



PLANETARIUM
INTERNATIONAL SCHOOL

APPLICATION FORM FOR ADMISSION



<p>1. Application form photographs - 3 recent (not less than 6 months old) colour passport size photographs of the student</p>	<input type="checkbox"/>
<p>2. A copy of mykid identity card for Student and identity card for parents, and / or legally appointed guardian (if applicable) - Malaysians only</p>	<input type="checkbox"/>
<p>3. A copy of passport for student, parents, and / or legally appointed guardian (if applicable) - Non-Malaysians only - Passport should contain cover, photo, particulars of holder, its expiry date, and visa page</p>	<input type="checkbox"/>
<p>4. A copy of dependent pass of student pursuant to Immigration Regulation 1963 - Non-Malaysians only - Dependent pass should contain name, gender, nationality, condition, reference number, date of issue and place of issue</p>	<input type="checkbox"/>
<p>5. A copy of previous official academic record, standardized test scoring and results - Application for Primary and Secondary School - Copies of previous official academic record, standardized test scoring and results from each school attended over the past two (2) years duly certified and translated to English - Application to Reception and Nursery - Copies of all existing preschool reports</p>	<input type="checkbox"/>
<p>6. A copy of the student's psychology testing report (if required) - The said report shall be required when the student had been officially tested and diagnosed with learning difficulties</p>	<input type="checkbox"/>
<p>7. Student health form - Include copy of immunization records</p>	<input type="checkbox"/>
<p>8. A recent copy of the student's medical report (if required) - The said report shall be required when students had been officially tested and diagnosed with any medical conditions and allergies</p>	<input type="checkbox"/>
<p>9. A copy of letter employment from parent's employer - Together with a valid work permit and / or residential permit certifying parents' employment status or residential status in Malaysia. - The said duly certified document shall be required for non-Malaysian citizen</p>	<input type="checkbox"/>
<p>10. A copy of duly signed guaranteed letter - The said document shall be required when the fees will be paid by a third party</p>	<input type="checkbox"/>



APPLICATION FORM FOR ADMISSION

Read this application form carefully, complete all sections and ensure that supporting (certified) documents are attached. Please write in BLOCK LETTERS using a blue or black pen.

Section A: PROGRAM

Please indicate the program you are applying for and the start month and year.

Stream: International Private

Term: _____ Start Date: _____ (MM / YY)

Year Level Applying: _____ Semester: _____

Section B: STUDENT'S PERSONAL DETAILS

Name: _____
Family Name *First Name* *Middle Name*

Preferred Name: _____

NRIC Number: _____ Birth Certificate Number: _____

FOR NON-MALAYSIAN ONLY

Passport Number: _____ Date of Issue: _____ Date of Expiry: _____

Dependent Pass Reference Number: _____

Date of Birth: _____ (DD/MM/YY) Age: _____ Gender: Male Female

Country of Birth: _____ Nationality: _____

Religion: _____ Race: _____ (for Malaysian Only)

Section C: STUDENT CONTACT INFORMATION

Email Address of Applicant: _____ (Email is the primary form of communication)

Home Address: _____

Correspondence Address: _____

Send to: Home Father's Office Mother's Office

Others (Please specify): _____

The student is currently residing with the parents?

Both Parents: Yes No Father: Yes No Mother: Yes No

If No, please provide name of legally appointed guardian and relationship to the student:

(a copy of court order shall be required)

The student must reside with the guardian, The guardian shall be required to work closely with the school (monitor the student's attendance and report to the school if the student is absent, meet with teachers and counselors when required, etc.). He/She shall be responsible to notify the appropriate division office(s) when the guardianship order has been changed or terminated for any reason whatsoever. The student(s) may be asked to leave the school if the guardianship policy is not met.

If the student is non-Malaysian, please confirm the duration of the student stay in Malaysia.

Less than 1 year 1 to 3 years 3 to 5 years Above 5 years Permanent

FOR OFFICE USE

Application Received: _____ Date to Begin: _____

Student ID/Admission no.: _____ Family ID: _____

Section D: LANGUAGES PROFICIENCY STATUS

Please include your different languages proficiency in your application:

	Languages	Native	Beginner	Intermediate	Advance
1.	English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section E: SIBLINGS

Please include siblings who are currently studying in Planetarium International School:

Sibling's Details						
No.	Name	Date of Birth	Age	Gender	School	Level

Section F: FAMILY DATA (as in IC or passport)

Attention correspondence to: both parents, father, mother or legal appointed guardian address, home address or working address.

