Westlake International School

TERMS AND CONDITIONS

Application and Placement

- A child will be considered for placement in the school after completing the Application Form and providing all the documents required in the Application Form.
- Placement of a child is generally determined by the child's age in accordance to the "Year Age Placement " schedule and/or the placement test and/or the interview at the sole discretion of the Principal and is not subject to any appeal. The results of the placement test is strictly confidential and shall not be made available to the child/parent/guardian.

Enrolment and Security Deposit

- To confirm reservation of a place, parent(s)/guardian(s) shall pay the Enrolment Fee, the Security Deposit and the International Administration Fee (applicable for international students only) to the school within 14 days from the date of the letter informing of the successful application.

* The Security Deposit amounting to ONE-term fees must be maintained throughout the tenure of the student in the school and shall at no time be treated as fee payment and no set off shall be allowed.
* The Security Deposit shall be refunded to the parent(s)/guardian(s) provided always that there is no outstanding fees and payment and that the parent(s)/guardian(s) has provided ONE FULL TERM'S written notice to the School. Such written notice shall be received by the School before the end of the preceding term. Failure to provide sufficient notice will result in the forfeiture of the deposit. In the event the child has a long term of absence, ONE FULL TERM's notice is still applicable.

Payment and Refund of Fees

The following criteria shall apply for payment and refund of all fees:

- Fees and Charges must be paid within the dates specified by the school.
- All fees and charges will be paid in cash or cheque made payable to Westlake International School Sdn Bhd.
- A 5% surcharge will be incurred on fees which have not been paid by the due date indicated on the invoice.
- Fees for subsequent terms are to be paid on or before the commencement of each term. Students are not allowed to attend class unless all fees payable have been duly paid.
- Fees shall be reviewed on an annual basis and the fees indicated on the current fee schedule is only an indication and may not be the fees applicable for the semester for which the place is offered.

Discipline, Behaviour and Day-to-Day School Life

- Parents agree to support and abide by the internal rules and regulations of the school concerning general discipline and code of conduct.
- The school shall not be held responsible for the supervision and safety of students in the school premise 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 school reserves the right to suspend or expel students who break the rules and regulations and/or for non-payment of fees.
- The school may require at any time the withdrawal of a child from school for any reason(s) at the discretion of the Principal. Reasons may include matters of misconduct or the child's inability to participate or benefit fully from the school's curriculum. Fees will be refunded at the discretion of the principal. For situations where there is misconduct on the part of the child, the fees will not be refunded.

MOE, Immigration Department Regulations

- For Non-Malaysian Passport Holder Students: admission to, and continued status as a student at the school is conditional on the child possessing a valid visa / permission to study issued by the Malaysian Immigration Department.

Medical During Emergency, Liability Due to Injury or Loss

- In the event of any emergency, where either parent(s) or guardian(s) cannot be contacted to give consent, the School shall be empowered to authorise the medical examination of a child, the calling of further medical or specialist advise, and/or removal of the child to a clinic/medical center. All expenses thereby incurred shall be borne by the parent(s) and/or guardian(s).
- Parent(s) and/or guardian(s) accept that neither the school nor the management shall be held responsible for any personal injury or liable for any loss or damage of any kind whatsoever which the child may sustain at any time either within the School premises or elsewhere which is not attributable to the negligence of the School, its teachers and/or employees.

Photographs and CIE Results for Use in Publicity Purposes

* Parents' consent for the use of photographs of their child(ren) on the school's website, advertising and/or school's printed materials as may be required for school publicity purposes. Parents also expressly authorises the School to receive and/or collect and/or publish the results from Cambridge International Examination (CIE) Board on behalf of the student.

Please write your initials next to the above asterisk (*) points.

SECTION H: PARENTAL DECLARATION

I parent/guardian of child confirm that I have read, understood and accepted the above terms and conditions. I accept that any offer of placement is conditional on the accuracy of the information provided above. False, inaccurate or misleading information could lead to a child's termination from the school. I understand that **ONE FULL TERM'S WITHDRAWAL NOTICE** is required for the refund of my child's deposit.

