



Jalan SP2, Bandar Saujana Putra, 41200, Jenjarom,
Selangor Darul Ehsan, MALAYSIA.
Tel: 03-5614 2333 / 019-7930165
Email: marketing@miskl.edu.my

APPLICATION FOR ADMISSION

Passport sized
Photograph

KINDLY COMPLETE **ALL** SECTIONS OF THE FORM ACCURATELY AS PER PASSPORT, NRIC OR BIRTH CERTIFICATE.
PLEASE USE **BLOCK LETTERS THROUGHOUT**.

☐

Early Years

☐

Primary School

☐

Secondary School

☐

A Level

A. STUDENT'S PERSONAL DATA

Legal First Name: _____

Legal Middle Name: _____

Legal Surname: _____

Preferred Name: _____

Age: _____ Date of birth: __ DD __ MM ____ YY

Gender: Female () Male ()

Nationality: _____

Religion: _____

Country of birth: _____

Ethnicity: _____

Passport No: _____

Type of Visa: _____

Date of issue: _____

Date of expiry: _____

Birth Cert No: _____

NRIC NO: (Malaysian) _____

Home Language: _____

Other spoken language: _____

Home address: _____

Correspondence Address: _____

(if different from above)

Student's Mobile No: _____

Student's Email: _____

Student resides with: () Both parents () Father () Mother () Others _____

B. STUDENT'S SCHOOL HISTORY

The school further reserves the right and the parent hereby authorises the school to contact the previous school or other relevant person for further information relating to the child in considering the child for admission.

CURRENT SCHOOL

Name of school: _____ Principal: _____

School Address: _____

Admission Date: _____ Leaving Date: _____

Joined in Grade/Year: _____ Currently in Grade/Year: _____

Medium of instructions: _____ Reason for leaving: _____

PREVIOUS SCHOOL

Name of school: _____ Principal: _____

School Address: _____

Admission Date: _____ Leaving Date: _____

Joined in Grade/Year: _____ Currently in Grade/Year: _____

Reason for leaving: _____

C. STUDENT'S INFORMATION

(If yes, please give details)

1. Has your child ever been placed in a class above or below his/her chronological age?

Yes () No ()

2. Does your child have any special educational needs?

Yes () No ()

3. Has your child been involved in serious disciplinary action?

Yes () No ()

4. Does your child have any special skills/talent or interest (e.g. music, drama, dance, sports etc)?

Yes () No ()

5. Has the student represented his/her school in sports or any other events?

Yes () No ()

D. STUDENT'S MEDICAL RECORD*(If yes, please give details)*

1. Diet: Vegetarian () Non-Vegetarian ()
2. Name any food that your child is allergic to:

3. Name any drugs that your child is allergic to:

4. Has your child been admitted to any hospital in the last 2 years?
Yes () No ()

5. Does the student suffer from any major illness?
Yes () No ()

6. Does your child regularly take any medication either at home or during school hours?
Yes () No ()

Name of medicine: _____ Dosage: _____
Name of medicine: _____ Dosage: _____

E. 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 the nearest hospital with the understanding that I will be contacted as soon as possible.

Student's Blood Group: _____

Father's name: _____ Mobile No: _____

Mother's name: _____ Mobile No: _____

If either parent is not reachable, call: Mr/Mrs/Dato/Datin/Tan Sri/Puan Sri _____

Relationship to student: _____ Contact No: _____

Signature

Date:

F. FAMILY DATA

SIBLINGS

Name: 1. _____ Date of birth: _____

School: _____ Level: _____

Name: 2. _____ Date of birth: _____

School: _____ Level: _____

Name: 3. _____ Date of birth: _____

School: _____ Level: _____

FATHER

Title: _____ Nationality: _____

(Mr/Dr/Tan Sri/Dato/etc)

Name: _____ Passport/NRIC No: _____

Type of Visa: _____ Visa expiry date: _____

Mobile No: _____ E-mail Address: _____

Occupation: _____ Position: _____

Company Name: _____ Office No: _____

Office Address: _____

Home Address: _____

(if different from child's home address)

MOTHER

Title: _____ Nationality: _____

(Mrs/Dr/Puan Sri/Dato/Datin/etc)

Name: _____ Passport/NRIC NO: _____

Type of Visa: _____ Visa expiry date: _____

Mobile No: _____ E-mail Address: _____

Occupation: _____ Position: _____

Company Name: _____ Office No: _____

Office Address: _____

Home Address: _____

(if different from child's home address)