FATHER'S DETAILS

Title: _____ Name: _____
(Tan Sri / Dato' / Dr / Mr / Etc) Family Name First Name Middle Name

NRIC / Passport Number: _____ Nationality: _____

Email Address: _____ Wechat ID: _____ Facebook ID: _____

Telephone No.: (Mobile) _____ (Work) _____ (Home) _____

Home Address: _____

Company Name & Address: _____

Designation / Profession: _____ Email Address: _____

Company Telephone No.: (Office) _____ (Fax) _____

MOTHER'S DETAILS

Title: _____ Name: _____
(Puan Sri / Datin / Dr / Mrs / Etc) Family Name First Name Middle Name

NRIC / Passport Number: _____ Nationality: _____

Email Address: _____ Wechat ID: _____ Facebook ID: _____

Telephone No.: (Mobile) _____ (Work) _____ (Home) _____

Home Address: _____

Company Name & Address: _____

Designation / Profession: _____ Email Address: _____

Company Telephone No.: (Office) _____ (Fax) _____

STEPPARENT / GUARDIAN'S DETAILS *(If applicable)*

Title: _____ Name: _____
(Tan Sri / Dato' / Dr / Mr / Etc) *Family Name* *First Name* *Middle Name*

NRIC / Passport Number: _____ Nationality: _____

Email Address: _____ Wechat ID: _____ Facebook ID: _____

Telephone No.: *(Mobile)* _____ *(Work)* _____ *(Home)* _____

Home Address: _____

Company Name & Address: _____

Designation / Profession: _____ Email Address: _____

Company Telephone No.: *(Office)* _____ *(Fax)* _____

Section G: EMERGENCY CONTACT *(If the persons above are not reachable in case of an emergency)*

Name: _____ Relationship to Student : _____

Telephone No.: *(Mobile)* _____ *(Home)* _____

Section H: STUDENT ACADEMIC RECORDS

The father / mother / parents / guardian hereby grant an irrevocable authorization to the school to contact the previous school or other relevant persons from the previous school to retrieve information relating to the student in considering the student for admission.

Previous School	City/Country	Medium of Instruction	Grade / Level Attended	Dates Attended
				to
				to
				to
				to

*The student's present school has an academic year that runs from: _____ to _____
(Month) *(Month)*

Section I: STUDENT'S INBORN TALENT OR DIFFICULTY INFORMATION

ACADEMIC

- 1. Whether your child has attended any accelerated program or been identified as gifted or talented? Yes No
- 2. Whether your child has ever repeated any grade or school years? Yes No
- 3. Whether your child has been diagnosed with learning difficulties? Yes No
If YES, please indicate to us the nature of difficulty:
 - Autism
 - Asperger's Syndrome
 - Intellectual Impairment
 - Speech Language
 - Dyspraxia
 - Perpetual/Motor Difficulties
 - Dyslexia
 - Hyperactive
 - Physical Disabilities
 - ADD/ADHD
 - Hearing Impairment
 - Others (Please Specify):
- 4. Whether your child has any physical ailments which would prevent him/her from participating in physical education classes? Yes No
If YES, please give details: _____
- 5. Is your child currently receiving extra support or assistance at his/her current school? Yes No
If YES, please give details: _____
- 6. Whether your child has attended any English class as a Second Language Program? Yes No
If YES, please give details: _____
- 7. Whether your child has ever been dismissed or asked to leave from any school? Yes No
If YES, please give details: _____
- 8. Whether your child has ever been suspended from any school? Yes No
If YES, please give details: _____
- 9. Whether your child has ever faced with any serious disciplinary action? Yes No
If YES, please give details: _____

TALENTS & SKILLS

Whether your child has any special skills / interests / talents (e.g sports, music, drama, dance, art, etc)?
If YES, please give details:

Do you have any other information about your child that need the school or class teacher to take note of:

Interpersonal Skills (Please tick where appropriate)

- 1. Makes friends easily and quickly. Yes No
- 2. Enjoys going to school. Yes No
- 3. Initially shy meeting new people. Yes No
- 4. Takes time to settle into new environment. Yes No
- 5. Prefers a small group of close friends. Yes No
- 6. Prefers older children as friends. Yes No
- 7. Prefers younger children as friends. Yes No

Section J: BILLING INFORMATION

School Fees Paid by:

Parents: ____% Father: ____% Mother: ____% Guardian: ____% Employer: ____%

This section is to be completed if payment of school is made by PARENTS:

1. Invoice Billed to: Father Mother

2. Billing Address: Home Father's Office Mother's Office

Others (Please Specify): _____

*This section shall be completed when payment of school fees **is not** paid by parents
(The school requires a formal written statement by the third party confirming that school fees will be borne by them):*

1. Invoice Billed to: _____

2. Billing Address: _____

3. Name / Dept in Charge: _____

4. Telephone No.: _____ Email Address: _____

Section K: SMART CARD

Smart cards will be issued to all registered students as a means of attendance monitoring, facilities usage as well as to facilitate any purchase of food, beverage and any other groceries in the school cafeteria and/or convenience store. In the event a student lost his/her smart card then a sum of RM50 will be imposed on the student as a Smart Card's replacement fee.



FOR OFFICE USE

School Year: _____ Age: _____

Year Level: _____ Student ID: _____

Please fill in the form below by selecting the correct answer. Please mark to us in this form when questions below are not applicable to you. You understand that your failure to disclose accurate information to us about your child's medical history may result in unnecessary delay in any emergency medical treatment.

1. If your child has the following illness? (Please tick whichever is/are relevant)

- | | | |
|--|--|---|
| <input type="checkbox"/> Ear infections | <input type="checkbox"/> Heart problems | <input type="checkbox"/> Stomach problem |
| <input type="checkbox"/> Eczema | <input type="checkbox"/> Neurological diseases | <input type="checkbox"/> Slight / Vision problem |
| <input type="checkbox"/> Hearing problems | <input type="checkbox"/> Recurring headaches | <input type="checkbox"/> G6PD (Glucose-6-Phosphate Dehydrogenase) |
| <input type="checkbox"/> Any communicable diseases (please state): _____ | | |

Past surgeries: Yes No Date: _____

Fractures: Yes No Date: _____

If yes, please name on which part of body: _____

2. If your child has any ALLERGIES? Yes No

If yes, please indicate the below:

Allergic to: _____

Typical Reaction: _____

Medication: _____

3. If your child has any ASTHMA? Yes No

If yes, please indicate the below:

Triggered by: _____

Symptoms: _____

Medication: _____

4. If your child has any DIABETES? Yes No

If yes, please indicate the below:

Allergic to: _____ Type 1 Type 2

Medication: _____

(if any taken including dosage taken and frequency)

5. If your child has any EPILEPSY? Yes No

Type grand/petit mal and frequency of seizures: _____

Medication: _____

(if any taken including dosage taken and frequency)

Section L: OTHER MEDICAL CONCERN

6. Please describe any other conditions or concerns of which the school should be aware of.

Section M: MEDICATION

Whether your child must take any medicine at home or during school hours regularly? Yes No

If yes, please list to us the information stated at below:

	Name of Medicine	Dosage	Times Taken	Purpose
1.				
2.				
3.				
4.				

Section N: PERMISSION FOR MEDICATION AND EMERGENCY CARE

Please complete each section below. If you wish your child's own medications to be kept in the Health Centre and permit us to give the same to your child as needed, then please grant us your consent at below.

SECTION A : PERMISSION TO GIVE MEDICATION

Please check **Yes or No** (for each medication) to give permission to administer the following medication if judged appropriate by the nurse.

	Medication		Medication	
Panadol (Paracetamol)	<input type="checkbox"/> Yes <input type="checkbox"/> No		Oral Rehydration	<input type="checkbox"/> Yes <input type="checkbox"/> No
Throat Lozenges	<input type="checkbox"/> Yes <input type="checkbox"/> No		Ventolin Inhaler (Salbutamol)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Antacids	<input type="checkbox"/> Yes <input type="checkbox"/> No		Charcoal Tablets	<input type="checkbox"/> Yes <input type="checkbox"/> No
Panadol Menstrual	<input type="checkbox"/> Yes <input type="checkbox"/> No		Zytec (Antihistamine)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Panadol Cold	<input type="checkbox"/> Yes <input type="checkbox"/> No		Optrex Eye Drops	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION B : PERMISSION FOR EMERGENCY CARE

I hereby grant you my permission to decide emergency treatment for my child when my child is down with any serious injury or illness which require immediate medical treatment, including ambulance transportation and admission of my child to any hospital, with the understanding that I will be contacted as soon as possible and I shall not hold you liable for any medical treatment decision you made to my child on my behalf when I do not respond your call after your first attempt of call to me. Please indicate preferred hospital below.

