

**INSTRUCTIONS**

Please complete all sections of this form in black or blue ink.  
Please use BLOCK CAPITAL LETTERS.

**APPLICATION TO REGISTER FOR ENROLMENT**

**STUDENT DETAILS**

Full Name (as per IC)/passport \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_  
Nationality \_\_\_\_\_ Religion \_\_\_\_\_  
Current residential address \_\_\_\_\_  
\_\_\_\_\_

**YEAR LEVEL APPLIED FOR**

Year level \_\_\_\_\_ (Year 7 only) Proposed year of commencement: 2019  
Current School \_\_\_\_\_ Current year level \_\_\_\_\_

**PARENT /LEGAL GUARDIAN DETAILS**

**Father's / Guardian Details :**

Full name \_\_\_\_\_  
Residential address \_\_\_\_\_  
\_\_\_\_\_

Home telephone \_\_\_\_\_ Mobile telephone \_\_\_\_\_  
Email \_\_\_\_\_  
Occupation \_\_\_\_\_ Business name \_\_\_\_\_

**Mother's / Guardian Details:**

Full name \_\_\_\_\_ Male/Female \_\_\_\_\_  
Residential address \_\_\_\_\_  
\_\_\_\_\_

Home telephone \_\_\_\_\_ Mobile telephone \_\_\_\_\_  
Email \_\_\_\_\_  
Occupation \_\_\_\_\_ Business name \_\_\_\_\_

## STUDENT 'S SCHOOL HISTORY

Please enter the name of recent school the student has attended, if any, and details of enrolment as indicated

Name of school	Year enroled	Std/Form
_____	_____ to _____	_____

Has the registering student ever been expelled from school? Yes/No

If YES, please provide reason for expulsion?

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## STUDENT'S NEEDS

Has the student taken part in any extension or gifted and talented children's programme? Yes/No

Does the student have any special learning needs? Yes/No

Does the student have a disability, including an intellectual, physical, mental, behavioural or emotional disability? Yes/No

Does the student ever received support from a therapist or other specialist, such as a speech therapist, occupational therapist, physiotherapists, behavioural therapist, psychologist, etc.? Yes/No

Does the student have any medical conditions or allergies that we need to know of? Yes/No

If you have answered "yes" to any of the above questions, kindly provide details below, or attach any relevant documents to this form.

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## CHECKLIST

Please submit the documents below during registration at our school office:

- Completed Enrolment Form, signed by either Parent / Legal Guardian.
- Any documentation relating to additional services your child is receiving or has received over the past 5 years. For example, educational-psychological evaluation, speech and language reports, OT reports and etc...
- A copy of student's passport (personal detail page) or Mykad for Malaysian Students. For student who does not have passport or Mykad, a copy of the applicant's birth certificate is required.
- Copies of Parents' / Legal Guardians passport (personal details page) or MyKad for Malaysians.
- A recent passport size photo of the student.

## PRIVACY STATEMENT AND DECLARATION

MITstem International School respects your privacy and that of your child. Any personal data collected in this form will be processed, used and stored in accordance with the provisions of the Personal Data Protection Act 2010 ('PDPA ACT').

## PARENTS / LEGAL GUARDIANS ACKNOWLEDGEMENT AND AGREEMENT

The Parents / Legal Guardians request that the student be registered for enrolment as a student at MITstem International School ('the School').

The Parents / Legal Guardians acknowledge, declare and agree that:

1. All information provided in this form, including supporting documents, are complete and accurate.
2. This is an application for enrolment only. No guarantee of a place is expressed or implied in any manner whatsoever by the school.
3. If a place at the school is offered to the student, the Parents/Legal Guardians will be required to complete and sign an Enrolment Agreement, which must be submitted with the payment of the Registration Fee.
4. Participation in a broad range of activities such as outdoor education, excursions, work experience, camps, sporting programmes and involvement in the School community, and a compulsory part of the School curriculum.
5. The School reserves the full right to use names, photographs and/video recording taken before, during and after the student's graduation /departure from the School for purposes of advertising and/or publicity without any prior notice to the Parents/Legal Guardians and the Parents/legal Guardians shall not be entitled to claim ownership or compensation for the materials or the use thereof by the School. Parents/Legal Guardians who do not want their child to appear in any or all these must notify the School in writing.
6. The School may contact the previous schools attended by the student to obtain further information about the student.
7. When making any payment, all cheques, postal orders or bank drafts should be made payable to MIT ACADEMY SDN BHD and crossed Account Payee.
8. The registration fee is non-refundable and non-transferable.
9. All fees and deposits are subject to change by the school without prior notice.
10. Registered students are required to pay fees and deposits in full before the start of each school term and all late fees or deposits will incur a 5% service charge.
11. Students whose fees or deposits are not fully paid up one week from the start of each school term will be suspended from attending class until full settlement.
12. Student whose fees or deposits are not fully paid up one month from the start of the school term will have their registration terminated and will forfeit all previously paid sums to the school without refund.
13. Registered students are required to report for school not later than 14 days after the start of the school term. Students who do not report for school within this period will be deemed to have terminated their studies at the school and will be removed from the class register without refund of any fees or deposits. Students wishing to report for school after 14 days from the start of the school term must apply in writing to the Principal not later than 14 days after the school term has begun.

I have fully read and agree for all terms stated above.