

APPLICATION FOR ADMISSION

Location: **Cheras Campus**
 Lot 217, Batu 13, Jalan Hulu Langat, 43100 Hulu Langat, Selangor, Malaysia
 T +603 9021 3601 F +603 9021 4319

Shah Alam Campus
 Lot No. 5, Jalan Merah Saga U9/5, 40250 Shah Alam, Selangor, Malaysia
 T +603 7842 3228 F +603 7846 3980

Johor Bahru Campus
 Lot 2361, Jalan Persiaran Sri Plentong, Bandar Baru Permas Jaya, 81750 Masai, Johor, Malaysia
 T +607 386 4468 F +607 386 4471

Curriculum: **International School**

National School

SECTION 1: STUDENT DATA (as in NRIC/Passport)

Name (underline surname) : _____
(as in Birth Certificate/NRIC/Passport)

Preferred Name: _____ **Male** **Female**

Birth Cert. No.: _____ **NRIC/Passport No.:** _____

Date of Birth: ____ DD ____ MM ____ YY **Nationality:** _____

Race: _____ **Religion:** _____

Primary Language Spoken at Home: _____ **Other Languages Spoken:** _____

Affix current photograph of student here.

Permanent Address: _____

City/Town: _____ **Postcode:** _____ **Tel:** ()

State: _____ **Country:** _____ **Fax:** ()

Correspondence Address: _____
(if different from Permanent Address)

City/Town: _____ **Postcode:** _____ **Student's H/P:** ()

State: _____ **Country:** _____ **Student's Email:** _____

SECTION 2: STUDENT EDUCATIONAL DETAILS

No.	Previous Schools (begin with most recent)	City/Country	Dates Attended		Completed Grade/Level	Reason for Leaving
			From (mm/yy)	To (mm/yy)		
1)						
2)						
3)						

SECTION 3: SIBLINGS

No.	Name	Age	Gender	Current School	Class/Level
1)					
2)					
3)					
4)					

SECTION 4: DETAILS OF PARENTS/ GUARDIAN

Parents' Marital Status: **Married** **Divorced** **Separated** **Widowed** **Others, please specify** _____

Student's Living Status: **Both Parents** **Father** **Mother** **Guardian** **Others, please specify** _____

Father's Details

Title: _____ Name: _____
(Mr/Dr/Tan Sri/Dato'/etc.) (as in NRIC/Passport)

NRIC/Passport No.: _____ Nationality: _____

Company Name: _____ Designation/Occupation: _____

Office Address: _____

Office Tel: () Office Fax: () H/P: ()

Email: _____ Contact Priority: 1st 2nd

Mother's Details

Title: _____ Name: _____
(Mdm/Mrs/Dr./Puan Sri/Datin/etc.) (as in NRIC/Passport)

NRIC/Passport No.: _____ Nationality: _____

Company Name: _____ Designation/Occupation: _____

Office Address: _____

Office Tel: () Office Fax: () H/P: ()

Email: _____ Contact Priority: 1st 2nd

Guardian's Details (If Applicable)

Title: _____ Name: _____
(Mr/Dr/Tan Sri/Dato'/etc.) (as in NRIC/Passport)

NRIC/Passport No.: _____ Nationality: _____

Correspondence Address: _____

Relationship to Student: _____ Tel: () H/P: ()

Company Name: _____ Designation/Occupation: _____

Company Address: _____

Office Tel: () Office Fax: () Email: _____

SECTION 5: EMERGENCY CONTACT (If persons listed above are not reachable in case of an emergency)

Name: _____ Home/Office Tel.: ()

Relationship to student: _____ H/P: ()

SECTION 6: PAYMENT DETAILS

1) The student's school fees will be borne by:

Father Mother Guardian Company Direct Reimbursed by Company Others _____

2) Billing Details:

Name: _____

Billing Address: _____

City/Town: _____ Postcode: _____ Tel: ()

State: _____ Country: _____ Fax: ()

Relationship to student: _____ Email: _____

3) All monies or qualified deposit refundable under the terms and conditions governing enrolment and admissions shall be made payable in a crossed cheque to _____

SECTION 7: STUDENT INFORMATION

1) Please confirm whether the student has been diagnosed with any of the following:

- Autism Dyslexia Others, please specify _____
 Extreme Hyperactivity ADD/ADHD

2) Please tick (✓) as accurately as possible the appropriate support that the student has been receiving / received

- SEN/Support Teacher Ongoing Counselling Educational Psychologist Physically-handicapped Services
 Hearing-Impaired Services Speech Therapist Visual Services
 English as Additional Language Support Others, please specify _____

3) If the student received or was enrolled in a Special Education Programme, please provide all the necessary documents.