I have read and agreed to the conditions as stated above and agree to fulfill all requirements. I have read the Personal Data Protection Notice provided by Westlake International School pursuant to section 7 of Personal Data Protection Act 2010 which includes purposes for which my/the student's personal data is collected/processed and classes of third parties to whom Westlake International School may disclose my/the student's personal data to. I hereby give consent to Westlake International School to process my/the student's personal data in accordance with the Personal Data Protection Notice.

Signature: ..... Date: .....

Name: ..... Relationship to Student: ☐ Father ☐ Mother ☐ Guardian

STUDENT APPLICATION

Westlake International School

Student No./ID: ..... Boarding: ☐ Not required ☐ 7 Days ☐ 5 Days

Level applied for Year: ..... Transportation: ☐ Not required ☐ Required

If **A Level**: Intake: ☐ Jan/18 months ☐ Aug/24 months

Please tick (/) a **minimum of three (3) or a maximum of four (4) subjects**:

☐ Biology ☐ Chemistry ☐ Economics ☐ Mathematics ☐ Physics ☐ Psychology

SECTION A: STUDENT DETAILS

Name *(as in Birth Certificate)*: .....

Other Name(s): .....

NRIC No./ Passport No: | | | | | | | | | | | | | | | | | |

Gender: ☐ **Male** ☐ **Female** Date of Birth (DD/MM/YY): ..... Religion: .....

Nationality: ..... Race/Ethnicity: .....

Email Address: .....

Contact No. *(Home)*: ..... *(Mobile)*: .....

Residential Address *(Current)*: .....

Postcode: ..... State: ..... Country: .....

Home Address *(Country of Origin)*: .....

Postcode: ..... State: ..... Country: .....

Language other than English: ..... Student mainly speaks English at home: ☐ Yes ☐ No

Place Photo Here (Passport Size)

APPLICATION CHECKLIST

MALAYSIAN STUDENT

- ☐ Student's passport-size photograph **[1 copy]**
- ☐ Student's birth certificate **[1 copy]**
- ☐ A copy of the past year full school report and any other from the last 3 years
- ☐ Student's Identity Card / MyKid **[1 copy]**
- ☐ Father's identity card **[1 copy]**
- ☐ Mother's identity card **[1 copy]**

INTERNATIONAL STUDENT

- ☐ Student's passport-size photograph **[3 copies]**
- ☐ Student's birth certificate *(Translated copy and endorsed by embassy)*
- ☐ A copy of the past year full school report and any others from the last 3 years
- ☐ Student's passport and latest visa page **[1 copy]**
- ☐ Father's passport **[1 copy]**
- ☐ Mother's passport **[1 copy]**
- ☐ Parent's marriage certificate/divorce certificate *(Translated copy and endorsed by embassy*
- ☐ Financial Proof / Bank Statement *(Translated copy and valid for 3 months from the issued date)* **[1 copy]**

PLACEMENT TEST RESULTS

	DATE	GL LEVEL	LITERACY	QUANTITATIVE REASONING	READING AGE	MEAN SCORE
FIRST						
SECOND						

☐ Accepted to Year: ..... ☐ Not Accepted. Reason: .....

☐ FLE ☐ ESL ☐ E-ProP: .....

FOR OFFICE USE ONLY

Term Applied for: ..... Year:	
Admission Officer:	Date (dd/mm/yy):
Principal:	Date (dd/mm/yy):

STUDENT APPLICATION

Westlake International School

SECTION B: STUDENT EDUCATIONAL BACKGROUND

Name of School	City/Country	Type of Curriculum (British, Malaysian, American, etc.)	Year Attended (mm/yy)	Level / Grade / Year	Language of Instruction	Reason of change
			From: *To:*			
			From: *To:*			

SECTION C: PARENT'S / GUARDIAN'S DETAILS

☐ **FATHER** ☐ **STEPFATHER** **Tick (✓) one only**

Name *(as in Birth Certificate)*: .....

