

# APPLICATION FOR ADMISSION

Year Level Applied for:  Creche / Play School  FS1 / Nursery  FS2 / Reception  
 Y1  Y2  Y3  Y4  Y5  Y6  
 Y7  Y8  Y9  Y10  Y11

Academic Year: \_\_\_\_\_

Tentative Joining Date: \_\_\_\_\_  
DD / MM / YEAR

Student ID: \_\_\_\_\_

Registration Date: \_\_\_\_\_  
DD / MM / YEAR

Recent  
Passport Size  
Photo

## A. STUDENT DETAILS

Full Name of Child: \_\_\_\_\_  
*Please write in BLOCK letters. Please underline the SURNAME.*

Preferred Name on Student ID: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
DD MM YEAR

Place of Birth: \_\_\_\_\_  
State Country

Nationality:  Malaysian Other: \_\_\_\_\_ Gender: Female  Male   
*Please state*

For Malaysians:

MyKad / MyKid Number: \_\_\_\_\_

For Non-Malaysians:

Passport Number: \_\_\_\_\_ Place of Issue: \_\_\_\_\_

Date of Issue: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
DD MM YEAR

Date of Expiry: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
DD MM YEAR

Visa No.: \_\_\_\_\_

Issuing Authority: \_\_\_\_\_

Date of Issue: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
DD MM YEAR

Date of Expiry: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
DD MM YEAR

Religion:  Buddhist  Christian  Hindu  Islam  Sikh  Other: \_\_\_\_\_  
*Please state*

Is English your child's first language?  Yes  No

If no, please state the child's first language: \_\_\_\_\_

Competency in English:  Good  Fair  Limited Other languages: \_\_\_\_\_  
*Please state*

## B. SIBLING DETAILS

1) Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
DD MM YEAR

Current School: \_\_\_\_\_ Year Level: \_\_\_\_\_

2) Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
DD MM YEAR

Current School: \_\_\_\_\_ Year Level: \_\_\_\_\_

## C. CURRENT SCHOOL DETAILS

Name of School: \_\_\_\_\_ Place: \_\_\_\_\_  
State Country

Type of Program: \_\_\_\_\_ Current Year Level: \_\_\_\_\_

Language of Instruction: \_\_\_\_\_ Starting Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
DD MM YEAR

Name of Head of School and email address (to contact for reference)

Name: \_\_\_\_\_ Email: \_\_\_\_\_

\*\* If your child has received or was enrolled in a Special Educational Programme, kindly provide all relevant documents.

## D. FAMILY DETAILS

PRIMARY CONTACT PERSON:

Father  Mother  Guardian

### FATHER / GUARDIAN:

Title: \_\_\_\_\_ Name: \_\_\_\_\_

*Mr / Dr / Dato*

Nationality:  Malaysian Other: \_\_\_\_\_  
*Please state*

Passport / MyKad Number: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Numbers: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Office: \_\_\_\_\_

Preferred Contact:  Mobile  Home  Office

### MOTHER / GUARDIAN:

Title: \_\_\_\_\_ Name: \_\_\_\_\_

*Mrs / Dr / Dato/Datin*

Nationality:  Malaysian Other: \_\_\_\_\_  
*Please state*

Passport / MyKad Number: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Numbers: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Office: \_\_\_\_\_

Preferred Contact:  Mobile  Home  Office

## E. DETAILS OF PARENTS / GUARDIAN

Parent's Marital Status:  Married  Divorced  Separated  Widowed  Other: \_\_\_\_\_

Student's Living Status:  Both Parents  Father  Mother  Guardian  Other: \_\_\_\_\_

## F. HEALTH DETAILS

**Please complete this section accurately. Failure to disclose accurate information about your child's medical history may result in unnecessary delay when seeking emergency medical attention.**

Does your child have medical insurance?  No  Yes

If yes, please state the child's Medical Insurance Number: \_\_\_\_\_

What is your child's Blood Group?  AB+  AB-  A+  A-  B+  B-  O+  O-

Does your child have any allergies?  No  Yes

If yes, please provide details: \_\_\_\_\_

Does your child suffer from any physical or audio / visual impairment?  No  Yes

If yes, please provide details: \_\_\_\_\_

Does your child take any prescribed special medication?  No  Yes

If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_

Are there any physical education restrictions for your child?  No  Yes

If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_

Are there any other health related issues of your child that the school should be aware of?  No  Yes

If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_

Do we have permission for the School Nurse to provide your child with the necessary treatment and/or medication during school hours, after school activities and / or off site educational trips and visits?  No  Yes

## G. GENERAL INFORMATION

GEMS has permission to include your child in publication / promotion photos and videos?  Yes  No

GEMS may send Newsletters and promotional mails to the above email address?  Yes  No

GEMS may send text messages and alerts to the above mobile numbers?  Yes  No

How did you learn about GEMS International School at Tropicana Metropark, Subang Jaya?