- i) Has the student been placed out of the age group for his/her age? Yes No
 If yes, please give details _____
- ii) Has the student been involved in any serious disciplinary action? Yes No
 If yes, please give details _____
- iii) Has the student repeated a grade level? Yes No
 If yes, please give details _____
- iv) Does the student have any physical disabilities, learning difficulties or psychological needs? Yes No
 If yes, please give details _____
- v) Has the student received any learning support? Yes No
 If yes, please give details _____
- vi) Has the student been in an English as a Second Language Programme? Yes No
 If yes, please give details _____
- vii) Does the student have special skills or interests (sports, music, drama, dance, art, etc.)? Yes No
 If yes, please give details _____
- viii) Has the student represented his/her school in sports or any other events? Yes No
 If yes, please give details _____
- ix) Has the student ever been asked to leave school?
 If yes, please give details _____
- x) List of other interests/hobbies: _____

- 4) Friendship Pattern Makes friends easily and quickly
 Prefers a small group of close friends
 Is initially shy with people
 Seems to prefer older/younger children
 Has difficulty in making friends

5) I would like the student to commence school in:

International

- Term 1 September - December Date ____ / ____ / ____
 Term 2 January - March/April Date ____ / ____ / ____
 Term 3 April - July Date ____ / ____ / ____

National

- Date ____ / ____ / ____

6) Any other information you would like the School or Class Teacher to take note of about the student:

SECTION 8: GENERAL INFORMATION

1) How did you know about R.E.A.L Schools?

- Friends/Relatives
 Embassy or Consulate
 Newspaper/Magazine Advertisement
 Exhibition
 Nearby Home
 Website/Online
 Billboard/Bunting
 Introducer/Recruitment Agent
 Others, please specify: _____

2) Why did you choose R.E.A.L Schools? (Tick as many as applicable)

- Curriculums Offered
 Location
 Safety/Security
 Facilities & Resources
 Quality of Teaching
 Academic Results
 Class Sizes
 Co-curricular Activities
 Customer Services
 Others, please specify: _____

3) Have you applied for a place in another international/private school? Yes No

If yes, which school(s) _____

4) What is the likely duration of your stay in Malaysia? _____

SECTION 9: INTRODUCER'S INFORMATION

1) Name of introducer/recruitment agent: _____

2) Contact No.: _____

Authorised Recruitment Agent's Stamp (if applicable)

SECTION 10: ADMISSION CHECKLIST

INTERNATIONAL

- 8x (Non-Malaysian)/4x (Malaysian) student's recent passport-sized photographs
 1x both parents'/guardian's recent passport-sized photograph
 1x student's birth certificate and passport copy/IC
 1x both parents'/guardian's passport copy/IC
 1x copy of student's valid visa (non-Malaysian)
 1x school leaving certificate & report card copy
 1x original copy of Guardian's Letter of Appointment (if applicable)
 Application Form and Medical & Health Record
 A non-refundable Assessment Fee

NATIONAL

- 4x student's recent passport-sized photographs
 1x both parents'/guardian's recent passport-sized photograph
 1x student's birth certificate and passport copy/IC
 1x both parents'/guardian's passport copy/IC
 1x UPSR/PMR results copy for Secondary level
 1x school leaving certificate & report card copy
 Application Form and Medical & Health Record
 A non-refundable Assessment Fee

