

For office use only:		<p>*Please insert passport size photo here</p>
Year Level Applied for:	Attended by:	
<input type="text"/>	<input type="text"/>	
Academic Year:	Tentative Joining Date:	
<input type="text"/>	DD MM YEAR	
Referral Name:	Registration Date:	
<input type="text"/>	DD MM YEAR	

A. STUDENT DETAILS

Full Name of Child: Please write in BLOCK letters. Please underline the SURNAME.

Preferred Name:

Date of Birth: DD | MM | YEAR Place of Birth: State | Country

Nationality: Malaysian Gender: Female
 Other: Male

For Malaysian:

MyKad / MyKid Number:

For Non-Malaysian:

Passport Number: Place of Issue:

Date of Issue: DD | MM | YEAR Date of Expiry: DD | MM | YEAR

Religion: Buddhist Christian Hindu Islam Sikh Other:

Is English your child's first language? Yes No

If no, please state your child's first language:

Are there any other languages spoken by your child? Please state:

Competency in English: Good Fair Limited

B. CURRENT SCHOOL DETAILS

Name of School:

Type of Programme:

Place:

Language of Instruction:

Current Year Level:

Name of Head of School and email address
(to contact for reference)

Starting Date:

Name:

Email:

Does your child have any learning difficulties? If Yes No
yes, please tick one or more as necessary:

Dyslexia Autism Speech / Language Hearing impairment Asperger's Syndrome

Sight Impairment Motor Development Difficulties Other:

Note: If your child has received or was enrolled in a Special Educational Programme, kindly provide all relevant documents.

C. FAMILY DETAILS

DETAILS OF PARENTS / GUARDIAN

Parents' Marital Status: Married Divorced Separated Widowed Other:

Student's Living Status: Both Parents Father Mother Guardian Other:

PRIMARY CONTACT PERSON: Please select ONE only

Father Mother Guardian

FATHER / GUARDIAN:

Title: Mr Dr Dato

Name:

Nationality:

Passport / MyKad Number:

Malaysian Other:

Occupation:

Company:

Home Address:

Postcode:

Email Address:

Contact Numbers: Home:

Mobile:

Office:

Preferred Contact: Mobile Home Office

MOTHER / GUARDIAN:

Title: Ms Mrs Dr Dato Datin

Name:

Nationality:

Passport / MyKad Number:

Malaysian Other:

Occupation:

Company:

Home Address:

Postcode:

Email Address:

Contact Numbers: Home:

Mobile:

Office:

Preferred Contact: Mobile Home Office

OTHER AUTHORISED GUARDIAN CONTACT:

Title: Mr Ms Mrs Dr Dato Datin

Name:

Nationality:

Passport / MyKad Number:

Malaysian Other:

Relationship:

Email Address:

Contact Numbers: Home:

Mobile:

Office:

Preferred Contact: Mobile Home Office

SIBLING DETAILS

1) Name:

Date of Birth:

Current School:

Year Level:

2) Name:

Date of Birth:

Current School:

Year Level:

3) Name:

Date of Birth:

Current School:

Year Level:

D. HEALTH DETAILS

Please complete this section accurately. Failure to disclose accurate information about your child's medical history may result in unnecessary delay when seeking emergency medical attention.

Does your child have medical insurance? Yes No

What is your child's Blood Group?

Does your child have any allergies? Yes No

If yes, please provide details:

Does your child suffer from any physical or audio / visual impairment? Yes No

If yes, please provide details:

Does your child take any prescribed special medication? Yes No

If yes, please provide details:

Are there any physical education restrictions for your child? Yes No

If yes, please provide details:

Does your child have any other health related issues that the school should be aware of? Yes No

If yes, please provide details:

E. PERMISSION FOR PHOTOS AND VIDEOS

Photos and videos of students are sometimes taken during activities, class time and events. We seek your permission as parents / guardians of our students to share these on our website, social media and/or other school publications.

USE OF PHOTOS / VIDEOS

PLEASE TICK (✓)

I am happy for photos and videos of my child to be used within internal media, such as the school newsletter, website, printed school materials (for example, school prospectus and internal posters) and/or school TV screens.

I am happy for photos and videos of my child to be used in external media, for example online and offline newspapers, magazine advertorials and advertisements.

I am happy for photos and videos of my child to be used on social media, for example Instagram and Facebook.

Please do not use photos or videos of my child in any publication, whether internal or external.

F. HOW DID YOU LEARN ABOUT XCL INTERNATIONAL SCHOOL PENANG?

Family / Friend School Website Flyer / Newspaper / Magazine School Event

Education Fair / Roadshow Social Media Other Online Channel Other:

G. APPLICATION CHECKLIST

Please enclose the following items with this Application for Admission Form:

MALAYSIAN

- | | |
|--|---|
| <input type="checkbox"/> 2x Student's recent colour passport-size photographs (hardcopy) | <input type="checkbox"/> 1x Student's MyKid / MyKad |
| <input type="checkbox"/> 1x Both parents' / guardian's recent passport-size photo (softcopy) | <input type="checkbox"/> 1x Student's most recent school report Application |
| <input type="checkbox"/> 1x Student's birth certificate | <input type="checkbox"/> for Admission Form |
| <input type="checkbox"/> 1x Both parents' / guardian's MyKad | <input type="checkbox"/> Registration and Admission Fees (non-refundable) |
| <input type="checkbox"/> Medical & Health Records, incl. Vaccination Records | |

NON-MALAYSIAN

- | | |
|--|--|
| <input type="checkbox"/> 4x Student's recent colour passport-size photographs (with BLUE background) | <input type="checkbox"/> 1x Both parents' / guardian's recent passport-size photo (softcopy) |
| <input type="checkbox"/> 1x Student's passport (photo page) | <input type="checkbox"/> 1x Both parents' / guardian's passport (photo page) |
| <input type="checkbox"/> 1x Student's birth certificate | <input type="checkbox"/> Application for Admission Form |
| <input type="checkbox"/> 1x Student's most recent school report | <input type="checkbox"/> Registration and Admission Fees (non-refundable) |
| <input type="checkbox"/> Medical & Health Records, incl. Vaccination Records | |

H. TERMS AND CONDITIONS OF ENROLMENT AND ADMISSION

We are privileged that you have selected XCL International School Penang (hereinafter referred to as "the School") for your child(ren)'s education. All parents/guardians are advised to read the terms and conditions governing the admission to the School and the child's continued enrolment as student of the School, as set out herein below.

