language(s) spoken:	Level of child: KG1   KG2   KG3	After School Care: YES   NO	Date:      Time: <input type="checkbox"/> Acceptance <input type="checkbox"/> Declined
Home Address:		Telephone:		<b>PAYMENT DETAILS</b>
		Student's Mobile No:		<b>ENTRANCE FEE</b>
		Student's Email:		Receipt no: Date:
PARENTS OR GUARDIANS DETAILS				SUPPORT NEEDED:
<input type="checkbox"/> Mr <input type="checkbox"/> Awg <input type="checkbox"/> Hj <input type="checkbox"/> Dato <input type="checkbox"/> Pehin <input type="checkbox"/> Pg	<input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dyg <input type="checkbox"/> Hjh <input type="checkbox"/> Datin <input type="checkbox"/> Pg			<b>ADMISSION DETAILS</b>
Father's Full Name:		Mother's Full Name:		Family Code: Year Group: Admission Date:
IC No (Bruneian Only):	Color:	IC No (Bruneian Only):	Color:	<b>AFTER SCHOOL CARE</b>
Nationality:		Nationality:		
Company Name:		Company Name:		
Work Address:		Work Address:		<b>DOCUMENTS SUBMITTED</b>
Dept/Occupation & Position:		Dept/Occupation & Position:		<input type="checkbox"/> Birth Certificate
<input type="checkbox"/> Government <input type="checkbox"/> Private	<input type="checkbox"/> Government <input type="checkbox"/> Private			<input type="checkbox"/> Academic Report
Telephone:	Fax:	Telephone:	Fax:	<input type="checkbox"/> Passport copy
Mobile No:		Mobile No:		<input type="checkbox"/> Photos (2 pcs)
Email:		Email:		<input type="checkbox"/> Immunisation Card
Nationality:		Nationality:		<input type="checkbox"/> Father's Passport Copy
Entitled to Education allowance? <input type="checkbox"/> Yes <input type="checkbox"/> No		Entitled to Education allowance? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Mother's Passport Copy
Parents' Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Divorce <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Other (Please specify)				<input type="checkbox"/> Father's IC Copy
Email Correspondence: <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian				<input type="checkbox"/> Mother's IC Copy
SMS Correspondence: <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian				<input type="checkbox"/> Others:
Emergency Contact	Name:	Relationship:		
	Telephone:	Mobile No:		
<input type="checkbox"/> Offer letter	<input type="checkbox"/> Student File	<input type="checkbox"/> Medical File	<input type="checkbox"/> SIMs	<input type="checkbox"/> Student Pass
Notes				

### SCHOOL HISTORY DETAILS

Current School:		County:	
Telephone:	Email:	Admission Date:	Year Group:
Current Grade:	Reason for leaving:		

Previous school:		County:	
Telephone:	Email:	Admission Date:	Year Group:
Current Grade:	Reason for leaving:		

Previous school:		County:	
Telephone:	Email:	Admission Date:	Year Group:
Current Grade:	Reason for leaving:		

### BANK ACCOUNT DETAILS

**Bank:** BIBD

**Account Name:** EML International School Sdn Bhd

**Account Number:** 00-001-01-0064742

### SPECIAL NEEDS/ EDUCATION EVALUATIONS

Does your child have any special education needs or require extra support or care? (Please provide copies of all reports and evaluations).  Yes  No

If yes, please give details

### MEDICAL CONDITIONS

\*Please complete the Medical History Form attached fully.

## TERMS & CONDITIONS

All parents/guardians are advised to read the terms and conditions on the admissions to IEML International School (the "School")

### 1.0 THE SCHOOL:

- 1.1 The School: For the purpose of the Application Fee, Entrance Fee, Monthly/Termly Fees, the Facility
- 1.2 Vision: An Inclusive Educational Setting Where Growth Knows No Limits
- 1.3 Mission: To Create an Inclusive Learning Space based on Appropriate Developmental Practices which puts the Child at the Core of the Community