Name of Hospital: _____

Hospital Address: _____

Hospital Phone Number: _____ Preferred Physician (if any): _____

Section O: VACCINATION RECORD

I hereby confirm that my child has taken the scheduled vaccinations according to my child's age. The dates, to the best of my knowledge, have been inserted in the table below **(Please include a copy of immunization record)**.

IMMUNISATION SCHEDULE						
VACCINATION	DATE					
	First	Second	Third	1st Booster	2nd Booster	3rd Booster
BCG						
Hepatitis B						
Diphtheria						
Tetanus						
Pertussis						
Polio						
Hib						
Pneumooccus						
Meningococcal						
Rotavirus						
Measles						
Mumps						
Rubella						
Chicken Pox/Varicella						
Hepatitis A						
Japanese Encephalitis JBE						
Typhoid						
Others: _____						

Section P: CONSENT AND ACKNOWLEDGEMENT

I/We hereby confirm that the information given above are true and accurate and shall disclaim all your liabilities incurred thereof after your receipt of my/our authority granted herein.

Legal Status: Father Mother
 Parents Guardian

Name: _____

Date: _____

Signature

TERMS AND CONDITIONS GOVERNING ENROLLMENT AND ADMISSIONS

We as Planetarium International School (hereinafter known as the "School") welcome your child(ren) to grow academically with us. However, we would like to lay down certain policies and we also advise all parents to read the policies, terms and conditions governing the admission to the school before we accept your child(ren) enrollment.

1. Definition

The following terms, as used herein, shall have the following meanings:-

- 1.1 "Parents" shall mean biological father and mother or adoptive parents, stepparents, legal appointed guardian or any other person standing in loco parentis to the student and the provisions herein shall be binding on them jointly and severally.
- 1.2 "Principal" means the headmaster of the school who is also in charge of certain things in the school.
- 1.3 "school" when the word "school" is used in this Agreement, it shall refer to Planetarium International School, an international school fully owned by xxxxxxxxxxxxxxxx, a private limited company duly incorporated in accordance with Companies Act 2016.
- 1.4 "student" means the any student enrolled and/or taking classes with the school and the word student and child also will be used interchangeably in this document shall also refer to the student name in this application form.
- 1.5 "school term" means a period commencing from xx-xx-xxxx and ending xx-xx-xxxx of the same year or a period commencing xx-xx-xxxx and ending on xx-xx-xxxx of the same year.

2. Application for Enrolment

- 2.1 The enrollment of a child to the school, including the placement of the applicant into a particular age group or academic level, is subjected to the admissions and the then entry requirements of the school and all other policies and procedures (including those related to discipline and curriculum) that could be amended by the school from time to time.
- 2.2 The application form for admission shall be filled in completely accurately, duly signed and submitted by father/mother/parents/guardians, as the case may be, with the intention of enrolling his/her child to the school. The child's admission to the school may be rejected when the application form for admission contains any false, inaccurate, or misleading information about every single detail to the school. The parent shall at all times update the school of any changes to such information in writing. As part of the filtering procedure, the parent/guardian hereby grants an irrevocable authorization to the school to contact the child's previous school (if possible and relevant) or such medical officers or relevant persons for further information relating to the child in considering the child for admission.
- 2.3 The registration/application fee (please refer to the fee schedule for details) shall be payable in full during each submission of the application form for admission and at the time of submission of the application for admission form. For the convenience of payment, the school hereby accepts transfer of fees by way of Instant Transfer/GIRO/Cheques/bank drafts/e-wallet transfer provided such money shall be considered duly accepted by the school until the mode of transfer of fees has been cleared.
- 2.4 The registration/application fee is non-refundable regardless of whether the child is successfully admitted to the school or otherwise. The school is not obliged to admit the child with the receipt of the registration fee by the school and the decision of the school for the admission of the student shall be final and conclusive.
- 2.5 Admission to the school for the term and academic year applied for shall be covered by the registration fee. A new registration fee will be imposed if any of the following occurs:
 - a) An application is deferred to a future term/academic year for more than one (1) time.
 - b) The parent/guardian withdraws the application with or without an offer of place and wishes to re-apply at a future date.
 - c) No response from the parent/guardian by a stipulated date to accept the offer within one school term.
 - d) No contact with the school from the parent/guardian at the last known address within one school term.
 - e) Any other terms and conditions not mentioned herein, governing enrollment and admission.

