



**\*\*PLEASE COMPLETE IN CAPITAL LETTERS IN EITHER BLACK OR BLUE INK\*\***

Child Information

Family Name				
First Name(s)				
Date of Birth		Gender	M	F
Nationality				
Place of Birth				
Proposed Date of Entry				
Does the child have siblings in (or applying to) the School?				Name(s):

Home Address

Address			
City			
Postal Code		Country	
Telephone (home)			

Parent/Guardian Information (Primary Contact)

Relationship		Salutation	
Family Name		First Name(s)	
Nationality			
Occupation		Employer	
Email			
Telephone (mobile)			

Parent/Guardian Information (Secondary Contact)

Relationship		Salutation	
Family Name		First Name(s)	
Nationality			
Occupation		Employer	
Email			
Telephone (mobile)			

How did you hear about Kingsgate International School?

Facebook	Google	kingsgate.edu.my	Friend
International School Fair	Magazine	Billboard	Other
If other, please specify			

Language

Mother Tongue	
What language(s) does your child speak at home?	
What language(s) has your child studied?	

English as an Additional Language (EAL) & English as a Second Language (ESL)

*Please complete the following section if your child and family usually speak a language other than English at home.*

Has your child studied English?	YES	NO	Indicate years & hours per week	years   hours
Received EAL or ESL support?	YES	NO	Indicate years & hours per week	years   hours

Schooling History

Present School		Dates Attended	
Address			
Language of Instruction			
Telephone			
Please kindly attach current school progress reports/ term reports.			

What are your child's interests and hobbies outside of school?

Has your child ever experienced academic / social / emotional / behavioural difficulties in school?

Has your child ever received or been recommended for extra support in or outside of school?

\*If necessary, please use a separate page.

Has your child ever received?

Psychological Assessment	YES	NO	Physical Therapy	YES	NO
Occupational Therapy	YES	NO	Speech and Language	YES	NO

If yes to any of these, please include any reports and tests.

## TERMS AND CONDITIONS FOR ADMISSION

In consideration of the offer for admission to Kingsgate International School, the Parents / Legal Guardians acknowledge, declare and agree to the following:

- a) To pay the school term fees and other fees, which are invoiced termly, one month prior to the commencement of the School term (there are 3 terms in an academic year). The School reserves the right to impose a late payment charge of 5% on the outstanding term fees. The School reserves the right to refuse entry to any student and/or treat this contract as terminated without prior notice to the Parents / Legal Guardians for non-payment of fees.
- b) Subject to any on-going promotional waivers at time of application, to pay an Enrolment Fee of RM20,000 which is non-refundable, one month prior to the commencement of the School term, the amount shall not be treated as or utilised towards payment of School term fee or any part thereof.
- c) To advise the School, in writing, no later than one term in advance (as determined by the school calendar published online) for any withdrawals. Requests made later than this date will result in the forfeiture of the security deposit.
- d) To ensure that the student will participate 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.
- e) To accept 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, any fees paid with respect to the student.
- f) To inform the School immediately of any change of address or alteration of personal details that have been entered in the year of entry for the student.
- g) To abide by changes made to school policies, regulations, fees and schedule by Kingsgate International School at the School's sole discretion.
- h) That Kingsgate International School reserves the full right to use the names, photographs and / or video recordings taken before, during and after the student's graduation / departure from the School for purposes of advertising and / or publicity of Kingsgate International School without any prior notice to the Parents / Legal Guardians and the Parents / Legal Guardians shall not be entitled to claim ownership or compensation for the materials or the use thereof by Kingsgate International School. Parents / Legal Guardians who do not want the student to appear in any or all of the above mentioned must notify the School in writing.
- i) That Kingsgate International School reserves the sole discretion to terminate the contract herein with the Parents / Legal Guardians at any time if such termination is considered to be in the best interest of the School.
- j) To indemnify Kingsgate International School, their officers and employees from and against any liabilities, costs, claims, demands, damages or actions of any kind whatsoever, which the Student may have or suffer, arising out of or in any way relating to any and all injuries and damages of any and every kind, to both person and property, whilst participating in any School activity or while on School property unless such liabilities, costs, claims, demands, damages, actions or injuries have arisen as a result of negligence on the part of Kingsgate International School their officers or employees.
- k) To agree that in the event of any emergency, the School will make every effort to contact the Parents / Legal Guardians. 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 Parents / Legal Guardians will reimburse the School for any expenses/payment incurred to the hospital/clinic concerned.
- l) That the term "School" when used in this document refers to Kingsgate International School in which the student is enrolled.

**Initial:** \_\_\_\_\_

Admission

This signed application form does not oblige the school to accept your child. However, once you have been notified of your child's placement decision and the registration and relevant term fees have been paid, a contract is deemed to exist between the school and the parent/guardian, provided that the conditions outlined in the school prospectus and the school regulations are observed.

The school reserves the right to place your child in the Year level deemed to be the most appropriate, within the bounds of Malaysia's Ministry of Education guidelines.

Initial: \_\_\_\_\_

Withdrawal Policy

All withdrawals are subject to an **Administrative Charge of RM350**. A **Withdrawal Notification Form** must be completed and submitted to the Administration Office for acknowledgement and marked for the attention of the Principal. Parents who are withdrawing their child from the school are required to give, in formal writing i.e. a completed and submitted **Withdrawal Notification Form with at least one full academic term's notice**. This should be done on or before the first day of the said academic term, failing which will result in the forfeiture of the security deposit. Requisition of fee refunds must be indicated on the Withdrawal Notification Form at the time of submission and will be subjected to the refund policy of the School Board. All tuition fees paid are non-refundable once the term starts.

\*All fees are subject to annual reviews to ensure we can continue to cover the cost of the Best-In-Class services and education that we provide. The school management reserves the right to revise and amend the terms and conditions on an annual basis. For the most current and up-to-date information, please refer to [www.kingsgate.edu.my](http://www.kingsgate.edu.my)

Indemnity

I agree to my child participating in any educational activities arranged by the school. This includes any field trips out of the school. In the event of injury to my child or damage to property of my child while (s)he is participating in such activities, or while on the school premises or being transported to or from school, I will not hold the school or any member of the school staff responsible. The school undertakes, in the event of an emergency, to make every effort to contact the parents. If not possible the child will be taken either to his/her family doctor, or to a suitable hospital for treatment.

Initial: \_\_\_\_\_

Photography and Videography

I give permission for myself and my child/ren to be used in school's publications, marketing material and social media platforms (If you wish to opt out, please contact the school directly).

Initial: \_\_\_\_\_

**In signing this document, the Parents / Legal Guardians represent to Kingsgate International School that they are the sole legal guardians of the student and are authorised to enrol the student at the School. If this situation changes, the Parents / Legal Guardians will immediately provide to the School a written notice of the change, in addition to a written consent from any other legal guardian to the student's enrolment, or continued enrolment.**

DECLARATION

I (Parent/Guardian) \_\_\_\_\_ Child Name \_\_\_\_\_

Certify that I have read the above policies and agree to abide by them. I declare that all the information provided in the application form is true, correct and complete and has been offered freely. I also confirm that if information is found to be incorrect the school reserves the right to withdraw any offer of a place, even after a child has commenced the school. I agree to support the School Policies and any sanctions that may be deemed appropriate concerning my child/ren. Furthermore, I hereby authorise the transfer of this information to the school's electronic database.

Signature  
(Parent/Guardian) \_\_\_\_\_

Date \_\_\_\_\_