### 2.0 ADMISSION:

- 2.1 Application for Enrolment: This will be available all year round, and children will be accepted within two weeks of an application being made as long as all documentation is fulfilled, and spaces are available within the groups provided and there is no further assessments required. A wait list will operate alongside the enrolment process and when places will be available parents and guardians will be notified.
- 2.2 Registration: A parent or guardian who wishes to enroll their child must fully complete the application form provided, include all additional documentation and the application fee to the school office. An inaccurate or insufficient application could lead to rejection of the application.
- 2.3 Application Fee: A Non-Refundable Application Fee of BND 50 is paid upon submission of this Form. This covers the registration of this form for any group but does not guarantee a place. It will entitle the student a place on the waitlist in the event that all groups are full. All returning students will have to repeat the application process including the payment of the Application for Admission.
- 2.4 Entrance Criteria: A child aged 3 years as of January 1 of the year of enrolment up to 5 years as of January 1<sup>st</sup> of the school year (KG1-KG3) are eligible for enrolment. The school reserves the right to refuse entry into the school if in the opinion of relevant specialist staff and the principal cannot meet the educational and social needs of the child concerned.
- 2.5 Acceptance of Place: The parents and guardians will be given two weeks to confirm acceptance of a placement from the Waitlist. The place is only secured after the receipt of a signed Acceptance Letter issued by the school and accompanied by the Non- Refundable Registration Fee BND 200. If placement is not accepted by the specific date the place is withdrawn and the child's name is removed from the list and the application is no longer valid. If the placement is declined by the parent, the child's name is removed from the list and the application is no longer valid. Should the parent wish to re-apply they will need to repeat the process and pay the relevant fees.
- 2.6 Unsuccessful applicants: Parents have the right to appeal against an unsuccessful application.

### 3.0 STANDARD FEES AND OTHERS:

- 3.1 Items covered: standard fees include all consumable items and stationery, books. Books lost or damaged beyond repair will be charged accordingly.
- 3.2 Payment of Standard Tuition Fees: Standard Tuition fees are invoiced according to the three terms of the year. All payments are to be settled (before the start of each month) by the due date as stated in the invoice.
- 3.3 Non-Payment of Tuition fees: Parents and guardians who have not settled their accounts by the 7<sup>th</sup> of the current month will receive one gentle reminder and thereafter will be charged 2% of the standard fee applicable to their child. If no full settlement is received by the 7<sup>th</sup> of the following month a final reminder will be issued stating the child will be withdrawn from their group.
- 3.4 Withholding: The School reserves the right to withhold all school reports, leave certificates and school records until the accounts are settled.
- 3.5 Learning/ Reading Support: Learning /Reading Support fees will be built monthly. Replacements will be provided if regular sessions cannot be covered.
- 3.6 Part month fees: Students joining the first half of the month will be required to pay the applicable full fees while students joining in the second half of the month will be required to pay half of the applicable fees.

### 4.0 NOTICES:

- 4.1 Withdrawal from the school: Parent/Guardian who wishes to remove the child from the school will have to give 4 (four) weeks 'notice in writing to the management. In absence of such writing the school reserves the right to charge one-month fee in lieu.
- 4.2 Withdrawal at the request from the school: The school reserves the right to request the parent or guardian to withdraw the child from the school at any time if the school can no longer meet the needs of the child.

### 5.0 HEALTH AND MEDICAL:

- 5.1 The Students Health: In the event of an emergency where the child requires immediate treatment, an attempt will be made to contact the parents/ guardians. However, the school retains the right to take action in the best interest of the child. Any medical costs incurred are the responsibility of the parent.
- 5.2 Waiver of Liability: A parent/ guardian agrees waiver of liability on the school for any injuries, illness, or loss of property of the child in or out of school grounds.

### 6.0 GENERAL:

- 6.1 The Use of Photographs and Images: Parent guardian gives consent to the school to take photographs of the children at the school and use these for website publication and social media purposes.
- 6.2 Trips will be organised regularly and all children will be invited. A fee may be charged to cover transport and other related expenses.

## ACKNOWLEDGEMENT AND ACCEPTANCE OF TERMS AND CONDITIONS

I have read and fully understand and accept the terms and conditions as stated above. I declare that all the information entered above is true, to the best of my knowledge.

Signature of parent/guardian:

Date:

Name in BLOCK CAPITALS