

APPLICATION CHECKLIST

Please enclose the following items with this *Application for Admission Form*:

☐ **Photograph**

A recent colour passport-size photograph (with a white background) of student

☐ **Birth Certificate**

A copy of the Student's Birth Certificate which includes parents' names.

Please note that a professional translation is required if the document is not in English.

☐ **Passport & Visa (Expatriate only)**

A copy of the Passport pages with holder's name, photograph, passport number, date of birth, date of issue, date of expiry and Visa for each of the following:

Please note that the application of visas to the Malaysian authority is the responsibility of parents.

- Student
- Father
- Mother
- Guardian (if applicable)

☐ **National Identity Card (Malaysians only)**

A copy of the National Identity Card for each of the following:

- Student (if issued)
- Father
- Mother
- Guardian (if applicable)

☐ **School Reports & Testimonials**

- A copy of the Student's most recent school report
- Any recent specialist reports that may relate to the Student's learning, such as an assessment conducted by an Educational Psychologist, Occupational Therapist or Speech and Language Therapist

Please note that a professional translation is required if the documents are not in English.

☐ **Registration Fee**

Payment: The non-refundable Registration Fee may be paid via a cheque/bank draft in favor of: -

S2 ACADEMY SDN BHD

Online Transfer: Should payments be made Online Transfer, kindly include the Student's name as a reference on the transaction. A copy of the transaction document must be forwarded to the School's Admission Office with the sender and student's name.

The School's bank details are as follows:

Account Name : S2 ACADEMY SDN BHD

Account No. : 354-01-02771-1

Bank : HONG LEONG BANK

APPLICATION FOR ADMISSION

Kindly complete all sections of the form accurately. PLEASE USE BLOCK LETTERS THROUGHOUT.

SECTION A : STUDENT DATA (as in passport / NRIC)

Applying to start in: Month: _____ Year: _____

Child's Full Name: _____ Gender : Male / Female

NRIC / MyKid / Passport Number: _____ Date of Birth _____ DD _____ MM _____ YY

Country of Birth: _____ Nationality: _____

Student resides with ☐ Both Parents ☐ Father ☐ Mother ☐ Other _____ Ethnicity (Malaysians only): _____

Home Address: _____ Religion (Malaysians only) ☐ Muslim ☐ Others

Home Tel No. _____

Home Language: _____

Other Spoken Languages: _____

SECTION B : SIBLINGS

Please provide the names of siblings currently in or applying to S2 Private School.

1) Name: _____ NRIC / MyKid / Passport Number: _____

2) Name: _____ NRIC / MyKid / Passport Number: _____

3) Name: _____ NRIC / MyKid / Passport Number: _____

4) Name: _____ NRIC / MyKid / Passport Number: _____

SECTION C : PARENTS DATA

Attention
correspondence to

☐ Father

☐ Mother

☐ Guardian

Send to ☐ Home Address ☐ Work Address

FATHER

Title: _____
(Eg. Mr, Dr, Tan Sri, Dato')

Nationality: _____

Priority to contact for
school matters : ☐ 1st ☐ 2nd

Full Name _____

Mobile No.: _____ Email Address: _____

Occupation/Position: _____

Company Name: _____

Work Address: _____

Home Address: _____

(if different from child's home address)

MOTHER

Title: _____
(Eg. Mr, Dr, Tan Sri, Dato')

Nationality: _____

Priority to contact for
school matters : ☐ 1st ☐ 2nd

Full Name _____

Mobile No.: _____ Email Address: _____

Occupation/Position: _____

Company Name: _____

Work Address: _____

Home Address: _____

(if different from child's home address)

PARENTS' MARITAL STATUS

☐ Married

☐ Divorced

☐ Separated

☐ Widowed

☐ Other: _____
(please specify)

GUARDIAN

Title: _____
(Eg. Mr, Dr, Tan Sri, Dato')

Nationality: _____

Priority to contact for
school matters :

