



TiS

Student

Enrollment

Application Form

For Academic Year: 2012-13.

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[TiS Student Enrollment Application Form – Academic Year: 2012-13]



APPLICATION FOR STUDENT ENROLLMENT

Please print out the forms below and fill in all the relevant areas.

Fax the completed forms to: +60 (03) 8734-3848

Or post them to:

Tanarata International Schools

Planters Grounds, 3½ mls Kajang-Serdang Rd., Kajang,
43000 Selangor, Malaysia.

Tel: +60 (03) 8737-7366

Fax: +60 (03) 8734-3848

Email: admin@tanarata.net

Website: www.tanarata.net





Dear Parents,

I take this opportunity to warmly welcome you to **Tanarata International Schools - TiS**. We thank you for choosing to entrust Tanarata with the critical responsibility of your child's educational preparation and development. We do assure you that your child will receive a highly rewarding experience at TiS. We look forward to the opportunity to work with your child to develop and achieve his or her full potential and talents.

Please be advised that TiS admits students based on various relevant criteria and considerations, and does place limits on the class size for each teaching level. Students will be admitted based on the above criteria and considerations, on a first-come first-served basis. It is strongly recommended enrollment applications be submitted early as there is limited allocation for qualified applicants. Once your application is received, an admission committee will review your application, and guide you on the appropriate placement for your child.

To assist you with the enrollment process, we have included below a check list of forms and documents which are required for enrollment. This completed information will help us to make the best possible placement for your child. It is essential that you provide TiS with official documents for the previous two school years. For secondary school students, this must be an official transcript.

If at any time we can assist you with questions or further clarifications, please do not hesitate to call us.

Yours sincerely,

The Registrar



ENROLLMENT CHECK LIST

Please complete the enclosed forms and hand in all documents to the school AT THE TIME OF ENROLLMENT, OR BY THE FIRST DAY OF SCHOOL.

Where circumstances do not permit this, your child may be admitted to TiS without all of this information; however enrollment will be provisional until such time as these records are complete.

- ENROLLMENT FORM (2 copies of photographs)
- Recommendation Letter from the parents of 1 non-related students of TiS
- TUITION AND FEES AGREEMENT
- PROOF OF PAYMENT OF APPLICATION FEE
- PHOTOCOPY OF PASSPORT or BIRTH CERTIFICATE (Parents and Candidate)
- PREVIOUS SCHOOL RECORDS (for last two years)
- OFFICIAL TRANSCRIPT
- CURRICULUM VITAE OF BOTH PARENTS
- MEDICAL INFORMATION FORM
- EMERGENCY MEDICAL AUTHORIZATION FORM
- TiS DISCLAIMER AND RELEASE LIABILITY STATEMENT

Admission Eligibility Requirements:

For Malaysians (to comply with Ministry of Education's requirements):

- Applying to MOE (Ministry of Education)
- Applying for transfer from MOE
- Approval from MOE

For Foreigners:

- Apply for Student Pass from Immigration Dept
- Independent Pass or Dependent Pass

Note:

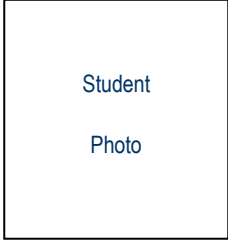
- Malaysian students are eligible to enroll at TiS (without MOE approval) if either of the parents are non-Malaysians.
- For Malaysian students with both parents being Malaysian, once the completed student application is received at TiS, TiS shall undertake the application for admission eligibility from the MOE on behalf of the student.
- For students (non-Malaysian or foreigners) requiring a Student Pass from the Immigration Department of Malaysia, TiS will not undertake the application for the Student Pass on behalf of the student.
- Non-Malaysian students who are currently on the Dependant Pass issued by the Malaysian Immigration, do not need to apply for a Student Pass, and are eligible for direct enrollment into TiS.