3. Application Decision

- 3.1 The admission of the student shall be subjected to the assessment of the school imposed to the student and the school is not obliged to offer any justification for the rejection of any application. Admission and entry shall also subject to the availability of a place within the school and the child shall have passed the admission requirements at the time. The decision stated in clause 2.4 shall be applied automatically.
- 3.2 Placement of the student shall always 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 existing students, and child's behavior.
- 3.3 In the event that the application for admission into the school is not accepted for any reason whatsoever, then father/mother/parents/guardian shall inform the Admissions personnel should he/she/they decide to re-apply or otherwise, within the stipulated date given. Father/mother/Parents/guardian may opt to re-apply with one school term from the last application.
- 3.4 Should an offer be declined by the parent/guardian in writing or by default, the application will automatically be canceled without fees to be refunded as clearly stated in Clause 2.4 above in which case the application shall be no further effect right after the school send out written notification of rejection to father/mother/parents/guardian, if father/mother/parents/guardian wish(es) to reapply after the application is withdrawn by father/mother/parents/guardian, then the application will be treated as a fresh application i.e payment of registration fee as per current fees at the time of application. However, the arrangement for treating the application as a fresh application is strictly applicable to the next school term after first application and the same shall not be applicable to any school term after the next school term.
- 3.5 The father/mother/parents/guardian hereby confirm that the school reserves the right to place the child in a class which the Principal deems academically and developmentally suitable to the child's needs at any time after the student has been enrolled in the school.
- 3.6 Upon being offered a place, the father/mother/parents/guardians shall pay the required school fees at the rate applicable for the term and academic year for which the place is offered within and no later than the stipulated deadline as stated on the Letter of Offer (please refer to the fee schedule for details). School fees are normally reviewed on an annual basis and the school fees indicated on the current fee schedule may not be applicable for subsequent terms and academic years or on the date when a place is offered. For avoidance of doubt, the school reserves the right to revise the school fees when the school deem necessary.

4. Fees and Payment

- 4.1 Fees for subsequent terms are payable in advance. It is to be paid on/before the commencement of the first day of each term. A late payment of administration charge at the rate of five (5%) per centum shall be imposed on any outstanding balance past due calculated from the date it is due until the date of full payment of outstanding sum to the school. Students shall not be allowed to attend classes unless all fees payable including the late payment of administration charge (if any) have been paid in full to the school.
- 4.2 All fees payable on each term in respect of each school year shall be paid punctually to the school. Should there be any default in payment of fees payable due to the school, a student shall be excluded from the school at any time when fees are unpaid and shall thereafter be deemed to have officially withdrawn from the school without notice after twenty eight (28) days calculated from any school term begins.
- 4.3 The School also reserves the right to withhold all report cards, examination results, certificates, school records of the student, transfer documentation, property, and refundable deposits until all outstanding payments have been made.
- 4.4 Should there be any agreement with a third party to pay the fees or any other sum due to the School, the father/mother/parents/guardian hereby understood and agreed that he/she/they shall not be exonerated from any terms and conditions hereinstated or be affected by the operation of these terms and conditions unless a written release has been duly signed and given by the Principal notwithstanding there is any agreement between mother/father/parents/guardian and third party to pay the school fees or any sum due to the school.
- 4.5 The School reserves the right to refuse any payment from any third party and all such receivable payments received shall be accepted in good faith and from legal means.