SECTION 11: BANK ACCOUNT DETAILS

Campus	Cheras	Shah Alam	Johor Bahru
Payable to	R.E.A.L EDUCATION GROUP SDN BHD	R.E.A.L EDUCATION GROUP SDN BHD	R.E.A.L EDUCATION GROUP SDN BHD
Bank A/C No.	International School A/C: 212-116-001-10-925 National School A/C: 212-116-001-06-944	International School A/C: 212-116-001-06-901 National School A/C: 212-116-001-06-898	International School A/C: 212-116-001-06-928 National School A/C: 212-116-001-06-928
Swift Code	RHBBMYKL	RHBBMYKL	RHBBMYKL
Bank Details	RHB Bank Berhad (Subang Jaya Branch) Lot 48-50, Jalan SS15/4D, 47500 Subang Jaya, Selangor, Malaysia	RHB Bank Berhad (Subang Jaya Branch) Lot 48-50, Jalan SS15/4D, 47500 Subang Jaya, Selangor, Malaysia	RHB Bank Berhad (Subang Jaya Branch) Lot 48-50, Jalan SS15/4D, 47500 Subang Jaya, Selangor, Malaysia

Please fax/email a copy of the supporting bank payment or advice of any payments made through the bank.

FOR OFFICE USE ONLY

1st placement test date: _____ 2nd placement test date: _____

- Accepted
 Not Accepted
 Conditional Acceptance
 English Support Needed

Application Fee: RM _____
 Registration Fee: RM _____
 Deposit Fee: RM _____
 Technology Fee: RM _____
 Tuition Fee: RM _____
 Others: RM _____

Remarks:

Checked by: Staff Name: _____ Date: _____

R.E.A.L SCHOOLS ADMISSION CONTRACT

All parents/guardian must obtain, read and accept this Admission Contract governing the admission of a child to R.E.A.L Schools (hereinafter referred to as "the School") and his/her enrolment as a student of the School as set out herein below. In addition, the R.E.A.L Education Group's "Collection and Use of Personal Data Notice" shall be provided by the School upon express request, or alternatively viewed at <http://real.edu.my/privacy>