Parent's Marital Status: Married () Divorced () Separated () Widowed () Others ()

GUARDIAN

Relationship to student: _____

Title: _____ Nationality: _____
(Mr/Mrs/Dr/Tan Sri/Puan Sri/Dato/Datin/etc)

Name: _____ Passport/NRIC NO: _____

Mobile No: _____ E-mail Address: _____

Occupation: _____ Position: _____

Company Name: _____ Office No: _____

Office Address: _____

Home Address: _____

(if different from child's home address)

G. BILLING DETAILS

Attention bills to: Father () Mother () Guardian () Other () _____

Billing Address: _____

All fees will be paid by:

Father () Mother () Guardian ()

Father's employer () Mother's employer () Others () _____

For Office use:

BD DEPARTMENT			
APPLICATION RECEIVED BY		DATE	
JOINING IN TERM/ACADEMIC YEAR		REMARKS	
APPLICATION & REGISTRATION FEE PAID	RM	PAYMENT RECEIVED BY	
PLACEMENT ASSESSMENT DATE		OBSERVATION & INTERVIEW DATE	
FINANCE DEPARTMENT			
OFFICIAL RECEIPT NO		DATE ISSUED	
INVOICE NO		DATE ISSUED	
ACADEMIC DEPARTMENT			
REMARKS:			
VERIFIED BY PRINCIPAL		DATE:	

TERMS AND CONDITIONS GOVERNING ENROLMENT AND ADMISSION

Please read the policies and terms and conditions governing the admission to the School and the child's continued enrolment as student at MAHSA International School, as set out below.

1. ENROLMENT AND ADMISSION PROCESS

- 1.1 A parent intending to enrol his/her child to the school, must submit the **"APPLICATION FOR ADMISSION"** form, duly and accurately completed and signed.
- 1.2 False, inaccurate or misleading information could lead to rejection of the application to be admitted to the School.
- 1.3 The parent must at all times inform the School of any changes to such information.
- 1.4 The School further reserves the right and the parent hereby authorises the School to contact previous school, medical officers or other relevant persons for further information relating to the child in considering the child for admission.
- 1.5 An **"APPLICATION FEE"** is payable in full for each submission of the Application for Admission Form (Please refer to the *School Fee Structure*). The Application Fee is non-transferable and non-refundable regardless whether the child is successfully admitted to the School or otherwise.
- 1.6 The School will schedule a **"PLACEMENT ASSESSMENT"** or **"OBSERVATION"** and **"INTERVIEW"** session for your child.
- 1.7 The admission of the child is at the absolute discretion of the School and the School is not obliged to offer any justification for 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. If the assessment results are satisfactory, The Parent will receive the **"OFFER LETTER"** and if not satisfactory, the Parent shall inform the Admission Personnel should he/she decide to re-apply, otherwise within the stipulated date as stated in the **"REJECTION LETTER"**.
- 1.8 If any offer declined by the parents in writing or by default, the Application will be automatically cancelled.
- 1.9 On being offered a place, the Parent shall pay immediately the required **"REGISTRATION FEE", "TUITION FEE", "SECURITY DEPOSIT" and OTHER FEE** (Please refer to the *School Fee Structure*).
- 1.10 Tuition fees must be paid in advance and are due before the commencement of classes, i.e., before the first day of school or admission.
- 1.11 The School reserves the right to prohibit a student from attending classes until all outstanding fees have been paid. A surcharge will be added to any overdue balance, representing the genuine pre-estimated cost to the School of the default. If a parent fails to make a payment when due, the School may withhold examination results, certificates, and the student's school records.
- 1.12 If fees remain unpaid 30 days after the deadline, the following services may be suspended: access to the student management system, participation in school activities, attendance at school, issuance of transfer certificates, holding of certificates, sitting for exams, processing of student insurance claims, and, if applicable, cancellation of the student's visa.
- 1.13 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 when deemed necessary.
- 1.14 The School reserves the right to place the child in a class which the Principal deems academically and developmentally suitable to the child's needs at any time and from time to time whilst the child is enrolled at the School.
- 1.15 Parent consents to allow their child to participate in residential and day-out-of-school field or school trips, theatre performances or shows that all fees are payable, including expenses thereby incurred will be on the parent's or guardian's account.
- 1.16 In the event the student request for a **"Leave of absence"** in writing, the School reserves the right to take this request into consideration subject to full term fee and security deposit are paid. The term fee and the security deposit will not be refunded if the student does not attend school after the period of **"Leave of absence"**.
- 1.17 The Principal reserves the right to withdraw admission of a student from the School for any case judged to be in the best interest of the School.