<i>FOR OFFICE USE ONLY</i>		
Entry date:	Date Application Fee Received:	Tuition & Fees Agreement
ESL: Yes / No	Passport / Birth Certificate	Medical Information Form
Bus: Yes / No	Previous School Records	Immunization Form
Initial Class Placement:	Emergency Medical Authorization Form	Field Trip Permission Form



STUDENT ENROLLMENT APPLICATION FORM

PERSONAL DETAILS:



STUDENT NAME (as per Passport / ID):

_____ MALE / FEMALE
(last) (first) (middle) (please circle)

NAME – as would appear on transcripts: _____

DATE OF BIRTH: _____
(day) (month) (year)

NATIONALITY: _____ Race/Origin: _____ Faith: _____

1st LANGUAGE: _____

2nd LANGUAGE: _____

ENGLISH PROFICIENCY: Beginner
Intermediate
Fluent
(please circle)

LANGUAGE SPOKEN AT HOME: _____

HOME ADDRESS (Malaysia):

TEL: _____ FAX: _____

MOBILE: _____

CURRENT E-MAIL ADDRESS: _____

REQUESTING PLACEMENT INTO CLASS YEAR / GRADE: _____ *

* Parents with students requesting placement into Year 2 and above, please submit a writing sample (independently completed by the child) which provides the school with an indication of your child's present performance level. This can include a sample of work already completed by the child.

INTENDED FIRST DAY OF SCHOOL: _____

Students Interests / Hobbies / Skills:

Recognitions, Awards & Achievements of Student (in Academics, Sports, Music etc.):

FAMILY INFORMATION:

FATHER'S NAME AND TITLE / POSITION:

ORGANIZATION'S NAME & ADDRESS (in Malaysia and/or overseas):

E-MAIL ADDRESS: _____

TEL: _____ **MOBILE:** _____ **FAX:** _____

Date of Birth: _____

Nationality: _____ **Race:** _____

Languages Spoken and degree of proficiency: _____

Educational Qualifications:-

Degree / Diploma / Cert. Subject Specializations Year obtained University

- Please attach Curriculum Vitae of Father (*required*).



MOTHER'S NAME AND TITLE / POSITION:

ORGANIZATION'S NAME & ADDRESS (in Malaysia and/or overseas):

E-MAIL ADDRESS: _____

TEL: _____ **MOBILE:** _____ **FAX:** _____

Date of Birth: _____

Nationality: _____ **Race:** _____

Languages Spoken and degree of proficiency: _____

Educational Qualifications:-

Degree / Diploma / Cert. Subject Specializations Year obtained University

- Please attach Curriculum Vitae of Mother (*required*).

CHILDREN LIVE WITH: Both Parents / Father / Mother / Guardian (*please circle*)

SCHOOL HISTORY:

Please give details of schools attended, providing TiS with copies of records for the last two school years (list most recently attended school first):

1) NAME, CITY, COUNTRY OF SCHOOL:

LANGUAGE OF INSTRUCTION: _____

DATES ATTENDED: FROM: _____ TO: _____
day / month / year day / month / year

NAME OF CLASS/GRADE ENROLLED:

AT ENTRY: _____ ON LEAVING: _____

2) NAME, CITY, COUNTRY OF SCHOOL:

LANGUAGE OF INSTRUCTION: _____

DATES ATTENDED: FROM: _____ TO: _____
day / month / year day / month / year

NAME OF CLASS/GRADE ENROLLED:

AT ENTRY: _____ ON LEAVING: _____



I initially found out about TiS from: *(check all that apply)*

Website

Friend

Company

Embassy

Last school

International Directories

Directory Name: _____

Other (please specify): _____

SIGNATURES:

Father: _____

Mother: _____



FINANCIAL INFORMATION:

Please note that parents are responsible for tuition payments, regardless of whether or not they are reimbursed by their employers.

Fees will be paid by:

1. Employer (name) _____ Employer pays _____%

2. Self _____%

3. Other _____

If you do not want invoices sent home with your child, to what address would you like them to be sent?

SPECIAL SERVICES INFORMATION

If your child(ren) have ever received any special services such as learning support or counseling, please complete this form and return it with the TIS Enrollment Form.

1. Has your child ever been diagnosed with a learning disability, behavioral or emotional disability or any other disability? **Yes / No** *(circle one)*

2. Has your child ever received any of the following special services:
(indicate Yes or No)
 - a) Learning disability program _____
 - b) Other remedial program _____
 - c) Speech/Language Therapy _____
 - d) Counseling _____
 - e) Gifted/Talented/Honors program _____
 - f) Physical or Occupational Therapy _____
 - g) Limited vision and/or hearing program _____
 - h) Other _____

3. Has your child ever been evaluated by a psychiatrist, psychologist, speech/language therapist, educational diagnostician or other specialist?
Yes / No *(circle one)*

4. Has your child ever repeated a class/grade in school? **Yes / No** *(circle one)*
If **yes**, which class/grade? _____

5. Please describe those strengths or weaknesses that your child's teacher(s) should know in order to assist him/her.

If you have checked any of the above, please provide details below AND submit copies of any reports to TiS.