☐ 1st ☐ 2nd

Full Name _____

Mobile No.: _____ Email Address: _____

Occupation/Position: _____

Company Name: _____

Work Address: _____

Home Address: _____

(if different from child's home address)

EMERGENCY CONTACT (If persons listed above are not reachable in case of an emergency)

Full Name: _____

Relationship to student: _____

Mobile No.: _____

SECTION D: PREVIOUS SCHOOLS

Name of School	Country	Length of time in school	Reason for leaving

1. Does the student have a learning difficulty (diagnosed or otherwise)? YES ☐ NO ☐
If YES, please give details

2. Does the student have any physical disabilities or psychological needs? YES ☐ NO ☐
If YES, please give details

Has the student received support from any agencies? e.g. Occupational Therapy, Speech
3. Therapy YES ☐ NO ☐
If YES, please give details

4. Has the student ever represented his/her school in sports or any other events? YES ☐ NO ☐
If YES, please give details

5. Please indicate if there is another information you would like the School or Teachers to know about the student:

Fees are paid by ☐ Father ☐ Mother ☐ Father's Employer ☐ Mother's Employer ☐ Other _____

Billing Address ☐ Home ☐ Work ☐ Other _____

All monies or qualified deposit, refundable under the terms and conditions governing enrolment and admissions, shall be made payable in a crossed cheque or bank transfer to

SECTION E: SCHOOL AGREEMENT

As parent or guardian, I will support my child and the School by:

Being prepared for school

- Sending my child to school in the correct uniform at all times
- Ensure my child has the correct equipment for learning
- Ensure my child has sufficient snack, lunch and/or money to buy food during the school day

Attendance and Punctuality

- Making sure my child attends school on time each day
- Letting the school know straight away of any absence
- Seeking consent from school for pre-arranged absences and avoiding family holidays in school time wherever possible

Learning at school and home

- Taking an interest in my child's work
- Encouraging my child to always do their best
- Supporting my child in the completion of any set homework
- Checking my child's contact book/homework diary regularly and signing it weekly
- Supporting my child's engagement in all areas of the curriculum

Behaviour

- Encouraging my child to have high standards of behaviour at all times
- Supporting the school if sanctions are necessary
- Encouraging my child to treat everyone with respect at all times

Technology

- Supporting the school's policies by ensuring that my child does not bring mobile phones or any other electronic gadgets to school.
- In an emergency, the pupil can contact the school office or any relevant authorities.

Pastoral Support

- Letting the school know of anything likely to affect my child's learning, including medical issues or changes to normal home circumstances
- Ensuring that appropriate care is provided for my child, including informing the school of contact details for the assigned responsible adult, should I/we (the parents/guardians) be absent
- Helping my child develop independence and resilience by avoiding unnecessary visits and contact during the school day
- Protecting and nurturing my child's emotional development by **supporting the school's policy of non-physical punishment**

Communication with School

- Attending Parent/Teacher Conferences and other relevant meetings, as far as possible
- Reading letters/e-mail communications from school and replying as requested
- Ensuring that I am actively using the **School's Parent App** as a way to keep track on my child's progress in school
- Communicating with the school in an open, polite and positive manner. No abusive language or unparliamentarily word to be used against any school staff or authorities. The security deposit will not be refunded if there are such issues.
- Parents are not permitted to remain in the school premises for too long without prior permission from the Principal.
- Parents can bring food during recess and pass it to the security.

Education outside the Classroom

- Actively encouraging my child to take advantage of the Co-Curricular Activity opportunities available
- As far as possible, supporting events that the school is involved in
- Committing to my child's participation in residential and trip programmes

Safety and Security

- Observing the safety and security procedures operated by the school, driving cautiously while dropping off and parking appropriately.
- Ensuring my child understands how they are getting home and are clear on the supervision procedures for the end-of-the-day

SECTION F: STUDENT MEDICAL & HEALTH RECORD

Please complete this form fully and accurately. Please note: the information submitted on this form will be kept confidential, and only shared with relevant school personnel on a need-to-know basis.