2. DISCIPLINE, SUSPENSION AND TERMINATION

- 2.1 The school reserves the right to suspend or expel a Student in 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.
- 2.2 In the event of the student 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 whether the Student is so infected or otherwise, the Principal at his discretion prohibit the student from attending the School for such period as the Principal deems necessary. The parent or child shall have no claim against the School arising from any such safety action taken by the Principal.
- 2.3 Student must attend all classes regularly, participate in all relevant school or extracurricular activities and sit for all relevant examinations applicable to the student unless excused on medical grounds or other compelling cogent reason. Failure to attend classes, shall entitle the School to take such actions as may be required, including without limitation, requiring the student to repeat an academic term/terms or to be withdrawn from the School.
- 2.4 The Principal reserves the right to terminate the enrolment of a student if the account remains outstanding after final reminder has been served.

Signature of Parent/Guardian

Date

.....

.....

3. EMERGENCY AND LIABILITY

- 3.1 In case of a medical emergency, where parent cannot be contacted to give consent, the Parent hereby agrees and consents to authorise the Principal / Head of School to arrange for the Medical examination of the Student by the registered doctor, or send the Student to the clinic/medical centre. Parent agrees to indemnify the School fully for all expenses thereby incurred on such account.
- 3.2 The parent agrees that the School shall not be liable for any death, personal injury or any loss or damage of any kind whatsoever which the student may sustain any time either within the School premises, authorised field trip or elsewhere, which is not attributable to the negligence of the School, its officers, agents or employees.

4. CONSENT FOR USE OF CHILD'S IMAGES AND WORKS

- 4.1 By agreeing to these terms, the Parent hereby grants the School, including all affiliated institutions within the MAHSA Group, an irrevocable, perpetual, worldwide, and royalty-free license to capture, reproduce, display, distribute, and utilize photographs, images, recordings, works, or derivative works of the child, including but not limited to examination results, for any purpose deemed appropriate by the School.
- 4.2 This may include, without limitation, promotional materials, advertising campaigns, digital and print media, the School's website, and other publications. The Parent acknowledges that the School reserves full editorial control over how these materials are used, and waives any rights to inspect or approve the final products.

5. RESTRICTIONS ON THE USE OF SOCIAL MEDIA AND DIGITAL PLATFORMS

The use of social media and other digital platforms is strictly governed by the following regulations:

- 5.1 *Prohibition on Unauthorized Recording:* Parents, students, and visitors are strictly prohibited from capturing or recording any form of media (including but not limited to photographs, audio recordings, and videos) at any time, in any location on School premises, or during any School-related events without obtaining explicit written consent from the School management.
- 5.2 *Restricted Distribution:* No recorded media or any form of information related to the School, its students, staff, or activities may be posted, shared, or distributed on any social media platform, website, or other digital media without the prior written approval of the School management.
- 5.3 *Consequences of Violation:* Any violation of these rules may result in disciplinary action, including but not limited to removal from the premises, suspension of privileges, or legal action as deemed necessary by the School.

6. SCHOOL UNIFORM AND SPORTSWEAR

- 6.1 All students are expected to wear the school uniform during the school day, while traveling to and from school, and at school events. Sportswear should be worn for school trips and sports activities unless otherwise instructed.

7. STUDENT ID CARD AND LANYARD

- 7.1 Every student and parents receives their first ID card free of charge, along with a lanyard for convenient wearing. If a student or parent loses their ID card, a replacement can be obtained for a fee of RM25.
- 7.2 Students and parents are required to visibly wear their ID cards at all times while on the premises of MAHSA International School. The ID card remains the property of MAHSA International School, and any attempt to alter its use will be considered a disciplinary offense.

8. SCHOOL LOCKER

- 8.1 MAHSA International School has a limited number of lockers available for enrolled students, on a first come, first serve basis, each year.
- 8.2 No dangerous items or illegal substances may be stored in lockers. These include narcotics of any sort, weapons of any sort, and alcohol of any sort. MAHSA International School will not be responsible for lost, stolen or damaged personal property.