Disabilities: TiS does not have a program for students with a learning disability, behavioral or emotional disability or any other disability. Since services for students with disabilities are not available, TiS cannot provide for students with disabilities.

Please be advised that any placement at TiS is conditional on the student's ability to perform satisfactorily in the grade level and/or program assigned.

SIGNATURES:

Father: _____

Mother: _____

TIS TUITION FEES 2011-12

The school requires an **Application Fee** of RM 350/- to cover the administration cost of processing a student's application for enrollment.

When the student is granted admission / enrollment by the school, a once only **Admission (or Entrance) Fee** is payable as well as a *refundable Deposit to confirm enrollment at the school*, as follows:-

	<u>Admission Fee</u>	<u>Deposit (refundable)</u>
Yr 1 - 2	RM 2000.00	RM 1500.00
Yr 3 - 4	RM 2500.00	RM 1750.00
Yr 5 - 6	RM 3000.00	RM 2000.00
Yr 7 - 9	RM 3500.00	RM 3000.00
Yr 10 - 11	RM 4000.00	RM 3500.00

- NOTE: The Deposit is refundable only if the student leaves after giving a terms (i.e. 4 months) notice to the school in writing.

A **Resource (Bldg & Facilities) Fund** contribution of RM 600.00 per term (payable for 12 terms – or 4 years) is also payable along with Tuition Fees that is payable on a termly basis.

(Note: There are 3 terms in an academic year).

The schools **Tuition Fees** (payable on a termly basis), with effect from the start of the academic year, are as follows:-

Tuition Fees

<u>Tuition Fees *</u>	<u>per term (3 terms/year)</u>
<u>Primary</u>	
Yr 1 – 2	RM 3000.00
Yr 3 – 4	RM 3300.00
Yr 5 – 6	RM 3600.00
<u>Secondary</u>	
Yr 7 – 9	RM 4000.00
Yr 10 – 11 IGCSE	RM 5000.00

- * There is a 10% discount on Tuition Fees for siblings of a current student.

Note:

- **Term Schedule:** There are 3 terms (September, January, April) per year.
- **Fee Payment Schedule:** The Tuition Fee's and Building-Facilities Fund contributions are payable 30 days before the start of each term – which starts on January, April or September respectively in the academic year. Students who are admitted to the School in the second half of any term are charged half ($\frac{1}{2}$) the basic term fee. No further reduction is given however late into the term the student is admitted. Should a student be leaving school, the terms fees are not refundable.
- **Late Charges:** **All fees must be paid by the due date i.e. no later than 30 days before start of term.** Late payments are subject to a cumulative late payment charge of **five (5) percent per month** (after two weeks have elapsed from the due date) of the basic term fee being imposed, and shall result in the student not being allowed to continue attending classes until the account is brought up to date.
- **Family Discount:** A full basic term fee will be charged to the eldest child of a family, but a **ten (10) percent** discount on the basic term fee will be granted to each subsequent child. This applies to both the Primary and Secondary Divisions.
- **Fee Adjustments:** The school does not follow the practice of automatic annual fee increases. Fees will generally be reviewed on a periodic or annual basis for inflation and other cost adjustment requirements, and shall take effect as and when warranted.
- **Miscellaneous Costs / Fees:** This would include the cost of uniforms, text books, exercise books, and organized activities that involve outside instructors / service providers / suppliers e.g. Karate, Drama, Ballet, Tae-Kwan Do, etc. These costs are paid directly to the instructors / service providers / suppliers and not to the School unless notified by the School of any change in payment plan.

PAYMENT PROCEDURES FOR TUITION AND FEES

Payment may be made by a cheque drawn on a local bank and denominated in Ringgit Malaysia (RM), via direct bank transfer to the school's bank account, or by a cash deposit of RM at the school's bank. A copy of the transfer document should be provided the schools registrar.