Student's Name _____

Date of Birth _____ DD _____ MM _____ YY

STUDENT'S HEALTH HISTORY (to be completed by Parents)

Is your child taking medication regularly? YES ☐ NO ☐

If YES, please give details

Does your child have a history of any health concerns or medical conditions?

	YES	NO		YES	NO
Neurological (e.g. Seizures, Headaches, Syncope)			Endocrinology/Hormonal (e.g. Diabetes, Thyroid)		
Heart Problems (e.g. Rhythm & Sounds)			Mouth (e.g. Teeth, Gums, Braces)		
Breathing or Lungs (e.g. Asthma, TB, Cystic Fibrosis)			Nose (e.g. Congestion, Nose bleeds)		
Muscles, Joints, Bones			Ears (e.g. Infections, Grommets, Hearing)		
Stomach, Digestion			Blood Disorders (e.g. Anaemia, G6PD, Haemophilia)		
Skin Problems (e.g. Eczema, Rashes, Scars, Psoriasis)			Gynaecological		
Kidney, Bladder			Psychological/Development (e.g. Depression, Bipolar, Anxiety)		
Learning Disorder			Nutritional Status (e.g. Over/Underweight, Eating disorder)		
Vision, Eyes			Hospitalizations/Surgeries		
Others:					

Please state, if the student has any allergy:
Describe allergen, reaction/symptoms and treatment.

Type of Allergy: _____

Reaction / Symptoms: _____

Treatment / Medication: _____

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

While at school, all medications must be dispensed from the Health Bay. With the exception of asthma inhalers and Epipens, students are not allowed to carry medication with them at school.

Please list any medication your child takes on a regular or as-needed basis.

1) Name of medication _____

Dosage _____

Time Taken _____

Purpose: _____

2) Name of medication _____

Dosage _____

Time Taken _____

Purpose: _____

PLEASE NOTE:

To ensure the safety of all students at our School, the following guidelines should be followed when medications are to be administered by the School:

1. All medications (**prescription and non-prescription**) must be brought directly to the School Health Centre by the parent/guardian in the **original container** with the **original labels** intact for safe storage. The labels must legibly detail the name of the student, name of the drug, dosage and frequency of administration.
2. Medication not in its original packaging/container **will not** be administered.
3. Written permission from the parent/guardian requesting the School to administer the medication according to the physician's order.
4. Written order(s) from the physician confirming the School can administer the medication prescribed by them, with details of the drug, dosage and time intervals the medication must be given.
5. The student must have been given one dose of the prescribed medication at home with no adverse reaction seen by the parent/guardian.
6. If the medication is to be administered at the Health Centre, the student's teacher must be informed of when the student needs to attend the Health Centre to receive medication.

IMMUNISATION HISTORY

My child's scheduled vaccinations are up to date according to the requirement of my country.

☐ YES ☐ NO

If NO, please explain why:

Please provide a copy of the student's immunisation schedule and attach the copy to this Medical Health Record.

I certify that all information provided in this document is complete and correct to the best of my knowledge.

Signature : _____

Name : _____

Relationship to Student: _____

Date : _____

FOR OFFICE USE:

ADMISSION CLASS: _____

DATE: _____

OFFICER NAME: _____

TERMS AND CONDITIONS GOVERNING ENROLMENT AND ADMISSION

In order that your child will fully benefit from our environment, we have laid down certain policies and conditions. All parents/guardians are advised to read the policies and the terms and conditions governing the admission to the "School" and the child's continued enrolment as student of the School, as set out below.

1 Definitions

The following definitions apply when used herein:

- 1.1 **"Parent"** is either parent of the child or legal guardian and the provisions herein shall be binding on them jointly and severally.
- 1.2 **"School"** shall mean S2 Private School (S2PS) wholly owned by S2 Academy Sdn Bhd (1345148-P).
- 1.3 **"Head of the School"** shall collectively mean the person given the delegated responsibility to lead the School by the Board of Governors, irrespective of their actual job title.
- 1.4 **"Student"** and **"Child"** may be used interchangeably in this document, which refers to the child named on the Application for Admission Form.
- 1.5 **"Application Form"** shall mean the Application for Admission Form for S2 Private School.

