



# INTERNATIONAL SCHOOL OF KUANTAN (ISK)

"Inspiring Success through Knowledge"

Jalan IM 7/9, Bandar Indera Mahkota 25200 Kuantan, Pahang

Phone: 09 - 573 6010 Fax: 09 - 573 6023 Email: admission@isk.edu.my

## APPLICATION FOR ADMISSION

### INSTRUCTIONS

Please complete all sections of this form in black or blue ink.

Please use BLOCK CAPITAL LETTERS.

Please tick the required boxes

Only the legal father, mother or guardian of the student applying for admission should fill in this form.

Attach

passport-size

picture here

### ADMISSION

New Student

Date of Application:

Returning Student

Expected Date of Enrollment:

Last Grade Completed:

(Please indicate the level of Schooling & Grade)

Year:

Kindergarten

Elementary

Middle School

High School

Grade:

For office use only

### APPLICATION CHECKLIST

Please be aware that to be fair to all applicants and to expedite the admission process, this application cannot be processed until all the following items have been submitted to the school.

Three recent color passport-size photos

A completed and duly signed Application for Admission

A photocopy of the previous schools' academic reports or official transcripts  
(Kindly ensure the schools' academic reports or official transcripts are translated in English)

A photocopy of the student's passport (international student) or birth certificate (local student) **and** identification card (local student)

A photocopy of the student visa or student pass of the applying student (international student)

A photocopy of the passport (international) or identification card (local) of each parent

A photocopy of the student's medical/vaccination report (as supporting document for the student's Health Information section)

A cheque made payable to Effective Energy Sdn Bhd or a deposit slip showing payment made to Maybank Berhad Account No. 006098212159 for the registration fee.

For office use only

## STUDENT INFORMATION

Full Name:   
(First Name) (Last Name)

Preferred Name for Student Directory:

Date of Birth:   
 Gender:  Male  Female

Age at Application:  Years  Months

Birth Certificate No./ IC No./ Passport No.:

Nationality:

Religion:

Will the student be residing with the parents?

Father/Step-Father  Yes  No      Mother/Step-Mother  Yes  No

If No, please provide name of Guardian and relationship to student:

The school requires that all students below the age of 18 be residing with their parent or guardian. The school reserves the right to refuse admission or suspend the enrollment of students residing with persons other than specified in this form. Court documentation in English or with a certified English translation is necessary in the case of non-parental guardianship.

*For office use only*

## STUDENT EDUCATIONAL BACKGROUND

	Name of School	Country	Dates Attended ( DD / MM )	Language of Instruction
1.	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/> - <input type="text" value=""/>	<input type="text" value=""/>
2.	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/> - <input type="text" value=""/>	<input type="text" value=""/>
3.	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/> - <input type="text" value=""/>	<input type="text" value=""/>
4.	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/> - <input type="text" value=""/>	<input type="text" value=""/>

*For office use only*

## LANGUAGE BACKGROUND

Student's Native Language:

Student's Other Language:

Language Used in Interactions:

Mother to Student:       Father to Student:

Student to Mother:       Student to Father:

Mother to Father:       Student to Siblings:

*For office use only*









## AGREEMENT BETWEEN ISK AND PARENTS/GUARDIANS

I/We desire to enroll \_\_\_\_\_ as a student at the International School of Kuantan.

Should this applicant be successful,

I/We hereby agree to the following conditions of enrolment:

I/We agree to support the Charter, Mission and Vision of ISK and be bound by the rules governing ISK, the authority of the Principal, Executive Director, Board of Governors and Board of Directors.

I/We recognize that full and accurate information on my/our child is important for the administration staff to properly assess the ability of ISK to provide an appropriate educational program. Hence, I/We agree that ISK reserves the right, following admission, to discontinue the enrollment of a student at any time if it becomes evident that ISK was misinformed regarding any application documentation or it becomes evident that ISK does not have the resources to successfully address the individual needs of that student.

I/We agree that it is my/our obligation to ensure that the fees due are paid on time, regardless of whether a letter from a company organization is provided clearly accepting its full liability for fee payments.

I/We agree to pay all fees as detailed on fee invoices and I/we understand that failure to pay on or before the requested date has consequences, which include the possible exclusion of my child from attending ISK.

I/We agree to accept and be bound by the rules governing health and medical requirements for the safety of all students and faculty at ISK. It is my/our obligation to ensure that evidence of required medical examinations, along with evidence of required immunizations are provided to ISK within the stipulated period. I/We understand and accept that students may be required to undergo further medical emergency and/or safety precautionary measures during times of disease outbreak, or where medical investigative measures are deemed necessary by the School Policy or the Principal.