1. A parent/guardian intending to enrol his/her child to the School must submit the Application for Admission Form, which has been duly, accurately and properly completed, signed and witnessed. The parent/guardian must at all times inform the School of any changes to such information. The School further reserves the right and the parents hereby authorise the School to contact relevant persons for further information relating to the child for admission.
2. Each submission of the Application for Admission Form must be accompanied with a crossed cheque made payable to "R.E.A.L EDUCATION GROUP SDN BHD" for an application/assessment fee at the prevailing rate. The following terms and conditions shall be applicable in relation to the application/assessment fee:-
 - 2.1 The application/assessment fee is non-transferable and non-refundable whether the child is successfully admitted to the School or otherwise.
 - 2.2 The difference of the application/assessment fee that remains unpaid (if any), shall be payable prior to a scheduled placement test, failing which the child may be barred from taking the placement test.
 - 2.3 The application/assessment fee shall cover one (1) application for admission and shall be valid for a period of four (4) months for International School and six (6) months for National School only from the date of receipt by the School.
 - 2.4 If a parent/guardian wishes to re-apply for admission of the child to the School after the period stated in Item 2.3, a further payment of the application/assessment fee at the then prevailing rate shall be made prior to a scheduled placement test.
 - 2.5 Payment of application/assessment fee does not guarantee admission of the child to the School.
3. Completing an application form shall not entitle a child to a placement in the School. A place will not be reserved until all entry requirements are fulfilled, which will include but not limited to a placement test to determine the level of English and academic ability of the child. The placement of the child is at the absolute discretion of the School, which shall generally be determined by various factors, including the child's age, academic ability, level of achievement relative to the School's current students and the child's behaviour.
4. A child with known behavioural issues and/or special educational needs shall be considered on a case-to-case basis. The parent/guardian of such a child must provide the School with detailed information and records prior to making a formal application to ensure that the School is in a position to cater to the needs of the child. Failure to accurately and fully declare all relevant details, at the time of application, may result in the parent/guardian being asked to subsequently withdraw his/her child because the School is unable to meet his or her needs.
5. The School reserves the right to place the child in a class which the Principal deems to be academically and developmentally suitable to the child's needs at any time and from time to time during the child's enrolment in the School. This includes requiring the child to repeat an academic year or more.
6. The School also reserves the right to refuse admission of a child after the interview and/or completion of the placement test without having to render any justification and/or reasons whatsoever for such refusal of admission or the rejection of any application.
7. Once the child has been accepted by the School, all required documents must be provided to the Administration Office before he/she enrolls in the School.
8. For successful applicants, a formal Letter of Offer setting out the deposit, fees and charges payable will be issued immediately when a place is available or becomes available. Upon being offered the place, the parent/guardian of the child shall pay the required fees, including a deposit at the rate set out in the Fee Schedule applicable to the place that is being offered within seven (7) days from the date of such acceptance in order to confirm reservation of the place in the School. This deposit is refundable subject to the fulfillment of terms and conditions as provided herein below. It shall not be refundable should the student does not join the school when the term begins.
9. The parent/guardian may withdraw his/her child from the School by giving the School a written notice of a minimum of one (1) full academic term from the date of such intended withdrawal/discontinuation of studies (hereinafter referred to as "the Written Notice"). The one (1) full academic term shall be based on the respective National or International academic calendar dates.
10. Should the child intend to leave the School at the end of an academic term, the Written Notice must be received by the School no later than the first day of the same academic term, failing which the deposit fee shall be forfeited in full.
11. Should the child intend to leave the School during an academic term, the Written Notice must be received by the School no later than the first day of the same academic term, failing which the deposit fee shall be forfeited in full. The School fees paid for the balance of the academic term shall also be forfeited.
12. Provisional or conditional notice of withdrawal is not accepted. If the Written Notice is received by the School less than one (1) full academic term prior to the commencement of a new academic term, the school fees of the subsequent instalment has to be paid in order to qualify for the refund of the deposit. This is regardless of whether the child attends the subsequent school term.