9. CAR STICKERS AND PARKING

- 9.1 All vehicles entering the School on a regular basis must display a "MAHSA International School Car Sticker" for the current academic year. Each student is provided with one car sticker free of charge. Up to four (4) more car stickers can be purchased from the school office at a cost of RM 20 each.
- 9.2 Parking for parents, staff and visitors are provided on campus. All drivers should drive extremely carefully and slowly around the campus at all times. Please note that parking is at the driver's own risk. The school accepts no responsibility for any damage to, or theft from, any vehicle whilst it is in the School car park.

10. WITHDRAWAL NOTICE

- 10.1 Parents may withdraw the child from the school by giving the School **ONE (1) FULL ACADEMIC TERM'S NOTICE** and to complete the "WITHDRAWAL FORM" failing which the fee deposit SHALL be forfeited in full. The said notice shall set out the date of such withdrawal date, failing which the same shall be deemed as insufficient notice.
- 10.2 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:
- 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.
 - If the child is withdrawn from the School prior to the Withdrawal Date.
 - If the notice of withdrawal does not set out the Withdrawal Date.

Signature of Parent/Guardian

Date

- 10.3 Provisional or conditional notice of withdrawal is not accepted.
- 10.4 School fees for the withdrawal period must be settled in full. Any outstanding debts will be deducted from the deposit.
- 10.5 Once a student has formally withdrawn from the School, re-admission will only be permitted once (1) with the approval of the Principal and all fee are payable for such re-admission, subject to availability of place.

11. MISKL 3-Year LOCK – IN PROGRAMME

- 11.1 Students who receive a discounted tuition fee must remain enrolled with MAHSA International School for the entire locked-in period. In the event a parent withdraws their child before the completion of the 3-Year Lock-In Programme, no refunds will be issued for any fees paid, including but not limited to tuition fees, security deposit, termly fees, or activity fees.
- 11.2 This condition applies regardless of whether a formal contract was signed, provided that the parent has accepted the offer via any form of communication, including email, WhatsApp, SMS, or recorded verbal confirmation. Acceptance through such communication constitutes a binding agreement under the Lock-In Programme terms.

12. ALUMNI

- 12.1 All graduates or school leaver who have spent at least one academic term in MAHSA International School, shall automatically be included as the School's Alumni, where the student may be contacted or notified of any School Alumni activities/updates unless, the student chose otherwise and inform the School in writing.

13. GENERAL TERMS

- 13.1 Parents acknowledge that the school uses the internet to enhance their child's development and agrees that the school has taken adequate cyber safety measures. Parents also agree to share responsibility for monitoring their child's internet use.
- 13.2 Students are responsible for the security and safe use of their personal property, which should be clearly marked with their name.
- 13.3 Students must ensure the safe condition and use of all digital and electronic appliances they bring to school.
- 13.4 The school may amend, add, or delete terms and conditions related to the child's admission, continued enrolment, or other matters. Parents should regularly check the school's website (www.miskl.edu.my) for the latest terms and conditions and agree to be bound by the most recent version.
- 13.5 References to 'Parent' include all parents and guardians of the child, and the provisions apply to them jointly or severally. References to 'child' or 'student' refer to the applicant, candidate, or enrolled individual at the school.
- 13.6 'The School' refers to MAHSA International School, owned by MAHSA Sdn Bhd. 'The Head' refers to the person responsible for the student at MAHSA International School, including those delegated their duties. This includes the COO, Principal, Deputy Principal and Registrar.

ACKNOWLEDGEMENT AND AGREEMENT

I have read and fully understand the above Terms and Conditions and their implications. I hereby expressly confirm my agreement to them. I further undertake to fulfil all obligations and comply with all terms and conditions set forth, particularly regarding the payment of all fees. I acknowledge that, before signing this Agreement, I understand and agree that if there are any outstanding fees related to my child's education, the school may take necessary legal actions to recover these fees. I accept that all associated costs incurred in this process will be my responsibility. This includes any consequences resulting from non-compliance by either my child or myself as the Parent/Guardian. Additionally, for MAHSA staff members, I consent that any outstanding fees for my child's education at MISKL may be deducted directly from my salary. I understand and agree that this deduction will be implemented as a means of settling any overdue amounts, ensuring that all financial obligations are met in a timely manner.