I/We agree that ISK will initiate emergency measures in the event of an accident or illness with the understanding that I will be notified as soon as possible. Where there is a medical emergency and where I/we cannot be contacted, I/we consents to authorize ISK to arrange for medical attention for my child and I/we agree to indemnify and keep ISK fully indemnified for all expenses incurred on such emergencies. I/We agree that ISK shall not be liable for any death, personal injury or any loss or damage of any kind whatsoever which my child may sustain at any time either within ISK premises, authorized field trip or elsewhere, which is not attributed to negligence of ISK, its officers, agents or employees.

I/We agree that ISK has a position "in loco parentis" and as such the teacher can exercise on behalf of the parent, such discipline they regard as necessary or expedient for the student in accordance with the guidelines set down in ISK's Student-Parent Handbook.

I/We agree that ISK may at its discretion, suspend or terminate a student's enrollment for failure to comply with the conditions of this Agreement, as well as for other serious breaches of ISK rules and regulations.

I/We agree to allow my child, to involve themselves in ISK's activities, including excursions/ field trips arranged by ISK. I/We also hereby grant permission for my child to leave the school premises under the supervision of a staff member for planned neighborhood walks, and school activities within the Kuantan area in an authorized vehicle; either an ISK school bus or charter bus, driven by a professional bus driver. Neighborhood walks, or school activities are spontaneous and therefore parents will not be notified prior to these activities.

I/We agree that my child will participate in all external assessments ISK utilizes to make individual and school-wide instructional and program decisions.

I/We agree to subscribe to the communication systems utilized by ISK for emergency and routine communication, and by ISK's acceptable use policies for technology use.

I/We agree to have our contact details published in the ISK directory unless otherwise notified by us in writing to ISK.

I/We agree that student work, photographs, images and recordings can be used, free of charge, in any media and for any purpose as ISK deem fit, including but not limited to, school marketing materials and ISK's website.

I/We agree to indemnify and hold harmless ISK and its directors, management, and staff in respect of any liability arising from school activities and further recognize my/our responsibility to obtain personal accident insurance coverage for our said child in addition to that provided by ISK, which covers medical expenses up to a certain amount.

I/We understand that ISK reserves the absolute right and discretion to revise the terms and conditions herein from time to time, including any part of the Fee Schedule as it reasonable deems fit. I/We also understand that tuition fees will be increased annually at a rate to be determined and informed by management from time to time.

In registering my child at ISK, I/We agree to conform to the rules and procedures of the school as established by the Board of Governors and the Management which are set out in the Student-Parent Handbook (a copy of which will be given to my/our child or one can be obtained on request from the school office) that may be amended from time to time and I/we hereby agree that I/we are deemed to have read, understood and agreed to be bound and ensure that my/our child be similarly bound, by such rules and procedures. I/We further understand and agree that in the event that I/We and/or our child fail and/or refuse to observe, comply with or follow such rules and regulations, I/we and/or my/our child may be subjected to such action as may be taken by ISK as they deem fit and proper pursuant to such rules and regulations and I/we shall not hold ISK in any manner liable for the aforesaid action as well as waive all and any rights which I/we may be entitled to or possess as against ISK.

I/We understand that, once admitted to a particular grade level, promotion to the next grade level is dependent upon the academic success and good behavior of the student.

I/We understand that, as a condition for consideration for admission to ISK, my child may be required to sit for a proficiency test at the sole discretion of the school and be interviewed by the school Principal or Director of Studies or Counselor. I/We also understand and therefore authorize ISK to contact any previous schools listed in this form in order to gain more information relevant to the decision to grant admission to ISK.

I/We hereby give my/our consent, pursuant to the Personal Data Protection Act, 2010, for ISK to use and/or process the personal data contained in this application as ISK deems necessary. I/We acknowledge that ISK has a comprehensive Personal Data Protection Policy and Privacy Policy that can easily be accessed from ISK's website and that I/We have read and understand the content of the said Personal Data Protection Policy and Privacy Policy.

I/We recognize that the decision of ISK regarding the admission of my/our child is final and I/we shall not in any manner hold ISK liable in the event my/our child is not admitted and ISK is not obliged to furnish any reason for the non-admission of my/our child.

I/We hereby declare that I/we have read and understood the terms and conditions as set out herein and agree to be bound by the same. The information provided in this application is complete and accurate. I/We hereby further declare that all statements made in this application are true.

Signature: \_\_\_\_\_

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

Name:

Relationship: Parent/Guardian