13. In amplification hereof the following constitutes as sufficient notice:-
 - (a) The Written Notice must be received by the School as per Items 9 - 11;
 - (b) All outstanding fees and charges due and payable by the parent/guardian to the School must have been fully settled on or before the due dates;
- (c) The Written Notice must be delivered by hand or sent by AR Registered Post to the Administration Office of the School at the address set out in the Application for Admission Form or any other address, which may be applicable from time to time. The parent/guardian must ensure that the receipt of the Written Notice is duly acknowledged by the School;
- (d) The Written Notice shall only take effect from the date of its actual receipt by the School. In other words, the period of one (1) full academic term shall begin to run from the date of the actual receipt of the Written Notice by the School;
- (e) The Written Notice shall set out the date and reason of the withdrawal.
14. The following criteria shall apply for payment and refund of all fees, charges and deposit:
 - (a) All fees and charges must be paid in accordance with the Fee Schedule applicable at the material time and within the dates specified by the School regardless of whether the child is physically present at the School.
 - (b) All fees and charges are to be paid by cash, credit card or cheque made payable to "R.E.A.L EDUCATION GROUP SDN BHD".
 - (c) No refund of fees can be made for prolonged absence due to illness or any other cause.
 - (d) For tuition fee paid, no refund of such tuition fee shall be made available for early withdrawal of the child from the School.
 - (e) All monies refundable under the Admission Contract herein shall be refunded free of interest and must be claimed by the parent/guardian of the child upon three (3) months from the date the child ceases to be a student of the School, failing which the parent/guardian shall have no further claim in respect of such monies against the School.
 - (f) A 2% per month surcharge on a compounding basis shall be charged on fees which have not been fully paid by the due date indicated on the invoice and this surcharge shall continue to be imposed until full payment is made.
 - (g) The child shall not be allowed to attend classes unless and until all fees due and payable are fully settled.
 - (h) All deposits paid shall under no circumstances be treated as payment of tuition fee or any other charges or fees and shall not be used to offset any sums due and payable by the parent/guardian.
 - (i) The School reserves the right to revise all fees, charges and deposits payable from time to time.
 - (j) The School also reserves the right to withhold all examination results, certificates and school records of the child if the parent/guardian fails to fully settle any fees or charges due and payable.
15. The School reserves the right to remove, suspend or expel any child and/or prevent the parent/guardian of the child from entering the School's premises for any reason whatsoever at the School's absolute and sole discretion including but not limited to the non-payment of the fees as stipulated above or any form of misconduct as defined in the "Code of Discipline" of the School.
16. The School also reserves the right to remove or prevent the parent/guardian of any child from entering the School's premises if the School in its absolute and sole discretion determines that the parent/guardian and/or the child and/or any other party interferes with or disrupts the smooth running and management of the School, its administration or the classes in the School in any manner whatsoever.
17. All parents/guardians of the students must strictly abide by all rules and regulations stipulated by the School from time to time to ensure the safety and security of the students within the School. Failure to comply with such rules and regulations may result in the parent/guardian being removed or prohibited from entering the School premises and/or being subsequently asked to withdraw his/her child from the School. In this regard, all parents/guardians are prohibited from, inter alia:-
 - (a) any form of misconduct including but not limited to behaving in an unruly manner; screaming, shouting or swearing; causing a public nuisance;
 - (b) breaching any rules and regulations laid down by the School in relation to traffic flow and parking within the School premises;
 - (c) harassing the personnel, staff or teachers of the School;
 - (d) photographing or video recording within the compound of the School; and
 - (e) consuming alcohol and/or smoking and/or being in possession of drugs or dangerous weapons within the School premises or at any official school function.The aforesaid paragraphs (a), (b), (c), (d) and (e) are not exhaustive and may be added, amended, deleted, revised or varied from time to time at the School's absolute discretion.
18. All students must strictly abide by the "Code of Discipline" of the School as amended from time to time, of which the latest copy shall be available for viewing at the School Administration Office.
 - 18.1 Consent of the parent/guardian and strict adherence of the child to the "Code of Discipline" shall be deemed as conditions precedent to the continued enrolment of the child at the School.
 - 18.2 The School reserves the right to add, amend, delete, revise or vary any rules and regulations in respect of the "Code of Discipline" or any matters incidental thereto at any time or from time to time.

