



# TUNKU PUTRA SCHOOL

## Application Form

### Checklist

Your completed application form is to be accompanied by:

- A RM1,500 non-refundable application fee
- Two passport size photographs
- A photocopy of the student's passport, birth certificate or IC
- A copy of the student's previous school report

Malaysian Citizens who would like to enroll in the International Stream will need to apply for Ministry of Education approval using the Lampiran 1A. The school will guide you through this process.

Foreign students will need to provide additional information in order to apply for a "Student's Pass".

### Stream Applying for *(Please tick)*

<input type="checkbox"/> Kindergarten	<input type="checkbox"/> International Primary	<input type="checkbox"/> National Primary	<input type="checkbox"/> International Secondary	<input type="checkbox"/> National Secondary	<input type="checkbox"/> A Levels
Accommodation:	<input type="checkbox"/> With both parents	<input type="checkbox"/> With one parent	<input type="checkbox"/> With caregiver <i>(TPS will need to approve)</i>		

### Student Information

Student's name as it appears on passport/birth certificate or IC:		
Preferred name to be used at school:		
Date of birth: DD/MM/YY	Nationality/Citizenship:	IC Number or Passport Number or Birth Certificate:
<input type="checkbox"/> Male <input type="checkbox"/> Female	Race:	Religion:
Main language spoken at home:	Second language:	

### Emergency Contact *(List 3 in order of priority)*

Name	Relationship	Phone Number

# Student Information

## Father

Title:	
Family name/Surname:	
Given name(s):	I.C. Number or Passport Number and Nationality:
Occupation:	Employer:
Home address:	
Mobile telephone:	Work telephone:
Email Address:	Home telephone:

## Mother

Title:	
Family name/Surname:	
Given name(s):	I.C. Number or Passport Number and Nationality:
Occupation:	Employer:
Home address:	
Mobile telephone:	Work telephone:
Email Address:	Home telephone:

## Caregiver (Other than Parent) Arrangement is subject to the approval of TPS

Relationship to student: <input type="checkbox"/> Blood relative. State relationship. <input type="checkbox"/> Other. Please explain.	
Title: <input type="checkbox"/> Male <input type="checkbox"/> Female	Family name/Surname:
Given name(s):	I.C. Number or Passport Number and Nationality:
Occupation:	Employer:
Home address:	
Mobile telephone:	Work telephone:
Email Address:	Home telephone:

# Previous Education

Failure to disclose any information about your child's previous education may result in the offer of a place being withdrawn.

Name of the last school your child attended:		
Address:		
		Telephone:
Language of instruction:	Period of attendance: to	Year level/s:
How many years has your child attended an English Medium school?		
Has your child ever attended an English as a Second Language (ESL) programme? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of course:	Period of attendance: to	Year level/s:
Has your child ever required any additional learning support or been assessed by an educational psychologist, psychiatrist or any other professional concerned with child development? <i>Please provide details and attach copies of all reports.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Has your child ever been involved in disciplinary proceedings, suspensions or expulsion at any previous school? <i>Please provide details.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any general comments about your child which you wish to place on record?		

# Additional Information

Please tick the language your child wishes to study.					
<input type="checkbox"/> French	<input type="checkbox"/> Mandarin				
What language(s) does your child speak at home?					
What other language(s) does your child speak?					
What language(s) can your child read and write in (if the same as spoken languages, write "as above")?					
What language/s did your child study at their previous school?					
How long did your child study this/these at their previous school?					
Do you wish to make any further comments about your child's language background, interests and skills?					
Please indicate if you would be interested in your child taking additional music lessons ( <i>additional fees will apply</i> ).					
Instrument	Grade ( <i>if applicable</i> )				
List any siblings who currently attend Tunku Putra School and their year level:					
How did you hear about Tunku Putra School?					
<input type="checkbox"/> Friend	<input type="checkbox"/> Website	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Employer	<input type="checkbox"/> Open Day	<input type="checkbox"/> Other
Is there any information or details relevant to this application, please comment:					
<hr/> <hr/> <hr/> <hr/>					

# Health History

Failure to disclose any information about your child's health is not in their best interest.

Name of family doctor/general practitioner	
Address:	
	Telephone:
Does your child wear visual aids? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please provide details.</i>	
Does your child wear a hearing aid? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please provide details.</i>	
Is your child currently on medication? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, state the name of the medication, dosage and the reason for taking it.</i>	
.....	
.....	
<b>NOTE:</b> All medication to be used at school must be clearly labeled with the student's name and directions for use and be handed in to the Administration Office for safekeeping and dispensing.	