2 Application

- 2.1 A Parent intending to enroll his/her child to the School, must submit the Application for Admission Form (the **"Application Form"**), duly and accurately completed and signed. False, inaccurate or misleading information could lead to rejection of the application of admission to the School. The parent must at all times inform the School of any changes to such information. The School further reserves the right and the Parent hereby authorises the School to contact the previous school (if applicable and relevant) or such medical officers or other relevant persons for further information relating to the child in considering the child for admission.
- 2.2 An Application Fee and registration fee is payable in full with each submission of the Application Form. The Application Fee shall be payable by either cash, a crossed cheque, bank draft or bank transfer made payable to S2 Academy Sdn Bhd, at the time of submission of the Application Form. (*Please refer to payment instructions stated in the Application Checklist).
- 2.3 The Application Fee covers an application for admission to the School for the Month and Academic Year applied for. The Application Fee is non-transferable and non-refundable upon registration.

3 Acceptance or Rejection of Application

- 3.1 If an offer is declined by the Parents in writing or by default, the Application will automatically be cancelled.
- 3.3 Should the Parent wish to re-apply after the Application is cancelled, the Application will be treated as a fresh application and the then prevailing Application Fee is applicable according to the Fee Schedule of the Academic Year, at the time of the re-application.
- 3.4 The placement of the child is 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.
- 3.5 The admission of the child is at the absolute discretion of the School and the School is not obliged to offer any justification for the rejection of any application.
- 3.6 On being offered a place, the Parent shall pay the required school fees (including the deposit) at the rate applicable for the Academic Year for which the place is offered within and no later than the stipulated deadline as stated on the letter of offer.
- 3.7 The School reserves the right to place the child in a class which the Head of School 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. This may include requiring the child to repeat one or more academic year(s).

4 Fees and Payment

- 4.1 Fees for subsequent months are payable in advance, **to be paid on or before the commencement of each month (5th of each month). There will be a surcharge added to any outstanding balance of past due.**
- 4.2 **Late payment - There is a Surcharge added to any outstanding balance of past due. Please refer to the invoice for the chargeable surcharge.**
- 4.3 **The Parent undertakes to pay, or arrange payment of all fees by the due date.** If the Parent fails to pay any payment due and payable, the School reserves the right to withhold all examination results, certificates and school records of the child including restricting parent/guardians and student access to the school's information systems.

5 Withdrawal from School and Deposit

- 5.1 A Parent may withdraw the child from the School by giving to the School **THREE (3) months' notice, failing which the deposit SHALL be forfeited in full.** The said notice shall set out the date of such withdrawal (**"Withdrawal Date"**), failing which the same shall be deemed as insufficient notice. For avoidance of doubt, please note that the notice of withdrawal must straddle THREE (3) MONTHS to be considered **"sufficient firm notice"**.
- 5.2 **The Parent agree and consent that the deposit SHALL be forfeited in full, notwithstanding such monies are paid by parent or third-party sponsor, in the event insufficient notice, provisional or conditional notice of withdrawal is given. Parent agrees and consents to indemnify the School for**

5.3 All monies refundable under the conditions hereof shall be refunded free of interest and must be claimed by the Parent/Guardian within three (3) months from the date the child has left the school. Failing which the Parent/Guardian consents and authorises the School to immediately transfer the said monies into the School Improvement Fund, whereupon the Parent shall have no claim in respect of such monies thereafter. The School shall be entitled to utilise such monies in the School Improvement Fund as the School deems fit.

5.4 At the point of withdrawal, the Student must also be a registered school going student at the School. In the event the Student has a long-term absence of 30 consecutive days or more without informing the School in writing, the Student shall be deemed automatically to have withdrawn from the School and condition (clause 5.1) above shall apply.

