



NILAI INTERNATIONAL SCHOOL
 No 3, Persiaran Universiti,
 Putra Nilai, 71800 Nilai
 Negeri Sembilan, Malaysia
 Tel: +606-850 2188 Fax: +606-8502189
 Email: enquiry@nis.edu.my
 Website: www.nis.edu.my

APPLICATION FOR ADMISSION

Level Applied For : _____ Term Applied For : _____
 Admission Date : _____ Level : _____
 Leaving Date : _____ Class : _____

Student ID: _____

(Office use only)

A. CHILD'S PERSONAL DATA

(A separate form should be completed for each child. Please use BLOCK Letters throughout)

Name : _____
(As in Birth Certificate) *(underline your surname)*

Preferred Name : _____ Gender : Male Female

Nationality : _____ NRIC/Passport No. : _____

Religion : _____ Type of Visa : _____

Date of Birth *(DD/MM/YY)* : _____ Date Visa Expires : _____

Birth Cert. No : _____ Country of Birth : _____

Language *(Spoken at home)* : _____ Other Languages : _____

Home Address : _____

Correspondence Address : _____
(If different from above)

passport-sized
 colour
 photograph

B. PREVIOUS SCHOOL

(Begin with most recent)

No	Name of School	Country	Level	Joining Date	Leaving Date	Was this an international school?	
1	_____	_____	_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	_____	_____	_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	_____	_____	_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	_____	_____	_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please list the co-curricular activities that the student has participated in at school level:

No	Clubs/Societies	Sports	Competitions Participated In
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____

C. INFORMATION OF SIBLINGS

No	Name	Date of Birth	Gender	School	Level
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____

D. DETAILS OF PARENTS/GUARDIAN

-FATHER-

Title : _____

Name : _____

(As in Birth Certificate) _____ (underline your surname)

Nationality : _____ NRIC/Passport No. : _____

Profession : _____ Type of Visa : _____

Company : _____

Company Address : _____

Home Address : _____

Telephone : (Office) _____ (Home) _____ (Mobile) _____

Email : _____

Passport-sized colour photograph

-MOTHER-

Title : _____

Name : _____

(As in Birth Certificate) _____ (underline your surname)

Nationality : _____ NRIC/Passport No. : _____

Profession : _____ Type of Visa : _____

Company : _____

Company Address : _____

Home Address : _____

Telephone : (Office) _____ (Home) _____ (Mobile) _____

Email : _____

Passport-sized colour photograph

Parents' Marital Status : Married Divorced Separated Widowed

Others: _____

During the school year, with whom will the student be living? Parents Guardian
(Please provide full details of the ADULT guardian with whom the student will be living)

-GUARDIAN-

Title : _____ Relationship to the child : _____

Name : _____

(As in Birth Certificate) _____ *(underline your surname)*

Nationality : _____ NRIC/Passport No. : _____

Profession : _____ Type of Visa : _____

Company : _____

Company Address : _____

Home Address : _____

Telephone : (Office) _____ (Home) _____ (Mobile) _____

Email : _____

Passport-sized colour photograph

EMERGENCY CONTACT (If parents/guardian are not reachable in case of an emergency)

Name : _____ Telephone (O) : _____
(underline your surname)

Relationship to the child : _____ Telephone (H) : _____

Email : _____ Mobile : _____

E. STUDENT'S HEALTH HISTORY & SPECIAL NEEDS INFORMATION

Diet : Vegetarian Non-Vegetarian

- 1 Does the student suffer from any major or chronic illness?
If yes, please give details
- 2 Does the student have any allergies?
If yes, please give details
- 3 Is the student taking any medication on a regular basis?
If yes, please give details
- 4 Does the student have any physical health limitations?
If yes, please give details.....
- 5 Does the student have any special skills or interests (sports, music, drama, dance, etc)?
If yes, please give details
- 6 Has the student ever been in a Gifted or Talented programme?
If yes, please give details
- 7 Does the student have any physical disabilities, learning difficulties or psychological needs?
If yes, please give details
- 8 Has the student been involved in serious disciplinary action?
If yes, please give details
- 9 Has the student been in an English as Second Language Programme?
If yes, please give details

10 Friendship patterns:

Makes friends easily and quickly

Is initially shy with people

Prefers a small group of close friends

Has difficulty in making friends

11 Any other information the parents/guardian would like the School to take note of regarding the student, particularly if Boarding?