## Additional Information

Please tick if your child suffers from any of the following.		
<input type="checkbox"/> Asthma and respiratory problems	<input type="checkbox"/> Allergies	<input type="checkbox"/> Heart problems
<input type="checkbox"/> Migraines or headaches	<input type="checkbox"/> Phobia	<input type="checkbox"/> Diabetes
<input type="checkbox"/> Convulsions or epilepsy	<input type="checkbox"/> Ear, nose and throat problems (ENT)	
<input type="checkbox"/> Previous surgery/operations	<input type="checkbox"/> Travel sickness	
<input type="checkbox"/> Other		
<i>Please provide full details of above.</i>		
.....		
.....		
.....		
Is there any medical reason why your child cannot participate in the school's swimming programme?		
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.....		
.....		

# Parent/Guardian Declaration

I / We \_\_\_\_\_ and \_\_\_\_\_

have read and understood the terms and conditions governing admission of my / our child into Tunku Putra School.

By signing this application I / we accept the Terms & Conditions of Enrolment and agree to them and the responsibility for paying fees as they fall due. I / We declare that all the information provided in support of this application is true.

Mother's signature: \_\_\_\_\_

Father's signature: \_\_\_\_\_

Caregiver's signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Office Use Only

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Application Fee received          | <input type="checkbox"/> Living with Caregiver                              | <input type="checkbox"/> Caregiver Interviewed |
| <input type="checkbox"/> Birth certificate, passport or IC | <input type="checkbox"/> ESL  | <input type="checkbox"/> Learning Support      |
| <input type="checkbox"/> School Reports                    | <input type="checkbox"/> Malaysian Citizen studying in International Stream |  |
| <input type="checkbox"/> Two passport photographs          | Agama Moral Sejarah   |  |
| <input type="checkbox"/> Entrance test / Interview         |   |  |
| <input type="checkbox"/> Language Choice                   | Mandarin  | French   |

Year Level \_\_\_\_\_

Start Date \_\_\_\_\_

House \_\_\_\_\_

Accepted by \_\_\_\_\_

Accounts \_\_\_\_\_

Remarks

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## **A. CONDITIONS OF ENROLMENT**

### **Admission to Tunku Putra School (TPS) shall be on the following Terms and Conditions:**

1. Parents of the student undertake to ensure that the student complies with the School's policies, rules and regulations concerning attendance, behaviour, dress code, study programme and co-curricular activities which are in force or may be introduced from time to time.
2. The School reserves the right, at its absolute discretion, to require a student's withdrawal from the School or to suspend the student or dismiss the student, without refund of fees if :
  - 2.1 the conduct or attitude of the student is not considered satisfactory, namely - undisciplined, persistent contravention of School Rules or Policies, disruptive behaviour, behaviour injurious to the safety of other students or staff of the school, behaviour bringing the School into disrepute, damaging School property; or
  - 2.2 the School determines that the student would not benefit educationally from attending TPS; or
  - 2.3 the special educational needs required by the student are not available; or
  - 2.4 the financial obligations are not met when due.
3. The collection of school fees shall be in accordance with the following guidelines:
  - 3.1 Current School fees and any miscellaneous charges are shown in the attached Fees Schedule.
  - 3.2 The School reserves the right to vary the Fees Schedule for subsequent academic years.
  - 3.3 All fees and charges must be paid in full before a student attends classes.
  - 3.4 Students with fees remaining unpaid after the due date may not return to School and without prejudice to the School's right to all outstanding fees and charges unless prior arrangements have been approved by the Principal and/or EXCO.
  - 3.5 Four months notice in writing is required to be given before a student leaves the School and in default of such notice the equivalent of one third of the annual tuition fee shall be payable.
  - 3.6 Notwithstanding that the School may, at the parents' request, direct accounts to a third party in respect of the payment of the fees or a company or organization has assumed responsibility for the payment of fees, the parents jointly or severally remain ultimately liable to pay the fees.
  - 3.7 No remission of fees is allowable in the event of absences from the School or when the student is withdrawn without due notification to the School.
4. If a student is absent from School for any reason, the School must be informed immediately.
5. It is the parents' responsibility to advise the School of the family's and/or student's address, including telephone contacts, and any subsequent changes immediately in writing. In cases where parents have more than one contact number, the School must be advised in writing as to who is the primary contact in the event of an emergency.
6. It is the parents' responsibility to advise the School of a student's medical history or subsequent changes and additions, notifying in writing any significant illness or disability suffered or developed by the student, and to notify any infectious/contagious diseases that may arise while the student is enrolled at the School. The School may request the student be kept away from the School until certified disease free by a licensed medical practitioner.
7. The School is hereby authorized in the event of the student suffering from injury or sickness to take the necessary action to obtain medical care and attention for the student.
8. It is the parents' responsibility to advise the School prior to enrolment of a student's previous school history and/or any specific learning or behavioural needs which a student might possess.
  - 8.1 Students will be assessed as to their language ability and appropriate class level. Where Intensive English or English as a Second Language is required, the provision of this service may attract an additional fee.
  - 8.2 In cases of students with special needs, parents are required to submit any professional or specialist assessments. The School can provide support to children with a low level of need only. The school reserves the right to withhold or withdraw a place in circumstances where it becomes apparent that the school can not adequately provide for a child. The assessment of need will be on a case by case basis and may attract an additional fee.
9. Possessions brought to School are at the owner's risk and no claim against the School will be considered.

