



# STARCLUB INTERNATIONAL

## APPLICATION FOR ADMISSION

Curriculum  International  National

Student No: \_\_\_\_\_

Term Applied For: \_\_\_\_\_

Date Enrolled : \_\_\_\_\_

Class: \_\_\_\_\_

Level Applied For: \_\_\_\_\_

Date Left : \_\_\_\_\_

Class: \_\_\_\_\_

A separate form should be completed for each child.

### Section 1: Student's Personal Details

Name : \_\_\_\_\_  
Please underline surname / family name

Other Name (s) : \_\_\_\_\_ Gender : Male / Female

Nationality : \_\_\_\_\_ Date of Birth : \_\_\_\_\_

Religion : \_\_\_\_\_ Place of Birth : \_\_\_\_\_

Passport / IC No. : \_\_\_\_\_ Date Issued : \_\_\_\_\_

Place Issued : \_\_\_\_\_ Date Expires : \_\_\_\_\_

Type of Visa : \_\_\_\_\_ Date Visa Expires : \_\_\_\_\_



Student's current residential address:

\_\_\_\_\_

Address for sending invoice (s):

\_\_\_\_\_ *Leave blank if same as above*

Address for correspondence:

\_\_\_\_\_ *Leave blank if same as above*

### Section 2: Details of Siblings

No	Name	Date of Birth	Age	Gender	School	Level

### Section 3: Details of Previous School (s)

Age	Name of School	Country	Was this an International School? (Y/N)	From (Month, Year)	To (Month, Year)	Level Completed

Has the student ever been expelled from school? If yes, please give details:

### Section 4: Details of Parents / Guardians

#### Father's Details

Name: \_\_\_\_\_  
Nationality : \_\_\_\_\_ I.C. / PassportNo.: \_\_\_\_\_ Type of Visa: \_\_\_\_\_  
Profession : \_\_\_\_\_ Company : \_\_\_\_\_  
Telephone : \_\_\_\_\_(Office) \_\_\_\_\_(Home) \_\_\_\_\_(Mobile)  
Email : \_\_\_\_\_ Is the student staying with you? Yes / No  
Home Address : \_\_\_\_\_ Specimen Signature  
\_\_\_\_\_  
\_\_\_\_\_

#### Mother's Details

Name: \_\_\_\_\_  
Nationality : \_\_\_\_\_ I.C. / PassportNo.: \_\_\_\_\_ Type of Visa: \_\_\_\_\_  
Profession : \_\_\_\_\_ Company : \_\_\_\_\_  
Telephone : \_\_\_\_\_(Office) \_\_\_\_\_(Home) \_\_\_\_\_(Mobile)  
Email : \_\_\_\_\_ Is the student staying with you? Yes / No  
Home Address : \_\_\_\_\_ Specimen Signature  
\_\_\_\_\_  
\_\_\_\_\_

#### Guardian's Details (to be completed if student is not living with parents)

Name: \_\_\_\_\_ Please underline your surname / family name  
Nationality : \_\_\_\_\_ I.C. / PassportNo.: \_\_\_\_\_ Type of Visa: \_\_\_\_\_  
Telephone: \_\_\_\_\_(Office) \_\_\_\_\_(Home) \_\_\_\_\_(Mobile) Facsimile: \_\_\_\_\_  
Relationship to Student: \_\_\_\_\_ Email: \_\_\_\_\_  
Home Address (please indicate home or office address): \_\_\_\_\_ Specimen Signature  
\_\_\_\_\_  
\_\_\_\_\_

School fees paid by: Father \_\_\_\_\_% Mother \_\_\_\_\_% Guardian \_\_\_\_\_%

### Section 5: Student's Health History and Special Needs

1. Please confirm whether the student has been diagnosed / is suspected of any of the following:

- Autism  ADD - High Functionality  Dyslexia - High Functionality  
 Extreme Hyperactivity  ADD - Low Functionality  Dyslexia - Low Functionality  
 Others (please specify): \_\_\_\_\_

2. Does the student have any special skills or interests? Yes / No If yes, specify: \_\_\_\_\_  
3. Has the student ever received remedial support? Yes / No If yes, specify: \_\_\_\_\_  
4. Has the student ever received support on special education services? Yes / No If yes, specify: \_\_\_\_\_  
5. Has the student ever been on a gifted or talented programme? Yes / No If yes, specify: \_\_\_\_\_  
6. Has the student ever been assessed by an educational psychologist? Yes / No If yes, specify: \_\_\_\_\_  
7. Does the student have any allergy? Yes / No If yes, specify: \_\_\_\_\_  
8. Does the student take any medication on regular basis? Yes / No If yes, specify: \_\_\_\_\_  
9. Does the student have any physical health limitations? Yes / No If yes, specify: \_\_\_\_\_

## Section 6: General Information

How did you hear about Starclub?