I acknowledge that withholding or failing to disclose any relevant information regarding my child's physical, medical, or educational needs may impact my child's placement or continued enrolment at the School. I understand that any offer of placement is based on the accuracy of the information I provide. I agree to be fully responsible for providing the School with at least one term's notice in advance of withdrawing my child from the School. This means that I will inform the School of my intention to withdraw my child with sufficient time to comply with the one-term notice requirement. If I fail to provide the required notice as specified in Clause 10.1, I understand and agree that I will be liable for any associated costs or consequences. I will indemnify the School and hold it harmless from any financial or other implications arising from my failure to give timely notice. This includes any fees or charges incurred as a result of the lack of proper notice. I also acknowledge that the School will periodically correspond with me to provide updates and information. If I wish to opt out of receiving such communications, I will notify the School in writing.

Data Protection:

By signing this form, I agree to be bound by these Terms and Conditions. On behalf of the Student, I authorize the School to process personal information, including financial and sensitive personal information, as necessary for the legitimate purposes of the School within the MAHSA Group. I understand that the School holds information about my child, including but not limited to exam results, forecast results, parent contact details, financial information, and medical conditions. I understand that this information is processed to safeguard and promote my child's welfare, advance the objectives and interests of the School and the MAHSA Group, facilitate the efficient operation of the School, and ensure compliance with all relevant legal obligations.

Signature of Parent/Guardian

.....

Name: _____

NRIC/Passport: _____

Date: _____

Signature of witness,

.....

Name: _____

NRIC/Passport: _____

Date: _____

APPLICATION CHECKLIST (MALAYSIAN/ INTERNATIONAL STUDENT)

No.	CHECKLIST ITEM	DESCRIPTION	STUDENT	BOTH PARENTS / GUARDIAN (if applicable)
1	Photographs	Recent passport size photographs (white background)	<input type="checkbox"/> 2 copies	<input type="checkbox"/> 2 copies each
2	Birth Certificate	Copies of student's birth certificate (BC)	<input type="checkbox"/> 2 copies	<input type="checkbox"/> Not applicable
3	NRIC / Passport	Copies of NRIC / Passport pages with holder's name and details and visa	<input type="checkbox"/> 2 copies	<input type="checkbox"/> 2 copies each
4	School Reports & Testimonials	Copies of student's official school leaving certificate and testimonial regarding the student's character and ability form the current school	<input type="checkbox"/> 2 copies	<input type="checkbox"/> Not applicable
5	Final Term Assessment Results	Progress Report Card	<input type="checkbox"/> 2 copies	<input type="checkbox"/> Not applicable
6	Health Record	Copies of Student's Vaccination Record	<input type="checkbox"/> 2 copies	<input type="checkbox"/> Not applicable
7	Marriage Certificate	Copies of Marriage Certificates (Translated in English)	<input type="checkbox"/> Not applicable	<input type="checkbox"/> 2 copies
8	Adoption Certificate / Custody Letter (If applicable)	Copies of Adoption Certificates /Custody Letter (Translated in English)	<input type="checkbox"/> 2 copies	<input type="checkbox"/> 2 copies

PAYMENT DETAILS

Payment Method

- By cheque/bank draft: Please issue cheques payable to "MAHSA INTERNATIONAL SCHOOL SDN BHD"
- Debit Card, Credit Card (Visa/ MasterCard) / Ali Pay / UnionPay / Ipay 88 thru website: www.miskl.edu.my

All payments must include the invoice and/or the name of the student. To ensure proper credit, a copy of the bank transfer remittance slip must be scanned and sent to accounts@miskl.edu.my.

Beneficiary Name	MAHSA INTERNATIONAL SCHOOL SDN BHD		
Reg no	1340112-A		
Beneficiary Address	Jalan SP2, Bandar Saujana Putra 41200 Jenjarom, Kuala Langat, Selangor, Malaysia.		
Beneficiary Telephone No	+ 603 – 56142333	Beneficiary Bank	RHB Bank Bhd
Beneficiary Bank Account No	21601100031900	Beneficiary Bank Telephone No	+ 603 – 88892546/ 2548
Beneficiary Bank Address	Block C - T. 00-U.02 & U.03, 1 Jalan P&D Presint 8 62250 Putrajaya, Malaysia.		
Bank Swift Code	RHBBMYKL		