



IIUM MONTESSORI

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SDN. BHD. (585955-H)

Central Complex, Batu 8, Jalan Sungai Pusu 53100 Gombak, Kuala Lumpur, Malaysia
Tel. No.: +603-6188 4400 Fax No.: +603-6188 3300 E-mail: marketing@iiummontessori.edu.my

ADMISSION FORM

Important Note:

1. Please read **SECTION 11** (Terms & Conditions) before completing this form.
2. Please ensure that the form is correctly completed.
3. Please write in **BLOCK LETTER**.
4. Please tick (v) where applicable.

OFFICE USE

Date :

Student Code :

Enclosures:

- Student's Birth Certificate / IC / Passport (3 copies)
- Both Parents Passport / IC
- Letter of sponsored from company/organization (if applicable)
- Four (4) recent passport size color photographs

Please note that your application will not be processed without the above required documents.

SECTION 1 : STUDENT'S PARTICULARS

Name :

Date of Birth : / / (dd/mm/yy) Passport No. :

Place of Birth : Nationality :

Gender : Male Female Please tick (v) Race :

Current Address :

Post Code : Country :

Telephone No. : E-mail :

Permanent Home Address :

Post Code : Country :

Telephone No. : E-mail :

SECTION 2 : FATHER'S PARTICULARS

Name :
(as in IC / Passport)

I/C Number : Passport No. :

Nationality : Race :

Mailing Address :

Post Code : Country :

Telephone No. : E-mail :

H/Phone No. :

Occupation :

Company Address :

Post Code : Country :

Office Tel. No. :

SECTION 3 : MOTHER'S PARTICULARS

Name :
(as in IC / Passport)

I/C Number : Passport No. :

Nationality : Race :

Mailing Address :

Post Code : Country :

Telephone No. : E-mail :

H/Phone No. :

Occupation :

Company Address :

Post Code : Country :

Office Tel. No. :

SECTION 4 : GUARDIAN'S PARTICULARS

Name :
(as in IC / Passport)

I/C Number : Passport No. :

Nationality : Race :

Mailing Address :

Post Code : Country :

H/Phone No. : E-mail :

Telephone No. : Relationship :

SECTION 5 : EMERGENCY CONTACT

(Person to be contacted in an emergency, if parents or guardian are not available)

Name :
(as in IC / Passport)

H/Phone No. : E-mail :

Telephone No. : Relationship :

Fax No. :

SECTION 6 : BILLING INFORMATION

(To be completed only if payment of school fees is not made by parents)

Name of Sponsor :

Mailing Address :

Post Code : Country :

Telephone No. : Fax No. :

HR Personnel :

E-mail :

SECTION 10 : HEALTH RECORD (cont')

Allergy to Foods, Drinks, Others

Other Relevant problems (Physical, Visual, Hearing, Speech, Other)

Immunizations

Vaccine	Dates Given			
	1st Dose	2nd Dose	3rd Dose	Booster Dose
Tripple Vaccine / Polio				
Hepatitis B				
Hepatitis A				
Measels / Mumps / Rubella				
B.C.G.				
Blood Group				

Caution:

We undertake not to hold the administration or the school liable for any willful withholding of information that may result in injuries to our child / children while attending your school.

Note:

kindly inform the school immediately of any changes in the student's health or medication.

SECTION 11 : TERMS AND CONDITIONS

1.0 FEES

- 1.1 All applications to the IIUM Montessori must be sent together with a registration fee of RM 100.00. The Registration Fee is not transferable, not refundable and cannot be deferred.
- 1.2 The school fees payable shall be as per our Fees Structure and shall be paid within seven (7) days from the commencement date of every new semester.
- 1.3 The Fees quoted in USD are subject to fluctuation in the currency exchange rate and will be revised as and when the need arises.
- 1.4 Payment of the Registration Fee and the School Fees can be made by any of the following methods:
 - (i) By cash any payment made by cash must be made at our Finance and Account Department counter. We do not accept any cash sent to us by mail and we shall not be liable for any loss of cash sent by mail; or
 - (ii) By credit and debit card (Master Card / Visa); or
 - (iii) By cheque payment by cheque must be made payable to "IIUM Montessori Sdn. Bhd." and the cheque must be issued by local banks only. The company will imposed penalty of RM100.00 for any cheques that dishonoured.
- 1.5 Failure to settle the Fees in full within the period prescribed in item 1.2, a reminder will be issued to the students/parents/guardians to settle the Fees within seven (7) days from the date of notice. Administration fee of 5% or RM 100.00 from the total outstanding amount, which ever is higher will be imposed for the late payment.
- 1.6 If after the expiry date of seven (7) days notice, the Fees remain unpaid, a further seven (7) days notice will be issued to the students/parents/ guardians during which the student will be suspended from attending school or barred from sitting examination until the Fees is paid in full within the notice prescribed time.
- 1.7 If the Fees remain unpaid after the expiry of the period specified in the notice given under item 1.6, a seven (7) days notice will be issued to the students/parents/guardians as final notice before expulsion ("Final Notice").
- 1.8 The students/parents/guardians shall have the right to appeal to the Management Office within twenty one (21) days from the date of Final Notice, failing which, the students shall be expelled from the School and notwithstanding the expulsion, we reserve our right to proceed with a legal suit againsts the parents/guardians to recover the outstanding Fees including cost, legal fees on solicitors-client basis incurred or related thereon and interest.

2.0 DEPOSIT

- 2.1 A deposit is also required to be paid with the Fees and the amount of deposit payable is as our Fees Structure.
- 2.2 For parents/guardians who have more than one child attending the School, the Deposit shall be payable for the first child only.
- 2.3 Any refund of Deposit shall be subject to deduction at the discretion of the Finance and Account Department and subject to the deduction of the same in the event the students/parents/guardians have committed a breach.

3.0 WITHDRAWAL FROM STUDIES

- 3.1 Students must fill the "Clearance Form for Leaving School" and "Deposit & Fees Refund Form" if they want to withdraw from their studies.
- 3.2 Registration Fee and the Fees are not refundable in the event of students' withdrawal or due to their failure to complete their course of study or due to any reason whatsoever inclusive but not exhaustive to the situation catered in item 5.3 hereinafter appearing.
- 3.3 In the event the students return after the withdrawal, the Registration Fee and the relevant tuition Fees are again required to be paid in full.

SECTION 11 : TERMS AND CONDITIONS - continue

4.0 DEFERRAL FROM STUDIES

- 4.1 Students who wish to defer from their studies must apply to the School Management in writing PROVIDED THAT no deferral shall be allowed after fourteen (14) days from the commencement date of the new semester by providing reasonable and concrete reasons acceptable by the school.
- 4.2 Deferral of studies shall only come into effect upon being approved in writing by the School. The effective date and the period of deferral would be as specified in the written approval.

6.0 THE SCHOOL'S DISCRETIONARY POWER FOR ADMISSION

- 6.1 Admission of the students is a discretionary power of the School. The School reserves the right to accept or reject any applications without giving any reason whatsoever.

SECTION 12 : DECLARATIONS

We confirm that to the best of our knowledge the information given are correct and complete. We have read the terms and conditions and hereby understand our obligations and accept the terms and conditions as stated herein.

Name :

IC / Passport No. :

Relationship : Parent Guardian Sponsor

Signature of Parent/Guardian/Sponsor

Date