.....
.....

F. GENERAL INFORMATION

1. How did you hear about us?

Friends Marketing Event Embassy At work Website Referral
 Agent Email Marketing Press Exhibition Chamber of Commerce

2. What are the most important factors for you when choosing a school? Please prioritise 1 – 10, for example if Location is your first priority, put 1 in the box.

Curriculum Academic Standards Extra-curriculum Student diversity Facilities & Resources
 Location Quality of Teachers Summer Camp Class Size Others: _____

G. PAYMENT DETAILS

Payable To	NILAI ACADEMY SDN BHD
Company No	307418U
Tel No.	+606 850 2188
Fax No.	+606 850 2189
Email	finance@nis.edu.my
Bank	RHB BANK BHD
Bank Address	PT 7460 &7461, JALAN BBN 1/1A, PUTRA POINT, BANDAR BARU NILAI, 71800 NILAI, MALAYSIA
Account No	205051-0000-2537
Country	Malaysia
Swift Code	RHBBMYKL

H. BILLING DETAILS

School Fees pay by : Employer (%) Parents (%) Guardian (%)
Bill To : _____
Address : _____
Telephone : (Office) (Home) (Mobile)
Email : _____
Relationship to the child : _____

(Applicable if fees pay by Employer or Sponsor)

Company : _____
Person-In Charge : _____
Designation : _____

I. AGENT DETAILS

If an applicant/student is being introduced by an approved agent, please complete the following:

Company : _____
Address : _____
Contact Person : _____ Designation : _____
Telephone (Office) : _____ Email : _____
Mobile : _____ Fax No : _____

J. REFUND OF DEPOSIT

(For the purpose of cheque payment if all conditions pertaining to the refund are adhered to)

Refund of deposit shall be made payable to : _____

(Crossed cheque for qualified refund of deposit will be made to the person as stated above.)

K. CONDITIONS GOVERNING ENROLMENT AND ADMISSIONS

All parents are advised to read the polies, terms and conditions governing the admission at Nilai International School (the school) and the child's continued enrolment as student, as set out below:

1. The Application for Admission Form must be duly and accurately completed and accompanied with a payment to NILAI ACADEMY SDN BHD for the Application & Enrolment fees at the current rate.
2. The Application Fee is non-transferable and non-refundable regardless whether the child is successfully admitted to the School or otherwise. The receipt of the Application Fee does not oblige the School to admit the child.
3. The Application & Enrolment fees are valid for 12 months from the receipt date.
4. Applicants must provide a copy of the child's most recent school academic and behaviour report at the time of application.
5. On being offered a place, the required school fees (including the refundable deposit) must be paid at the rate applicable for the term for which the place is offered. Please note that the fees are normally reviewed on an annual basis and the fees indicated on the current fee structure may not be the fees applicable for the term for which the place is offered.
6. All fees are to be paid before the commencement of each Term (3 Terms per year). If fees are more than 2 weeks late, a warning letter will be sent, and after 4 weeks the child may be barred from the school and removed from the school roll.
7. If the parent fails to pay any payment due and payable, the School reserves the right to withhold the examination results, certificates and school record of the Student until the payment is made in full.
8. Admission and entry of the student is at the absolute discretion of the School and will be subject to the availability of a place and the child satisfying the admission requirement at that time. Similarly, placement of the child is also at the absolute discretion of the School and in this regard the School generally takes into consideration various factors, including the child's age, academic ability, level of achievement relative to the School's current students, the child's behaviour etc.
9. The School reserves the right to place the student in a class which the Principal deems academically suitable to the student's needs at any time while the student is enrolled at the School. This may include a repeat of an academic year.
10. The School reserves the right to exclude a student temporarily or permanently in a case of misconduct or a serious breach of discipline particularly if the student's behaviour is having a detrimental effect (in the opinion of the School) on the other students in the School or on the reputation of the School.
11. In addition to the right to exclusion provided above, the School may require at any time the withdrawal of a student from the School for any reason at the discretion of the Principal. Reasons may include matters related to the student's inability to participate in or benefit fully from the School's curriculum or if there is a breach by the parent or child of any matters or things herein stated.
12. In the interest of the child and/or other students of the School, the Principal may at his/her discretion prohibit the child from attending the School for such periods as the Principal deems necessary in the event of the child having a contagious or infectious disease or illness or in the event of an outbreak of a contagious or infectious disease or illness at the School regardless of whether the child is infected or otherwise. Parents must comply with the quarantine made by any School medical officer or any medical practitioner (as varied from time to time). The parent or child shall have no claim against the School arising from such action taken by the Principal.
13. Long-term absence maybe granted to a child if the child is medically ill and needs medical treatment abroad. Suitable documentation must accompany the letter requesting absence. Acceptance of such a request must be obtained from the Principal. A written notice must be giving to the Principal include the date of departure and return. It is regretted that notice not in accordance with the rules, is not acceptable for the purpose of refund of fees or refund of deposits held in lieu of fees charged. Verbal notice is not acceptable.
14. The child is required to participate in all normal school activities including physical education and sports activities, scientific work, projects, enrichment or remedial programmes, swimming lessons, and educational visits and outings. This includes attending School punctually on

each School day and complying with school uniform rules. Unless excused by the School on medical grounds or other compelling cogent reasons, a student must attend all classes, participate in all school and extra co-curricular activities (including Physical Education and swimming lessons) and sit for all relevant examinations applicable to the student. Failure to do so, shall entitle the School to take proportionate action including but not limited to requiring the student to repeat (an) academic term(s) or to withdraw from the School.