5. Withdrawal from School

- 5.1 The father/mother/parents/guardian may withdraw the student from the school by giving the school ONE (1) full academic term's notice, failing which the deposit SHALL be forfeited in full. The said notice shall set out the date of such withdrawal ("Withdrawal Date" – Last day of the student's attendance), failing which the same shall be deemed as insufficient notice. Please note that the notice of withdrawal must be of ONE (1) full academic term to be considered "sufficient notice".
- 5.2 For avoidance of doubt, the following illustration shall be construed as insufficient notice:-
- In the event that the father/mother/parents/guardian intend(s) for the student to leave the school during or at the end of the academic term, then the father/mother/parents/guardian shall ensure that a notice of withdrawal shall be received by the school not later than the first day of the academic term.
 - If the student is withdrawn from the school earlier than the withdrawal date; or
 - If the notice of withdrawal does not set out a date to withdraw after the school allowed withdrawal date.
- 5.3 Provisional or conditional notice of withdrawal is not acceptable. If the child is not withdrawn from the school on the withdrawal date, a fresh notice of withdrawal of not less than ONE (1) full academic term shall be received by the school.
- 5.4 The father/mother/parents/guardian agrees and consents that the deposit fee SHALL be forfeited in full, notwithstanding such monies are paid by father/mother/parents/guardian or any third party, in the event of insufficient notice, provisional or conditional notice of withdrawal is given. The father/mother/parents/guardian shall indemnify and keep the school indemnified against any loss or damage incidental thereto.
- 5.5 The deposit paid pursuant to the application form for admission shall not under any circumstances be treated as payment of tuition fees or any part thereof and any other payments required to be paid under any circumstances and shall not be used to offset any amount due and payable by the father/mother/parents/guardian.
- 5.6 The father/mother/parents/guardian shall pay such additional monies as and when necessary to top up the deposit to maintain its equivalence to one term of tuition fee on or before the commencement of the relevant academic term or year, as the case may be.
- 5.7 The father/mother/parents/guardian shall be required to pay a full-term fees to school notwithstanding of the fact that the student has failed to attend the school either in full or inadequate withdrawal notice is given.

6. Non-refundable Situation and Re-admission Situation

- 6.1 Once an enrollment place has been reserved and full payment of fees for the relevant first term has been made, any withdrawal from that term made prior to the commencement of the term, shall be treated as late withdrawal wherein no payment shall be refunded to the father/mother/parents/guardian.
- 6.2 All monies refundable under the conditions hereof, provided that no money is owed or due to the school, shall be refunded free of interest and must be claimed by the Parent within one (1) year from the date the child ceases to be a student of the School, failing which the monies shall be forfeited by the school, where upon the father/mother/parents/guardian shall have no claim in respect of such monies whatsoever in exceeding the duration as set forth herein. Further, the father/mother/parents/guardian hereby agreed that the School has the absolute right to utilize such unclaimed monies as the school may deem fit.
- 6.3 Where a student has been withdrawn from the school and applies for re-admission, no registration fee will be payable if the student is re-admitted (subject to availability of a place) within three (3) academic years from the date the student left the school. The Application Fee, tuition fee, deposit and other fees payable, all at the then prevailing rate, shall be required to be paid prior to such re-admission.

7. Disciplinary Action and Suspension Decision

- 7.1 The school reserves the right to suspend or expel a child in any case of misconduct or serious breach of discipline, in particularly such incident of misconduct or serious breach of discipline has a detrimental effect (in the effect of the School) on other students of the School.
- 7.2 A positive, collaborative working relationship between the school and the student's father/mother/parents/guardians is/are essential to the fulfillment of the school's philosophy and mission. Accordingly, the School does not tolerate behavior that is detrimental to the safety, integrity, or dignity of any individual or group. Therefore, the school reserves the right to discontinue the student's schooling if the Principal of the school concludes that the actions of that student after discussion with father/mother/parents/guardian, as the case may be, has made such a relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes and motto. In this connection, the father/mother/parents/guardians hereby agreed that the school decision with this respect shall be final and conclusive.
- 7.3 The Principal may at his/her discretion prohibit a student having a contagious/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 student is indeed infected or otherwise, from attending the school for such period as the Principal may deem fit and necessary, provided that such decision shall be in the best interest of the child and/or students of the School. There will be no claim from the father/mother/parents/guardian on behalf of the child against the school arising from such action taken by the Principal of the school.
- 7.4 Unless excused on medical grounds or other compelling strong reason, all students must attend all classes regularly, participate in all relevant School or co-curricular activities and sit for all relevant examinations applicable to the student. The School is entitled to take such actions as may be required, including without limitation, requiring the student to repeat (an) Academic Term(s) or to be withdrawn from the School in regards to the student's failure to attend classes.