5.5 The Security Deposit and all fees paid upon confirmation of enrolment will not be refunded or shall not be transferable, if, after being confirmed a place the Student does not attend school thereafter. This security deposit shall be forfeited if the place is not taken up.

6 Discipline, Suspension and Termination

6.1 The School reserves the right to suspend or expel a Student in a 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.

6.2 The School may require, at any time the withdrawal of a Student from the School for any reason at the discretion of the Head of School. Reasons may include but not limited to matters related to the Student's inability to participate in or benefit fully from the School's curriculum or if there is a breach by the Parent or the Student of any matters or things not mentioned herein. The School's decision is final.

6.3 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(s) or to be withdrawn from the School.

7 Medical

7.1 The Student will participate in the preventive health screening programme conducted by the school nurses. All information is kept confidential and a Parent can view the child's record at a mutually convenient time. A complete Student Health & Medical Record will be completed upon acceptance of a place and before commencing classes.

7.2 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 Head of the School may at his/her discretion prohibit the Student from attending at the School for such period as the Head of the School deems necessary. The Parent or Student shall have no claim against the School arising from any such safety action taken by the Head of School.

8 Emergency and Liability

8.1 In case of medical emergency, where Parent cannot be contacted to give consent, the Parent hereby agrees and consents to authorise the Head of School to arrange for the medical examination of the Student by a registered doctor, or send the Student to a clinic/medical centre. Parent agrees to indemnify the School fully for all expenses thereby incurred on such account.

8.2 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 at 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.

9 Photograph and Images

9.1 The School may and the Parent hereby gives consent to the School to take such photographs, images, recordings, works or derivative works including examination results of the child and to use, free of charge, such photographs, images, recordings, works or derivative works including examination results in any media and for whatever purpose as the School shall deem fit, including without limitation for any promotional materials within the S2 Academy Sdn Bhd, including website of the School and other educational institutions within S2 Academy Sdn Bhd. **Should you wish to opt-out of this, please write in a letter to the Head of School**

10 General

10.1 Changes at the School: A successful school must initiate and respond to change. The acceptance of a place by the Parent is given on the basis that, in the interest of the School as a whole, reasonable changes may be made from time to time.

10.2 The School shall be entitled at any time to amend, add or delete any terms and conditions in respect of the admission of the child, the child's continued enrolment at the School or any matters related thereto by way of letter sent by ordinary post or email or handed over to the child.

10.3 The School may at any time review, amend or make such rules and regulations relating to the conduct of students in the School and all such matters that the child and/or Parent may be required to do or comply with as a Student of the School. A breach of any such rules and regulations in force, whether recently enforced, reviewed or amended shall be deemed to be breach of the terms and conditions herein.