15. Parents give their consent to such physical contact as may accord with good practice and be appropriate and proper for teaching and instruction and for providing comfort to a student in distress or to maintain safety and good order, or in connection with the Student's health and welfare. Parents also consent to their child participating in contact and non-contact sports and other activities as part of the normal School and extra-curricular programme, and acknowledge that while the School will provide appropriate supervision the risk of injury cannot be eliminated.
16. A parent may withdraw the child from the School by giving the School one (1) Terms' written notice of withdrawal, failing which the deposit paid shall be forfeited. The notice shall set out the date of such withdrawal (last day of child's attendance), failing which the same shall be deemed as insufficient notice. If the child is not withdrawn from the School on the withdrawal date, a fresh notice of withdrawal is required and the same condition applied for the refund of deposit.
17. Where a child has been withdrawn from the School and applies for re-admission, no application fee will be payable if the child is re-admitted within 3 terms from the term the child left the School. The registration fee, school fee, deposit and other fees payable at the prevailing rate are required prior to re-admission. If re-admission takes place after 3 terms of withdrawal, it will be treated as a new application.
18. The deposit refundable under the conditions hereof shall be refunded free of interest and must be claimed by the parent within 6 months from the date the child ceases to be a student of the School. Unclaimed sums of money may be claimed by the Malaysian Government.
19. Students are responsible for the security and safe use of all personal property and are responsible for ensuring that all such property is clearly marked with the Student's name.
20. The parent acknowledges that the School incorporates the usage of internet in the curriculum to enhance the student's development activities and agrees that the School has made clear the importance of cyber safety and has implemented sufficient security measures to shield the student from potential threats on the Internet. The parent agrees that he/she will share responsibility in monitoring the child's internet usage. All Internet activity should be appropriate to learning and educational activities and access to the Internet and/or school network should be made via authorised account password, which should not be made known to any other person. Any activity that threatens the integrity (in the opinion of the School) of the School's systems, or activity that attacks or corrupts other systems is prohibited. The School will not tolerate any usage of school IT facilities which involves pirated materials, pornography, gambling, personal financial gain, advertising or political purposes, and will not be held responsible for any data loss or legal action arising therefrom.
21. The parent or guardian may request permission to take their child from school during the day or for periods of up to 1 week for family events and urgent appointments. The School will approve any reasonable request (at the School's discretion) for such absence and the parent will not be entitled to make any claim against the School arising from such approval.
22. The School shall be entitled at any time to amend, add or delete any policies, terms and conditions in respect of the admission of the child, his/her continued enrolment at the School or any matters related thereto. These policies, terms and conditions are intended to promote the education and welfare of each student and the stability, proper resourcing and development of the School. Parents are requested to check for the latest version of the policies, terms and conditions and the Parents agrees to be bound by the latest version of the policies, terms and conditions.
23. The School may at any time make and amend such policies, rules and regulations relating to the conduct of the School's students which the child and/or parent may be required to do or comply with as a student/family of the School. A breach of any such rules and regulations shall be deemed to be breach of the policies, terms and conditions therein.
24. Only the School and the Parents are parties to this contract. The Student is not a party to it. A third party who pays the fee on behalf of the student is not a party to the contract. The acts and omission of the Parent are binding on the student and vice versa as to any matter of behaviour, discipline and fees. All request and authorities by the Parent are treated as being made on behalf of the Student and vice versa.
25. Parents will behave appropriately when on School premises. This includes complying with the School's rules and regulations currently in force.
26. The offer of a place and the acceptance by the Parent give rise to a legally binding contract on the terms of these policies, terms and conditions. This contract was made at the School and is governed exclusively by the laws of Malaysia.
27. For Non-Malaysian passport holders, admission to and the continued status of student of the School, is conditional on the child possessing a valid visa issued by the Malaysian Immigration Department. The parent shall undertake to keep the School informed of any change in their status during the child's enrolment at the School.

28. All references to "parent" shall mean any and all parents and/or guardians of the child and the provisions herein shall be binding on them jointly and severally. All reference to "student" shall refer to the child who is the enrolled person at the School.
29. Students must complete Year 11 to be entitled for a High School Leaving Certificate. Students who leave before taking their IGCSE Exams may be issued a school leaving certificate with "Did not complete High School" note on it or entitled "Certificate of Attendance".
30. For students who transfer from another school, (public, private or international school), NIS requires the School Leaving Certificate within one (1) month from the date when the student commences their study at NIS. Failing this, NIS reserves the right to deregister the student from NIS and no refunds shall be given to any fee in the invoices including deposit.

AUTHORISATION & INDEMNITY

1. I/We as parent(s) authorise the School to release information regarding my/our child to my guardian or sponsoring agency. I/We further authorise the School to release my child's academic records to any colleges or universities to which my/our child applies for further education.
2. I/We hereby grant the School permission to photograph, record and videotape my/our child while attending the School and activities conducted by the School. I/We understand that the School will own the still photographs and/or video footage, in which my/our child appears and have unrestricted right to use.
3. I/We hereby indemnify the School, its officers and employees against any and all claims arising from any injury to my/our child whilst participating in any School activities, trips and learning journeys or while on School premises or while travelling to or from School and the School undertakes to extend all reasonable care to ensure the well-being of the student.
4. I/We understand and agree that in the event of an emergency, the School will make every effort to contact the parents or guardian. However, if this is not possible, the Student will be taken to a suitable hospital/clinic approved by the School, for treatment. The parent/guardian will fully reimburse the School for any expenses/payment incurred at the hospital/clinic concerned.