Any bank charges incurred by the school from payments other than according to the above instructions will be charged to the student's account.

Tuition and fees are to be payable by the invoice due date. Late payment penalties shall be applied as follows:-

- | | |
|--|--|
| After 15 days beyond the invoice due date: | 5% cumulative late payment charge applied on outstanding amounts. |
| After 30 days beyond the invoice due date: | all student records will be withheld by the school, with automatic prohibition of the student to attend classes / schools. |

All tuition and fees are subject to an increase without notice, at the discretion of the Board of Directors of Tanarata International Schools. For further information, please contact the TiS Registrar at: Email: admin@tanarata.net or at the contact numbers listed at the schools website → www.tanarata.net



TIS ENROLLMENT & TUITION FEES AGREEMENT 2011-12

FINANCIAL OBLIGATIONS OF PARENTS

1. Tuition & Other Fees:

Parents of students enrolled at the Tanarata International School (TiS) are required to pay tuition and other fees as outlined in the tuition and fees information sheet in a timely manner.

2. Miscellaneous Expenses:

During the course of the academic year, there may be some miscellaneous expenses that are not outlined in the Tuition and Fees information sheet, but will be charged to the parents. Examples include optional Extra Curricular Activities, field trips, physical education T-shirts, computer classes etc.

PERSONAL DETAILS

STUDENT'S NAME: _____

(last) (first) (middle)

STUDENT'S NAME: _____

(last) (first) (middle)

STUDENT'S NAME: _____

(last) (first) (middle)

FATHER'S NAME: _____

MOTHER'S NAME: _____

TERMS AND CONDITIONS

1. All tuition and fees are invoiced in Malaysian Ringgit (RM) only.
2. An invoice embossed with the school logo will be issued for all tuition and fees. Tuition and fees must be paid by the due date listed in the invoice. After 15 days of non-payment (grace-period), a five (5) percent per month late payment charge will be applied to the student's account. After 30 days of non-payment, the school may withhold all school records, and the school reserves the right to effect any appropriate actions such as prohibition from attending classes, and/or de-enrollment of the student.
3. Payment may be made by a cheque drawn on a local bank and denominated in RM, OR via direct bank transfer to the school's bank account, or by a cash deposit of RM into the school's bank account (providing the appropriate documentation is provided the school office). Cash payments for tuition and fees *will not* be received at the TiS Registrar's office. Any bank charges incurred by the school from payments other than according to the above instructions will be charged to the student's account.
4. Parents are responsible for the timely payment of school tuition and fees, even if the tuition and fees are paid for by a third party or are reimbursable to the parent.
5. Refunds, when applicable, will only be given on receipt of a written request for refund, and proof of de-enrollment or discontinuation of a service.
6. The school reserves the right to disenroll a student at any time and/or for any reason *at its sole and absolute discretion*, and in such instance will refund in full the balance of the term fees (calculated on a pro rata basis) and the deposit sum less any deductions.

By signing hereunder, I (we)

- a) Certify that I (we) fully understand and agree to the financial obligations and the terms and conditions of payment of tuition and fees resulting from enrollment of my (our) child or children at TiS.
- b) Choose the payment plan that I (we) will use to pay the tuition and fees due to TiS.

It is mandatory that BOTH parents or guardians sign (unless in the case of a single parent).

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

TiS MEDICAL INFORMATION FORM

Dear Parents,

A medical practitioner should fill out the following pages. When you visit your doctor please bring with you any relevant documentation. Your child must have a full physical examination either in your own country or in Malaysia within the first 30 days of entering TiS. If your child is required to have a physical examination by your workplace and is deemed fit and healthy for a posting in Malaysia, a photocopy of that documentation is acceptable.

The school nurse will be responsible for the upkeep of all medical records. If there is a need to discuss any concerns with the school nurse, please make an appointment or telephone as soon as is possible. If your child has not already completed or commenced the REQUIRED immunization series, then the following medical examination will be an opportunity to ensure this is done. All documentation of updates and boosters should be sent to the nurse's office.