8. Emergency Risk and Liability Exoneration

- The father/mother/parents/guardians hereby consent his/her/their child participating in contact and/or non-contact sports and/or other activities as part of the normal school and co-curricular program as stipulated by the Ministry of Education of local jurisdiction and acknowledge that while the School will provide appropriate supervision, the risk of injury cannot be eliminated.
- 8.1 normal school and co-curricular program as stipulated by the Ministry of Education of local jurisdiction and acknowledge that while the School will provide appropriate supervision, the risk of injury cannot be eliminated.
- 8.2 In case of medical emergency, where neither father/mother/parents nor guardian can be contacted or contacted in time, to give consent, then the father/mother/parents/guardian hereby agrees and consents to authorize the Principal of the school to arrange for the medical examination of the student by a registered doctor, or send the student to a clinic/medical center for any medical examination, in which event, the father/mother/parents/guardian, as the case may be, shall bear all expenses incurred for the emergency medical treatment or the school shall be entitled to recover such monies advanced for the student's medical fees including all legal fees incurred thereof if legal action shall be required to recover outstanding advancement from the father/mother/parents/guardian, as the case may be. The school or its related companies or its staff or its agents shall not be held responsible by the father/mother/parents/guardian for such medical treatment administered with whatsoever consequences under such circumstance when the top priority on any unforeseen circumstance is the safety of the child.
- 8.3 The father/mother/parents/guardian hereby agree(s) that the school shall not be liable for any death, personal injury, or any loss or damage of any kind whatsoever which the child, father/mother/parents/guardian or any other person may sustain on himself/herself or property at any time:
- Within the school premises, authorized field trips out of the school premises, that is not attributable to the negligence of the school, its officers, agents, or employees.
 - Outside the school gate or premises including without limitation on the road, pavement, or car parks outside the school, notwithstanding that school staff may be present or providing traffic control guidance at such location.
 - Anywhere, within the school gates or premises, in connection with any unsupervised activity or any activity partly or wholly supervised; or
 - Anywhere, outside the school gates, in connection with any unsupervised activity or any activity partly or wholly supervised or provided by any third party other than the school.

9. Permission of Use of Images or Videos of the Student

- 9.1 The father/mother/parents/guardians hereby agree(s) that he/she/they has/have no objection for the school to upload any photo which will appear the student's face partly or fully in any social media which the school will be used in any local publication, social media or any other like platform for advertisement purpose and The father/mother/parents/guardians also agree(s) that those pictures depicted the student's face whether partly or fully shall become an asset to the school whom the school shall not be required to remove from such local publication, social media or any like platform even after the student ceased to become the student of the school in future.