AGREEMENT

I/We, the parent(s) have read and understand the above policies, terms and conditions and the nature and effects thereof.

I/We further undertake to:

1. Perform all such obligation and comply with all policies, terms and conditions set out above on my/our part to be performed or complied with;
2. Inform the School immediately of any change in particulars relating to this application;
3. Pay each term's fees on or before the commencement of each term; and
4. Pay such necessary amount to top up the deposit to maintain its equivalence to one term's school fee and shall not treat it as payment or set off for term fees.

I/We certify that I/we am/are the person with parental responsibility for the child named and the information given is true to the best of my/our knowledge and belief.

I/We acknowledge that withholding any relevant information relating to my/our child's physical, medical or educational needs may affect my/our child being offered or maintaining a place with the School.

SIGNATURE OF FATHER/GUARDIAN

Name : _____
 NRIC/
 Passport No: : _____

 Date : _____

 Signature : _____

SIGNATURE OF MOTHER/GUARDIAN

Name : _____
 NRIC/
 Passport No: : _____

 Date : _____

 Signature : _____

SIGNATURE OF WITNESS

Name : _____
 NRIC/
 Passport No: : _____

 Date : _____

 Signature : _____



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DOCUMENTS REQUIRED FOR ENROLMENT

LOCAL STUDENT	INTERNATIONAL STUDENT
<input type="checkbox"/> A copy of the child's birth certificate <input type="checkbox"/> A copy of the child's Identity Card <input type="checkbox"/> A copy of school leaving certificate <input type="checkbox"/> A copy of previous school report <input type="checkbox"/> Child's medical certificate/ immunization record <input type="checkbox"/> A copy of child's passport sized photography <input type="checkbox"/> A copy of parents' identity card <input type="checkbox"/> A copy of father and mother or guardian' passport sized photography <input type="checkbox"/> Parents' divorced certificate and custody letter (if any) <input type="checkbox"/> Application Fee (OR No: _____) () Cash () Cheque, Cheque No: _____ <input type="checkbox"/> Registration Fee (OR No: _____) () Cash () Cheque, Cheque No: _____	<input type="checkbox"/> A copy of child's passport and visa <input type="checkbox"/> A copy of the child's birth certificate* <input type="checkbox"/> A copy of school leaving certificate <input type="checkbox"/> A copy of previous school report <input type="checkbox"/> Child's medical certificates/ immunization record <input type="checkbox"/> 6 copies of child's passport sized photography <input type="checkbox"/> A copy of parents' passport including all blank pages <input type="checkbox"/> A copy of father and mother or guardian' passport sized photography <input type="checkbox"/> Parents' Marriage certificate / Divorce Certificate* <input type="checkbox"/> Custody letter (if any)* <input type="checkbox"/> A copy of parents' visas /working permits (if relevant) <p style="text-align: center; font-size: small;"><i>*Documents must be translated in English and endorsed by the Country of Origin</i></p> <input type="checkbox"/> Application Fee (OR No: _____) () Cash () Cheque, Cheque No: _____ <input type="checkbox"/> Registration Fee (OR No: _____) () Cash () Cheque, Cheque No: _____

Note:

1. **Acceptance of International Students into International School is subject to approval by the Ministry of Education Malaysia**
2. **Application Fees and Enrolments Fees are non-refundable and non-transferable**

ASSESSMENT

Type of Assessment	Date	Results	Remarks
1 Interview			
2 OPT			
3 English Essay			
4 Mathematics			
5 Science			

OFFER CHECKLIST (FOR SCHOOL USE ONLY)

1 Marketing Department Signature: _____	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended	Remarks: _____
2 Admission Department Signature: _____	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended	Remarks: _____
3 Finance Department Signature: _____	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended	Remarks: _____
4 Principal Comments: _____	<input type="checkbox"/> Offer	<input type="checkbox"/> Reject	<input type="checkbox"/> Request for More Information

Signature: _____ Date: _____