Family / Friend  School Website  Flyer / Newspaper / Magazine  School Event

Education Fair / Roadshow  Facebook  Online  Other \_\_\_\_\_  
*Please state*

## H. APPLICATION CHECKLIST

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

### MALAYSIAN

- 2x Student's recent colour passport-size photographs (Background)
- 1x Both parents' / guardian's recent passport size photo
- 1x Student birth certificate
- 1x Student's MyKid / MyKad
- 1x Both parents' / guardian's MyKad
- 1x Student's most recent school report
- Application for Admission Form
- Medical & Health Records, incl. Vaccination Records
- Registration and Admission Fee (non-refundable)

### INTERNATIONAL

- 4x Student's recent colour passport-size photographs (with White (with White Background)
- 1x Both parents' / guardian's recent passport size photo
- 1x Student's passport (all pages)
- 1x Both parents' / guardian's passport (all pages)
- 1x Student's most recent school report
- Application for Admission Form
- Medical & Health Records, incl. Vaccination Records
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### PAYMENT

All fee payment may be paid via cheque / bank draft in favour of:

**GEMS EDUCATION M2 SDN BHD**

For bank transfers, kindly pay to **MAYBANK** account number: **5143 4761 6231** and send us a copy of the transaction report via email with the Child's name and year level to track payment.

1, Jalan Delima 1/1, Taman Perindustrian Subang Hi-Tech, 47500 Subang Jaya, Selangor, Malaysia

+603 5613 6890

+603 5613 6891

registrar\_git@gemsedu.com

Little GEMS: [www.facebook.com/LittleGEMSSubangJaya](http://www.facebook.com/LittleGEMSSubangJaya)

GEMS International School: [www.facebook.com/GEMSMetropark](http://www.facebook.com/GEMSMetropark)

## I. TERMS AND CONDITIONS OF ENROLMENT AND ADMISSION

We are privileged that you have selected GEMS International School at Tropicana Metropark, Subang Jaya (hereinafter referred to as "the School") for your child(ren)'s education. All parents/guardians are advised to read the terms and conditions governing the admission to the School and the child's continued enrolment as student of the School, as set out herein below.

### 1. REGISTRATION AND PAYMENT

- 1.1 A parent/guardian intending to enrol his/her child into the School must submit the Application for Admission Form, which has been duly, accurately and properly completed and signed.
- 1.2 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.
- 1.3 This application is only valid for three (3) years from the date of receipt of the fully paid Registration Fee to the School.
- 1.4 Payment of Registration Fee does not guarantee the admission of the child to the School.
- 1.5 The Registration Fee is non-transferable and non-refundable regardless whether the child is successfully admitted to the School or otherwise.

### 2. REAPPLICATION FOR ADMISSION

- 2.1 If a parent/guardian wishes to re-apply for admission of the child to the School after the period stated in Item 1.3, a further payment of the Registration Fee at the then prevailing rate shall be made prior to a scheduled placement test.

### 3. ACCEPTANCE AND REJECTION OF APPLICATION

- 3.1 Completing the Application for Admission Form shall not entitle a child for an enrolment in the School. A place will not be reserved until all entry requirements are fulfilled, which will include but not limited to an assessment test to determine the level of English and academic ability of the child.
- 3.2 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.
- 3.3 The child with known behavioural issues and/or special education 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.
- 3.4 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/her needs.
- 3.5 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.

### 4. FEE PAYMENT

- 4.1 Fees for subsequent terms are payable in advance, to be paid on or before the commencement of each term. The School reserves the right not to allow the student to attend class until all outstanding fees have been paid.
- 4.2 The School reserves to revise all fees, charges and deposits payable from time to time.
- 4.3 The School also reserves the right to withhold all examination results, certificates and school records of the child if parent/guardian fails to fully settle any fees or charges due and payable.

### 5. WITHDRAWAL FROM SCHOOL AND DEPOSIT

- 5.1 A parent/guardian may withdraw the child from the School by giving ONE (1) FULL academic term's notice, failing which the total fee deposit shall be forfeited.
- 5.2 The said notice shall set out the date of withdrawal, failing which the same shall be deemed as insufficient notice.
- 5.3 All deposits paid shall under no circumstances be treated as payment of tuition fees or any part thereof or any other payments required to be paid and may not be used to set-off any amount due and payable by the parent.

### 6. DECLARATION

I have read and fully understand the above policies, terms and conditions and the nature and effects thereof. 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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