- 10.4 Failure to satisfy all sections of the Home-School Agreement on several occasions will lead to a review of the place offered at the School for the subsequent academic year.
- 10.5 All notices, letters and correspondence from the School to the Parent shall be deemed sufficiently served if sent by ordinary post or email to the Parent at the address and/or email address set out in the Application Form or the Family email address as provided to the School or if handed over to the child.
- 10.6 The prospectus and School website describe the broad principles on which the School is currently run and gives an indication of our history and core values. Although believed correct at the time of printing, neither the prospectus nor the website is part of any agreement between the Parents and the School. Parents wishing to place specific reliance on a matter given in the prospectus or website should seek written confirmation of that matter before entering this agreement.
- 10.7 The offer of a place and its acceptance by the Parent give rise to a legally binding contract on the terms and conditions in the Application Form, these Terms and Conditions and any future terms and conditions notified to the parent in writing.
- 10.8 The following provisions are applicable in the case of the School being a National School: -
- For Malaysian citizens, admission to, and continued status as a student of the School in Standard 1 to Form 5, is conditional on the policies set by the Malaysian Ministry of Education.
 - For non-Malaysian citizens, admission to, and continued status as a student at the School, is conditional on the child possessing a valid Student Pass or Permit to Study endorsement issued by the Malaysian Immigration Department. Holders of Dependant Pass and the Malaysia My 2nd Home (MM2H) Pass below 18 years old do not have to apply for a Student Pass but are required to obtain a Permit to Study endorsement on the passport from the Malaysian Immigration Department. It is important to note that it is the parents' responsibility to ensure that the Student Pass or Permit to Study endorsement are valid during the child's enrolment at the School. The School is also not liable for any policy change at the Malaysian Immigration Department. The parent shall undertake to keep the School informed of any change of passport details and in the status during the child's enrolment at the School.
- 11 **Third Party Excluded:** Only the School and the Parent/Guardians are parties to this contract. Subject to notification in writing to the School by the Parent/Guardian, the Student is not a party to it and neither is a third party sponsoring the Student. The acts and omissions of the Parent are binding on the Student and vice versa as to any matter of behaviour, discipline and fees. All requests and authorisations by the Parent are treated as being made on behalf of the Student and vice versa.
- 12 **Alumni:** All graduates or school leavers who have spent at least one academic term in S2 Private School shall automatically be included as the School's Alumni, where the said Student may be contacted or notified of any School Alumni activities/updates unless, the Student chose otherwise and inform the School in writing.
- 13 **Counselling:** The School provides counselling services within the School to facilitate a better and supportive environment, which underpins the enhancement of learning, and contributing to the best possible start in life for students.
- 14 **PDPA:** The School is committed to comply with the Malaysian Personal Data Protection Act (PDPA) 2010 in protecting our Students' and Parents' personal information with the School. The School's Privacy Policy, which can be obtained from the School's website explains amongst other things how we handle the Students' and Parents' personal data that we collect as well as their rights over their personal data. Please read and understand the content of the Privacy Policy.
- 15 **Data Protection:**
- I, the Parent and on behalf of the Student, authorise the School to process personal information including financial and sensitive personal information as is deemed necessary for the legitimate purposes of the School within S2 Academy Sdn Bhd. I understand that the School holds information about my child including but not limited to exam results, forecast results, parent contact, financial information and details of medical conditions. I understand that the School processes information about my child in order to safeguard and promote the welfare of my child, promote the objects and interests of the School and S2 Academy Sdn Bhd, facilitate the efficient operation of the School and ensure that all relevant legal obligations of the School are complied with.

I have read and I fully understand the above policies, terms and conditions and the nature and effects thereof. I hereby expressly confirm my agreement thereto. I further undertake to perform all such obligations and/or comply with all terms and conditions set out above on my part to be performed or complied with, particularly but not limited to payment of all monies payable.

I acknowledge that the withholding or non-disclosure of any relevant information relating to my child's physical, medical or educational needs may affect my child being offered or maintaining a place with the School. I agree that any offer of placement is conditional on the accuracy of the information provided by me.

I acknowledge that any third-party sponsor is not a party to this agreement and agree to convey the same to the third party sponsor involved. I agree to be fully responsible to give sufficient firm notice of withdrawal or indemnify and hold the school not liable in any way, in the event such sufficient firm notice is not given as per Clause 5.1 above.

I acknowledge that the School corresponds with me to share updates and information about the school from time to time. I agree that if I do not wish to receive any of the information, I will notify the school in writing.

I give permission for my child, named in this application form, to receive counselling services while attending S2 Private School. I understand that I may withdraw this consent at any time by signing and dating a written notice requesting termination of counselling service.

Signature of Father:

Signature of Mother:

Signature of Step-parent/Guardian:

Name

Name

Name

Date

Date

Date

FOR OFFICE USE:

		Date	Receipt No.	Amount
Administration Fee	RM _____	_____	_____	_____
		Date	Receipt No.	Amount
Registration Fee	RM _____	_____	_____	_____
Tuition Fee	RM _____			
Resource Fee	RM _____			
		Date	Receipt No.	Amount
Security Deposit	RM _____	_____	_____	_____
Others, _____	RM _____			