1. REGISTRATION AND PAYMENT

1. A parent/guardian intending to enrol his/her child into the School must submit the Application for Admission Form, which has been duly, accurately and properly completed and signed.
2. The parent/guardian must, at all times, inform the School of any changes to such information. The School further reserves the right, and the parents, hereby authorise the School to contact relevant persons for further information relating to the child for admission.
3. This application is only valid for three (3) years from the date of receipt of the fully paid Registration Fee and Admission Fee to the School.
4. Payment of Registration Fee and Admission Fee does not guarantee the admission of the child to the School.
5. The Registration Fee is non-transferable and non-refundable regardless of whether the child is successfully admitted to the School or otherwise. Admission fee will be refunded if the school is not able to offer a placement to the applicant.

signature

2. REAPPLICATION FOR ADMISSION

1. If a parent/guardian wishes to re-apply for admission of the child to the School after the period stated in Item 1.3, a further payment of the Registration Fee and Admission Fee at the then prevailing rate shall be made prior to a scheduled placement test.

signature

3. ACCEPTANCE AND REJECTION OF APPLICATION

1. Completing the Application for Admission Form shall not entitle a child for an enrolment in the School. A place will not be reserved until all entry requirements are fulfilled, which will include but is not limited to an assessment test to determine the level of English and academic ability of the child.
2. The placement of the child is at the absolute discretion of the School, which shall generally be determined by various factors, including the child's age, academic ability, level of achievement relative to the School's current students, the child's behaviour and the School's ability to meet individual additional needs.
3. A child with known behavioural issues and/or special education needs shall be considered on a case-to-case basis. The parent/guardian of such a child must provide the School with detailed information and records prior to making a formal application to ensure that the School is in a position to cater to the needs of the child. Should such issues/needs be discovered at a later date by the parent, the School must be informed and provided with records immediately, so that an assessment can be made of whether the School can support the child's needs, if additional support is needed (to be sourced and financed by parents) or if the place is to be withdrawn on the basis of the School's inability to meet such needs. Similarly, if the School has concerns about behaviour or additional needs of the child, the place at the School will be subject to the School's assessment and discussion with parents on whether the child's needs can continue to be met or may require additional support (to be sourced and financed by parents) or be withdrawn on the basis of the School's inability to meet the needs of the child.

4. Failure to accurately and fully declare all relevant details, at the time of application, may result in the parent/guardian being asked to subsequently withdraw his/her child because the School is unable to meet his/her needs.
5. Once the child has been accepted by the School, all required documents must be provided to the Administration Office before he/she enrolls in the School.

signature

4. FEE PAYMENT

1. School fees and other fee charges are collected every term in accordance with the School Fees Schedule (available on our website). All fees are due for payment within 14 days of the issuance of the Invoices.
2. Term fees are payable in advance, to be paid on or before the commencement of each term. The School reserves the right not to allow the student to attend class until all outstanding fees have been paid.
3. Late Fee Payment
 1. A reminder notice will be sent via email for unpaid invoices within the first 5 working days after the Invoice due date.
 2. A final reminder will be sent via email and telephone contact will be made within 10 working days after the Invoice due date.
 3. If the outstanding Invoice remains unpaid after the abovementioned reminders, the School reserves the right to take one or more of the following actions:
 - i. Parents and students will not be allowed entry into the School premises
 - ii. Students' school and examination results, certificates and reports will be withheld
 - iii. Security deposit will be used to offset the amount owed and auto-withdrawal of student initiated

signature

4. The School reserves the right to revise all fees, charges and deposits payable from time to time.

5. WITHDRAWAL FROM SCHOOL AND DEPOSIT

1. A parent/guardian may withdraw the child from the School by giving ONE (1) FULL academic term's notice, failing which the total fee deposit shall be forfeited. Parents must submit the withdrawal form to the school registrar.
2. The said withdrawal form shall set out the date of withdrawal, failing which the same shall be deemed as insufficient notice.
3. All deposits paid shall under no circumstances be treated as payment of tuition fees or any part thereof or any other payments required to be paid and may not be used to set-off any amount due and payable by the parent/guardian.

signature

6. THE SCHOOL'S RIGHT TO WITHDRAW A PLACE

The school reserves the right to withdraw a place on the following grounds: persistent breach or a single severe breach of the behaviour policy which results in permanent exclusion; inability of the school to be able to meet the needs of a child; breach of the home-school agreement. These may lead to the immediate withdrawal of a place and refund of fees (tuition, resource and meal plan) from the last date of attendance on a pro-rated basis. Other fees will be forfeited in these circumstances.

7. DECLARATION

I have read and fully understand the above policies, terms and conditions and the nature and effects thereof. I further undertake to perform all such obligations and/or comply with all terms and conditions set out above on my part to be performed or complied with, particularly but not limited to payment of all monies payable.

signature

Signature

Signature

Full name

Full name

Date:

DD	MM	YEAR
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Date:

DD	MM	YEAR
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XCL International School Penang

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