NRIC No./Passport No.: | | | | | | | | | | | | | | | | Nationality: .....

Designation/ Occupation: ..... Name of Company: .....

Office Address: ..... Office Phone: .....

Mobile Phone: ..... Fax: ..... Email Address: .....

Contact Priority: .....

Pickup: Allowed / Not Allowed Specimen Signature: .....

☐ **MOTHER** ☐ **STEPMOTHER** **Tick (✓) one only**

Name *(as in Birth Certificate)*: .....

NRIC No./Passport No.: | | | | | | | | | | | | | | | | Nationality: .....

Designation/ Occupation: ..... Name of Company: .....

Office Address: ..... Office Phone: .....

Mobile Phone: ..... Fax: ..... Email Address: .....

Contact Priority: .....

Pickup: Allowed / Not Allowed Specimen Signature: .....

☐ **GUARDIAN** *(if applicable)*

Name *(as in Birth Certificate)*: .....

NRIC No./Passport No.: | | | | | | | | | | | | | | | | Nationality: .....

Designation/ Occupation: ..... Name of Company: .....

Office Address: ..... Office Phone:

Mobile Phone: ..... Fax: ..... Email Address: .....

Contact Priority: .....

Pickup: Allowed / Not Allowed Specimen Signature: .....

Tick (✓) where appropriate

Parent's Marital Status: ☐ Married ☐ Divorced ☐ Widowed ☐ Other: .....

Child Resides Status: ☐ Both parents ☐ Father ☐ Mother ☐ Guardian

STUDENT APPLICATION

Westlake International School

SECTION D: DETAILS OF SIBLINGS

No.	Name	Date of Birth	Gender	School	Level

SECTION E: STUDENT INFORMATION

1. Please confirm whether your child has been diagnosed for: **Tick (✓) one only**

☐ Autism ☐ ADD-High Functionality ☐ Dyslexia-High Functionality ☐ Other(s) *Please specify*: .....

☐ Extreme Hyperactivity ☐ ADD-Low Functionality ☐ Dyslexia-Low Functionality ☐ **All not applicable**

2. The appropriate support that your child has been receiving / received and please provide all necessary details: **Tick (✓) where appropriate**

☐ Special Education Needs (SEN)/Support Teacher ☐ Educational Psychologist ☐ Visual Services

☐ English as Additional Language Support ☐ Physically Handicapped Services ☐ Hearing Impaired Services

☐ Ongoing / previous counselling ☐ Speech Therapists ☐ **All not applicable**

☐ Other(s) *Please specify*: .....

Details: .....

3. Health / Allergies Remark : .....

.....

4. Has the student been involved in any serious disciplinary action? ☐ YES ☐ NO

If YES, please explain. .....

5. Does the student have special skills or interests (sports, music, drama dance, art, etc)? ☐ YES ☐ NO

If YES, please provide details. .....

6. Please provide any other information you would like the School or Class Teacher to take note about the student : .....

.....

.....

SECTION F: GENERAL INFORMATION

How did you know of Westlake International School?
Tick (✓) where appropriate

☐ Friends ☐ Work ☐ Website ☐ Embassy or Consulate

☐ Other(s) *Please specify*: .....

FOR FINANCE OFFICE USE ONLY

☐ Discount %: ..... (if applicable) Reason: ☐ UTAR / TARUC Staff ☐ Sibling Discount ☐ WIS Staff / Huges Staff ☐ Lump sum payment at begining of year (≥1 Only)

☐ Scholarship ☐ Other(s) *Please specify*: .....

☐ Rebate Amount: ..... (if applicable) Reason: ☐ Open Day ☐ Referral rebate to : .....

☐ Other(s) *Please specify*: .....