10. No School Bus Transportation Service
 - 10.1 The school does not engage any school bus/van operators for its students' transportation. As such, the father/mother/parents/guardian shall arrange their own transportation to fetch in and out of the student from the school.
 - 10.2 In the event that the father/mother/parents/guardian has/have arranged the school bus/van together with other father/mother/parents/guardian of the school, then they have to ensure that the bus or van operator shall follow the school's standard operating procedures to ensure the safety of the students of the school are well protected.
11. Binding Contract
 - 11.1 It has been understood that the student has yet to reach the age of majority pursuant to Age of Majority Act 1971, therefore the student has no capacity to enter this contract. However this contract shall be deemed as binding when the same is entered between the school and father/mother/parents/guardian, as the case may be. While a third party who pays the fee on behalf of the student shall not be treated as a party to the contract.
 - 11.2 It has been agreed that any acts and omissions of Parents as to any matters of behavior, discipline, and fees of the school shall be deemed as binding on the student and vice versa. All requests and authorities by the Parents shall be treated as being made on behalf of the student and vice versa.
 - 11.3 The offer of a place by the school and acceptance of the offer from the school by the father/mother/parents/guardian, as the case may be, shall give rise to a legally binding contract on the terms and conditions in the application form for admission, the Parent-Student Handbook, those terms and conditions hereinstated and/or any other future terms and conditions that will notify to the father/mother/parents/guardian, as the case may be, in writing.
 - 11.4 For non-Malaysian citizens, admission to, and the continued status of a student at the school, is conditional on the child possessing a valid dependent pass or educational visa issued by the Malaysian Immigration Department or/and any rules imposed by the Ministry of Home Affairs. The father/mother/parents/guardian shall undertake to keep the school informed of any charges in the status during the child's enrollment in the school.
 - 11.5 As email shall be considered the mainstream of communication as agreed between the school and the father/mother/parents/guardian, therefore when the school's email has disappeared from the school's email outbox then the same shall deem that the father/mother/parents/guardian has understood and agreed the content of any update of whatsoever terms and conditions policies rules and regulations, memo or circular has bound on the father/mother/parents/guardian.
 - 11.6 The father/mother/parents/guardian shall also agree to be bound by any terms and conditions stated in parent handbooks notwithstanding of the fact that no signature of the father/mother/parents/guardian shall be required.
12. PDPA (Personal Data Protection Act 2010)
 - 12.1 The school is committed to comply with the Malaysian Personal Data Protection Act (PDPA) 2010 in protecting our students', parents' or whoever personal information registered with the school. The school's Privacy Policy, which can be obtained from the School's website explains amongst other things how we handle your student's and/or your personal data that we collect as well as your rights over your personal data. Please read and understand the content of the Privacy Policy.
13. Data Protection
 - 13.1 By signing the Acceptance Form or by agreeing to be bound by these terms and Conditions, I/We the father/mother/parents/guardian on behalf of the student authorize the school to process personal information including financial and sensitive personal information as is deemed necessary for the legitimate purposes of the school enrollment. I/We understand that the school holds information about my child including but not limited to exam results, forecast results, parent contact, whoever contact, financial information and details of medical conditions. I understand that the school processes information about my child in order to safeguard and promote the welfare of my child, promote the objects and interests of the school and facilitate the efficient operation of the school and ensure that all relevant legal obligations of the school are duly complied with.
14. General
 - 14.1 Any time or period mentioned in this application form for admission shall be of essence.
 - 14.2 The school shall be entitled at any time to amend, add, or delete any terms and conditions with respect of the admission for the student and his/her continued enrollment at the school. The school will inform the parent/guardian in respect of such amendment through email or letter by ordinary post or be handed over to the student.
 - 14.3 The school may at any time review, amend or make such rules and regulations relating to the conduct of students in the school and all such matters that the child and/or parent may be required to do or comply with as a student of the school. A breach of any such rules and regulations in force, whether recently enforced, reviewed or amended shall be deemed to be breach of the terms and conditions herein.
 - 14.4 All notices, letters, and correspondence from the school to the father/mother/parents/guardian, as the case may be, shall be deemed to have sufficiently served if it is to be sent by way of email or postal address written in the Application Form for Admission or to be handled over to the student. The father/mother/parents/guardian is/are required to notify the school in writing should here be any changes in the addresses written in the application form for admission.
 - 14.5 In the event that both parents are neither residing within Malaysia nor residing somewhere near to the current location of the school within 10km distance, then it shall be an obligation of the student's parent utmost responsibility to delegate or assign the parental responsibility to a suitable adult which is resident in Malaysia or live in vicinity to the school and has agreed to take full responsibility for the student that enable the school to obtain authorities when necessary and who can, if necessary, come to the school with short notice given to deal with matters or affairs of the student in the school.
 - 14.6 The school only recognize the legal guardian appointed through court order and the responsibility for appointing an appropriate legal guardian rest solely with the biological Parent(s).
 - 14.7 This contract shall be governed by and construed in all respect in accordance with the laws of Malaysia.
 - 14.8 This contract shall be binding upon the heirs, personal representatives, executors, administrators, successors-in-title and assigns of the parties hereto.
 - 14.9 Any term, condition, stipulation, provision, covenant or undertaking in this contract which is illegal, void, prohibited or unenforceable shall be ineffective to the extent of such illegality, voidability, prohibition or unenforceability without invalidating the remaining provisions hereof.

ACKNOWLEDGEMENT & AGREEMENT

I/We desire to enroll _____ as a student at Planetarium International School.
Family Name | *First Name* | *Middle Name*

I hereby declare that to the best of my knowledge, the information provided in this form is accurate and complete. I understand that the failure to provide a complete and accurate information could result in the school at its discretion, declaring this application or any subsequent acceptance null and void.

I/We hereby confirm that I/We have read and fully understand the above policies, terms and conditions and the nature and effects stated hereof. We/I hereby expressly confirm our/my agreement thereto. We/I further undertake to perform all such obligations and/or comply with all terms and conditions set out above on our/my part to be performed or complied with, particularly but not limited to payment of all monies payable.

We/I acknowledge that the withholding or non-disclosure or any relevant information relating to our/my child's/ward's physical, medical, or educational needs may affect our/my child/ward being offered or maintaining a place with the school. We/I further acknowledge that all information provided to the school is accurate and true to the best of our/my knowledge. We/I agree that any offer of placement is conditional on the accuracy of the information provided by us/me and that the school reserves the right to withdraw my child after environment if it is demonstrated that inaccurate or false information were provided or omitted as part of the application process.

Legal Status: Father Mother
 Parents Guardian

Name: _____

Date: _____

Signature