- 18.3 The School reserves the right and absolute discretion to decide what actions or misconduct shall constitute offences serious enough to warrant disciplinary action against the child and also what shall be deemed as reasonable disciplinary action.
- 18.4 The School reserves the right to suspend, expel or mete out disciplinary actions it shall deem as appropriate and fit depending on the magnitude and seriousness of such misconduct or offences. However, the parent/guardian will be informed by the School before such suspension, expulsion or disciplinary actions are meted out.
- 18.5 The School reserves the right to remove, suspend, expel or terminate the continued enrolment of any child who has been found to have been previously suspended or de-registered from other School(s), to have a criminal record or is involved in immoral or illegal activities, or is otherwise deemed to be unfit at the School's absolute and sole discretion.
19. The School shall not be liable to the parent/guardian, the child and/or any other party in any way for damages, expenses and losses whatsoever suffered by them as a result of such removal, suspension, expulsion or termination from the School.
20. The following conditions and criteria shall apply to matters concerning discipline, behaviour and day-to-day school life:
- The parent/guardian hereby agrees to support the internal regulations of the School concerning general discipline and homework set for the child.
 - The school uniform shall be worn by students in accordance with the School's uniform policy.
 - If a child is absent from school, the parent/guardian hereby agrees to inform the School by telephone of the reason as soon as possible. On returning to school, the child must show his/her class teacher a medical certificate in his/her Homework Diary/Memo Book from his/her parent/guardian explaining the reason for such absence.
 - Students are strictly prohibited from consuming alcohol and/or smoking and/or being in possession of drugs or dangerous weapons within the School premises or at any official school function. Students shall be liable to expulsion should they be found consuming alcohol and/or smoking and/or being in possession of drugs or dangerous weapons within the School premises or at any official school function.
 - Parents of all children who use the school bus service should advise the school in good time if, on a particular occasion, their children are going to use another method of transport or are to be picked up.
 - The School shall not be held responsible for the supervision of students left on the school premises for more than 15 minutes before or after normal school hours, unless they are attending a special class or are enrolled for specially-supervised activities.
 - The parent/guardian shall be liable for any deliberate damage caused by the child to School property, or to that belonging to teachers, employees or other students.
 - The School may require at any time the withdrawal of a child from the School for any reason whatsoever at the absolute discretion of the Principal.
21. For Malaysian citizens, admission to, and continued status as a student of the School is conditional on the policies set by the Malaysian Ministry of Education. For Non-Malaysian citizens, admission to, and continued status as a student of the School is conditional on the policies set by the Malaysian Ministry of Education and the child possessing a valid visa issued by the Malaysian Immigration Department. The parent/guardian shall undertake to keep the School informed of any change in status during the child's enrolment at the School.
22. In the event of any emergency, where neither the parent nor the guardian can be contacted to give consent, the parent/guardian expressly agrees that the Principal may authorise the medical examination of the child and/or the calling of further medical or specialist advice and/or the removal of the child to a clinic/medical centre, with all costs and expenses thereby incurred by the parent/guardian. The parent/guardian further agrees and undertakes to fully indemnify the School of such costs and expenses.
23. The parent/guardian expressly agrees that neither the School nor the management shall be held responsible for any death, personal injury, loss or damage of any kind whatsoever the child may sustain at any time; either during any extracurricular activity within the School premises or during authorised field trips or elsewhere which is not attributable to the negligence of the School, its teachers or employees.
24. The parent/guardian consents to the use of photographs, recordings or the work of the child, free of charge, in any media and for whatever purpose the School shall deem fit and proper including but not limited to the website of the School, advertising and/or the School's printed materials. The parent/guardian also expressly authorises the School to receive and/or collect and/or publish the results from the Cambridge International Examination (CIE) Board or Malaysian Ministry of Education (MMOE) on behalf of the child.
25. The School's website and printed materials describe the broad principles on which the School is currently operated. Although believed correct at the time of printing, neither of the above is part of the agreement between parent/guardian and the School. Parents/guardians wishing to place specific reliance information should seek written confirmation of that matter before entering this agreement.
26. The School shall be entitled to add, amend, delete, revise or vary any rules and regulations in respect of the admission and enrolment of the child at the School or the conduct of the child in the School or any matters incidental thereto at any time or from time to time. The School will inform the parent/guardian of the child of such addition, amendment, deletion, revision or variation by way of a letter mailed by ordinary post to the parent/guardian's address as set out in the Application for Admission Form or hand delivered to the child.
27. All correspondence, letters and notices from the School will be addressed to the parent/guardian of the child at the postal address(es) or e-mail address(es) stated in the Application for Admission Form and shall be deemed sufficiently served:-
- if personally delivered to the child, on the date of delivery; or
 - if sent by e-mail, on the date of e-mail transmission; or
 - if sent by ordinary post, in the ordinary course of post.
28. No change in the address of the parties howsoever brought about shall be effective or binding on either party unless that party has given to the other a notice in writing of such change of address.
29. It shall be the parent/guardian's responsibility to notify the School of any changes to their contact details or address. Time, wherever mentioned, shall be of the essence of this Admission Contract.
30. In this Admission Contract, unless there is something in the subject or context inconsistent with such construction or unless it is otherwise expressly provided:
- words importing the masculine gender only shall include the feminine and neuter genders and vice versa;
 - words in the singular number only include the plural number and vice versa;
 - all references to "the School" herein shall collectively refer to R.E.A.L Schools, a private and international school wholly owned by R.E.A.L Education Group Sdn. Bhd. (248225-U); and
 - all references to "parent" herein shall be construed as either parent of the child or the legal guardian of the child and agreements, covenants and undertakings expressed to be made by or binding upon such parent shall be deemed to be made by or binding upon both parents of the child jointly and severally.
 - Guardians: In the event that both parents are residing either outside Malaysia or outstation locally, Parental Responsibility must be delegated to a suitable adult resident in Malaysia who has agreed to take full responsibility for the child when not at school; and to whom the School can apply for authorities when necessary and who can, if necessary, come to the School at short notice. The School would accept no responsibility during exeats, half holidays or holidays for the child whose parents are residents abroad or outstation locally; and the parents or guardians of such children must make holiday arrangements, including travel to and from school, well in advance. The responsibility for choosing an appropriate guardian rests solely with the parents.

ACKNOWLEDGEMENT AND AGREEMENT

By lodging this Application for Admission Form, I/we hereby acknowledge that I/we have received, read and understood the terms of the Admission Contract and the R.E.A.L Education Group's "Collection and Use of Personal Data Notice (collectively, "Contract Documents"). I/we hereby accept and consent to all items in the Contract Documents, and commit myself/ourselves to support R.E.A.L Schools in the achievement of its aims and objectives. We further accept that any offer of placement is conditional on the accuracy of information provided. False, inaccurate or misleading information could lead to the child's termination from the School.

Name of Student: _____ Class: _____

Signature of Father/Guardian:

Signature of Mother/Guardian:

Signature of Witness

Name: _____

Name: _____

Name: _____

NRIC/Passport: _____

NRIC/Passport _____

NRIC/Passport _____

Date: _____

Date: _____

Date: _____