The TiS policy on immunizations requires that your child has completed or commenced the following series, within 30 days of entering TiS:

- Diphtheria (often but not always given as DTP, which includes diphtheria, tetanus and pertussis)
- Tetanus (as above)
- Pertussis (as above)
- Measles (often but not always given as MMR, which includes measles, mumps and rubella)
- Mumps (as above)
- Rubella (as above)
- Polio
- Chickenpox
- Influenza A (H1N1)

TiS strongly recommends that you speak with your family doctor about the RECOMMENDED immunizations for living in Malaysia. Local international medical clinics will recommend the following:

- Hepatitis A
- Hepatitis B*
- Japanese Encephalitis*
- Typhoid
- Rabies
- Tuberculosis** and Haemophilus Influenzae Type b (Hib)***
should also be discussed with your doctor.

These completed health forms should be filled out and sent to the school PRIOR to your child starting day 1. However, if this is not possible, the school nurse should receive them within 30 days of entering TiS.

* *TiS strongly recommends*

** *SE Asia is one of the areas in the world with incidences of TB*

*** *Vaccine for meningitis; administration not necessary after 5 years of age*



Physical Examination

Health Assessment for Enrollment at TiS

(to be filled out by a Medical Officer only)

Student Family Name: _____

First Name(s): _____

DOB: dd____ mm____ yy____

Sex: Male _ Female _

Allergies _____

Symptoms _____

Current Medications no _ yes _ _____

Asthma no _ yes _ Asthma medication(s): _____

Does this child carry Asthma medication to school? _____

Diabetes no _ yes _ _____

Epilepsy no _ yes _ _____

Medical History *please print*

Immunization Status	<u>Complete</u>	<u>Next Due</u>
Diphtheria	yes/no	
Tetanus	yes/no	
Pertussis	yes/no	
Measles	yes/no	
Mumps	yes/no	
Rubella	yes/no	
Polio	yes/no	
Chickenpox	yes/no	
H1N1	yes/no	



General Appearance - physique
Mobility – note any restrictions Scoliosis yes _ no _
Heightcm Weightkg
Eyes Glasses yes _ no _ If yes, used for reading? yes _ no _ Colour blind? yes _ no _ Left eye vision 20/..... Right eye vision 20/.....
Ears Nose Throat
Hearing (<i>test only if hearing deficit suspected</i>) 500 1000 2000 40000 Results of Audiogram: Right ear _____ Left ear _____ <div style="text-align: right;"><i>frequency in Hertz, hearing level in decibels</i></div>
Mouth / tongue Any speech problems?
Is abdominal examination normal?
Is respiratory system normal?
Skin - note eczema / dermatitis
Blood Group (NB *documentation required*):
Mantoux test Date last given..... Result: positive _ negative _ BCG? no _ yes _ date given Comments.....
Has your child had naturally occurring Chicken Pox yes _ no _ Measles yes _ no _ Mumps yes _ no _ Rubella yes _ no _

TiS RECOMMENDED IMMUNIZATIONS FOR LIVING IN MALAYSIA

Vaccine	Date	Doctor or Clinic signature or stamp
Hepatitis A	1	
	2	
Hepatitis B	1	
	2	
	3	
TYPHOID (oral or injection)	1	
	2	
	3	
	4	
HIB (Haemophilus Influenzae Type b)	1	
	2	
	3	
	4	
Chicken Pox	1	
	2	
	3	

I have completed the physical examination for (student name) _____

on (date) _____ .

I have checked the immunization status of this prospective student and have discussed with the parents a plan to complete any school required vaccinations.

In my opinion (student name) _____ is deemed fit and healthy to enroll at TiS.

Signature of Examining Doctor _____

Medical Clinic Stamp/ Address details



EMERGENCY MEDICAL AUTHORIZATION

1. AUTHORIZATION FOR EMERGENCY TREATMENT:

This will authorize TIS to refer my child/children for treatment to a physician in the event of an accident or sudden illness at a time when I cannot be reached or when my emergency number cannot be reached. I shall bear financial responsibility for any such treatment.

FAMILY NAME: _____

NAME OF CHILD(REN)

YEAR / GRADE

PARENT'S SIGNATURE:

_____ DATE: _____

2. EMERGENCY CONTACTS:

Should the school be unable to contact us in the event of an emergency, we suggest that one of the two people below be contacted.

NOTE: Emergency contacts should be reliable persons who are available and have transportation during your child's class session. This must be someone your child knows well and who can be called upon in an emergency to pick him/her up at school and care for the child.