10. If a carer is required for a minor, the parent(s) shall inform the School of the request in writing including contact details and shall ensure that the carer is aware of and in compliance with the terms and conditions herein. Any notice or instructions given to the carer shall be deemed given to the parents. The appointment of any carer will be at the discretion of the School.
11. The School may, at its discretion, act in accordance with the instructions of either parent or any one of the carers (if more than one person is appointed) without any prior consultation with the other unless otherwise previously informed in writing.
12. The terms and conditions herein may be varied or amended by the School from time to time. Notification of any amendments will be by way of posting on the School notice board.
13. Acceptance of and agreement to these Conditions of Enrolment (including the Business Conditions and ICT Acceptable Use Policy) is signified on signing of the Tunku Putra Application Form.

## **B. BUSINESS CONDITIONS**

1. The annual Tuition Fees and Consolidated Charges are calculated on an annual basis with an invoice being issued one month before the due date and will be payable:
  - a. in full by 31st January of each academic year thereby attracting a 2% discount on the tuition fee, or
  - b. in three installments payable no later than: 1 January, 1 May and 1 September each academic year.
2. Where payment has not been received by the relevant date, then a Late Payment Administrative Fee of RM 50 will be levied unless prior arrangements had been approved by the School.
3. The Consolidated charge covers curriculum items such as stationery, workbooks and loan of texts and costs associated with co-curricular activities such as photos, dance, swimming, sport and excursions. It does not include other incidental costs such as extraordinary excursions.
4. The School offers a discount on tuition fees for siblings currently attending the School. The discount rate will be 10% for the 2nd eldest sibling, 15% for the 3rd sibling and 20% for subsequent siblings
5. The School offers employees of CMS and its associate companies a discount of 25% on tuition fees.
6. Students who wish to receive individual instruction on a musical instrument will need to make arrangements with the School's music teacher. Invoices for individual music lessons will be issued for each installment period (see above) within a week of lessons commencing and must be paid with 14 calendar days.

## **C. INFORMATION AND COMMUNICATION TECHNOLOGY ACCEPTABLE USE POLICY**

1. The School expects users to be responsible with appropriate use of ICT including computers, software, networks, internet, email, cameras, printers, scanners and telephones. Use of ICT is a privilege. Usage is to be school related.
2. The School reserves the right to conduct audits of email, internet usage, computer files, etc to ensure compliance with this policy. Breaches of this policy may result in temporary or permanent suspension of some or all user privileges.
3. Access to networks is to be made by an authorized password which must be kept secret. Users are not allowed to access another person's files.
5. Users are obliged to adhere to copyright and/or licensing conditions. Only legal/licensed copies of software are permitted
6. Users will ensure they do not damage the ITC system by its exposure to computer viruses. This requires that no email or attachments excepting from known parties will be opened. All discs or pen drives must be checked and approved prior to use by ITC staff.
7. The use of another person's ideas or work without clear acknowledgement is plagiarism. It amounts to theft of intellectual property and will not be tolerated.
8. The use of ICT must adhere to what is morally and/or legally acceptable within Malaysia. Any use of ICT which results in offence to a third party may result in immediate suspension of ICT user privileges.