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Friends                     | <input type="checkbox"/> Embassy or Consulate in Malaysia | <input type="checkbox"/> Malaysian Embassy or Consulate |
| <input type="checkbox"/> At Work                     | <input type="checkbox"/> Website                          | <input type="checkbox"/> Trade Association              |
| <input type="checkbox"/> Others (Please state) _____ |   |   |

Please check the factors most important to you when choosing a school. (Tick as many as applicable)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Curriculum                  | <input type="checkbox"/> Facilities and Resources                | <input type="checkbox"/> Quality of Teaching         |
| <input type="checkbox"/> Location                    | <input type="checkbox"/> Academic Standards                      | <input type="checkbox"/> Class Sizes                 |
| <input type="checkbox"/> Safety / Security           | <input type="checkbox"/> Student Diversity (% local/expatriates) | <input type="checkbox"/> Extra-Curricular Activities |
| <input type="checkbox"/> Others (Please state) _____ |  |  |

## Section 7: Parent / Guardian Declaration

In making this application, I/We undertake and agree:

- To pay a non-refundable Application/Registration Fee with this application form as required for enrolment into the School.
- To provide a copy of the student's most recent school academic and behaviour report at the time of assessment.
- To pay all fees monthly/termly/annually before the due day (there are 4 terms a year). The School reserves the right to impose a late payment charge of 5% per month on all outstanding fees which has not been paid by the 15th day of the month. The School reserves the right to refuse entry to any student and/or treat this contract as terminated without prior notice to the parents/students.
- To give, in writing, on or before the first day of term, notice of a student leaving the School at the end of the term. Failure to do so will result in forfeiture of the deposit.**
- That should the student be offered a place at the School, he/she participates in all normal educational activities including physical education and sports activities, scientific work, subject folios, projects, enrichment or remedial programmes, swimming lessons, educational visits and outings. This includes an undertaking to wear the uniform and support the school in the achievement of its aims and objectives.
- 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 an embarrassment to the School. When any student is suspended or dismissed, the School shall retain by way of liquidated damages, and the parent shall forfeit all entitlement to any fees paid with respect to the student.
- To inform the School of any change of address, contact details or alteration of personal details from the year of entry for the student.
- To abide by changes made to the school policies, regulations, fees and schedule by the School at the School's sole discretion.
- 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 interest of the School.

### Indemnity

- I/we hereby indemnify the School, its officers and employees against any and all claims arising from any injury to the student whilst participating in any School activity, or while on School property or while travelling to or from school premises.
- I/we understand and agree that in the event of an emergency, the School will make every effort to contact the parents or guardian. However, if this is not possible, the student will be taken to either his/her family doctor (if known) or to a suitable hospital, approved by the School, for treatment. The parent/guardian will reimburse the school for any expenses/payment incurred to the hospital/clinic concerned.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## Documents Required for Enrolment

1. A copy of student's birth certificate
2. A copy of parents' passports or ICs
3. A copy of parents' visas/work permits (if relevant)
4. A copy of parents' marriage certificate / divorce certificate / legal custodian certificate (where applicable)
5. A copy of student's passport and/or visas (for foreign student)
6. A copy of previous school report
7. Student's medical certificates / immunization record
8. 3 passport-sized photographs ( size: 35mmx50mm with white background )
9. Application fee (OR No.: \_\_\_\_\_)
10. Registration fee (OR No.: \_\_\_\_\_)


## Mode / Terms of Payment

### Mode

- Cash  To be made at the cashier
- Cheque  Payable to 'Starclub Resources Sdn Bhd'
- Bank Fund Transfer  Transfer to BSN Acc No: 0110041000172982
- Credit Card  Visa/ Mastercard Credit Card No: \_\_\_\_\_ Exp Date:(\_\_\_\_/\_\_\_\_)
- Giro  Please attach Bank Giro Form

### Terms

- Monthly  Due on the 5<sup>th</sup> of the month. Amount: RM \_\_\_\_\_
- Termly  Due on the last day of the preceding term. Amount: RM \_\_\_\_\_  
(3% off total term fees)
- Every semester  Due on the last day of the 4<sup>th</sup> term. Amount: RM \_\_\_\_\_  
(5% off total annual fees)

### Note:

Please forward to school, by way of email a copy of the supporting bank payment / advice of any payments made through the bank.

## Placement Assessment

Placement Assessment Date: \_\_\_\_\_

Interview Date: \_\_\_\_\_ (if required)

Accepted  Yes  No      Need for extra coaching in English  Yes  No

Level: \_\_\_\_\_ Term: \_\_\_\_\_      Commencement Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

## Remarks (for official use only)

- |  |       |
|--|-------|
| <input type="checkbox"/> Fees                | _____ |
| <input type="checkbox"/> Other fees          | _____ |
| <input type="checkbox"/> Student Handbook    | _____ |
| <input type="checkbox"/> Student Card        | _____ |
| <input type="checkbox"/> Accounts Department | _____ |
| <input type="checkbox"/> Class Teacher       | _____ |
| <input type="checkbox"/> Others              | _____ |