1. _____ (Name in full)

- Home No.: _____

- Office No. _____

- Mobile No.: _____

2. _____ (Name in full)

- Home No.: _____

- Office No. _____

- Mobile No.: _____

3. FAMILY DOCTOR / MEDICAL PROVIDER IN MALAYSIA:

Our family doctor/medical provider in Kajang / Bangi, Putrajaya / Kuala Lumpur, Malaysia is:

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____



TiS COMMUNICATION PROGRAMS RELEASE CLEARANCE

I hereby provide consent to Tanarata International Schools (TiS), that my child/children (indicated below) will be allowed to participate in TiS's communication programs:

FAMILY NAME: _____

NAME OF CHILD(REN)

GRADE

_____	_____
_____	_____
_____	_____

The TiS communication programs are primarily aimed for promotional, publication, educational, and motivational purposes. TiS communication programs may involve still-images, text, videos or audio recordings of teachers, students, parents, and staff of TiS in print, digital, and online media formats. Typically no names or identification of the child is applied unless justifiably warranted.

PARENT'S SIGNATURE: _____

DATE: _____

TiS Disclaimer & Release of Liability Statement

Tanarata International Schools (TiS) provides educational and physical development programs to enrolled students at its school campus facilities. This is a legally-binding release made by the undersigned to Tanarata International Schools, for access and provision of the above educational and physical development services.

This liability release statement grants permission from the undersigned that they and / or their child(ren) are enabled to participate in any activity organized and undertaken by TiS such as schooling, learning and physical development activities, field trips, and to receive emergency medical care wherever appropriate and applicable, without assignment or claim of any form of liability to TiS appointed officers, teachers, agents, employees, and volunteers.

In consideration of being permitted to enroll at TiS, and participate in TiS activities, including, but not limited to field trips, observation, miscellaneous classroom activities, use of facilities, use of premises, and equipment or participate in any way, the undersigned hereby agrees to the following:-

- I grant permission for my child(ren) to attend and participate in activities, including, but not limited to arts and crafts, games, physical movement and exercise, and other activities associated to the TiS programs.
- I grant permission for my child to use all of the play equipment, including, but not limited to, the indoor play rooms and outdoor equipment.
- I agree to indemnify, defend, and hold harmless Tanarata International Schools (TiS) and/or agents of TiS or any entity hosting an official TiS function from any and all lawsuits, damages, claims, judgments, losses, expenses or liability arising if my child is injured in any way.
- I agree to indemnify, defend, and hold harmless TiS, its elected and appointed officers, teachers, agents, employees, and volunteers from any and all lawsuits, damages, claims, judgments, losses, liability or expenses arising out of personal injury or property damage to myself, my child or my ward, which may be sustained while participating in any activity organized, undertaken, supervised, or sponsored by TiS, including sports teams and activities. By signing this form, I realize that any specific activity is potentially hazardous, including possible injury, serious injury, or death.
- I grant permission to the leaders, teachers, agents, volunteers, or officers of TiS to take whatever steps may be necessary to obtain medical care if warranted. If necessary, I grant TiS and/or agents of TiS to call a physician, call an ambulance, or have the child taken to an emergency facility.



- I also understand that I cannot depend or rely on TiS's insurance arrangements to provide coverage for myself or my child(ren) or for our properties in any activity or program associated to TiS. I understand there are always risks in any activity and I am responsible for myself, my children, and any visitors I bring to TiS functions, premises, or activities. This includes any property that I or my children own.
- I further understand that if I am supposed to remain in the facility while my child is participating in TiS functions or programs, I am responsible for representative attendance on premises. If, for some reason, I cannot accompany my child to a TiS function, I understand that I am responsible for appointing a caretaker for my child. TiS cannot take responsibility for children left unsupervised at any activity, program or function that is not organized, supervised, and managed by TiS.
- I agree that TiS has responsibility without liability for the care of my child and his/her property while he/she is at TiS or participates in school sanctioned activities and functions.

I have read, understand, and agree with this RELEASE OF LIABILITY. I hereby declare, under penalty of perjury, that I am the parent or legal guardian of the named student or participant(s).

Student's Name (s)

_____	Age _____
_____	Age _____
_____	Age _____
_____	Age _____

Parent(s)/Guardian Signature:

_____	Date _____
_____	Date _____