



STUDENT APPLICATION PROCES

Our step-by-step application process

1. Fill in the Student Application Form (Page 2 to page 5)
2. Submit the completed form together with following documents to:
 - Admission form, completed and signed
 - 2 recent passport-sized photos of the child
 - 1 recent passport-sized photo of each parent/guardian
 - 1 copy of each parent's IC or passport (photo page and visa page)
 - 1 copy of the child's birth certificate
 - 1 copy of child's passport (personal details page)
 - 1 copy of the child's MyKid/MyKad (Malaysian only)
 - 1 copy of the child's current (or latest) school report
 - 1 copy of vaccination records and all health records
 - 1 copy of any reports regarding your child (i.e. schooling, etc.)
3. Pay Application Fee:
 - RM 1000 - Foundation to Year 12
 - RM 300 - Early Years

This fee is non-refundable, non-transferable and non-deductible. Payment can be made via the following methods:

- Flywire Payment: <https://payment.flywire.com/pay/payment>
- Bank Transfer: Account Payment Details (PISA):
Name : Account **Peninsula Education Sdn Bhd**
Number : Bank Name : **701-160335-3**
Swift Code: Bank **OCBC Bank (Malaysia) Berhad**
Address: **OCBCMYKL**
Menara OCBC
18 Jalan Tun Perak, 50050 Kuala Lumpur Wilayah Persekutuan.
- Credit Card Payment: <https://epay.segi.edu.my/ebpg/conventional/>

4. The Admission Office will process the application and arrange the assessment session for the child

(Please note that a completed application submission does not guarantee your child a place at our school.)

Admission into Peninsula International School Australia and placement in classes, providing space is available, is based on successful completion of all application procedures, submission of required documentation and successful completion of an admissions assessment.

Parents will need to attach the application fee upon filling the Application for Admission Form and to schedule a mutually consented assessment date and time.

After assessment (with the approval of the School Principal), parents will be informed of the school's decision to offer a place at Peninsula International School Australia; a letter of offer and the acceptance form will be issued to parents.

Having been given an offer of a place, the family should confirm acceptance and pay the Registration Fee and Deposit due. Upon receipt the student's place will be secured.

Peninsula International School Australia 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').



Peninsula International School Australia

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www.peninsula.edu.my

Please attach
non-returnable
passport-sized
colour photograph

Application Form

Student Details

Applicant's name: _____
(first name) _____ (middle name) _____ (last/family name) _____

Preferred name: _____ Applying for Academic Year 20 ____ /20 ____

Passport number/NRIC: _____ Nationality: _____

According to MOE requirements, Malaysian students are asked to indicate their ethnicity: _____

Date of birth: _____ (Example: 20 September 2012) Gender: Male Female

Permanent Address: _____

Email address: _____ Phone number: _____ Mobile number: _____

Current Grade/Year: _____ Expected start date: _____ (Example: 20 September 2012) Expected length of stay at the school: _____

Applying for year level:

(Tick only one box)

Pre-school	<input type="checkbox"/> Kindergarten 1 (age 4)	<input type="checkbox"/> Kindergarten 2 (age 5)		
Junior School	<input type="checkbox"/> Foundation (age 6)	<input type="checkbox"/> Year 1 (age 7)	<input type="checkbox"/> Year 2 (age 8)	
	<input type="checkbox"/> Year 3 (age 9)	<input type="checkbox"/> Year 4 (age 10)		
Middle School	<input type="checkbox"/> Year 5 (age 11)	<input type="checkbox"/> Year 6 (age 12)	<input type="checkbox"/> Year 7 (age 13)	<input type="checkbox"/> Year 8 (age 14)
Senior School	<input type="checkbox"/> Year 9 (age 15)	<input type="checkbox"/> Year 10 (age 16)	<input type="checkbox"/> Year 11 (age 17)	<input type="checkbox"/> Year 12 (age 18)

Is English your child's first language?

Yes

No

If English is not your child's first language, please select their level of English proficiency from the list below:

Beginner

Intermediate

Advanced

What is the main language spoken at home?

What other language(s) does your child speak?

Siblings - Provide the name and date of birth of any siblings that are also applying for admission at Peninsula

Sibling #1 Family name: _____

First name: _____

Date of birth: _____
(Example: 20 September 2012)

Relationship to applicant: Older brother Older sister

Younger brother

Younger sister

Twin

First name: _____

Sibling #2 Family name: _____

Relationship to applicant: Older brother Older sister

Younger brother

Younger sister

Twin

Date of birth: _____
(Example: 20 September 2012)

Family Details

Parent/Legal Guardian 1

Title: _____ Family name: _____ First name: _____

Mobile phone number: _____ Relationship to student: _____

Email address: _____ Nationality: _____

Passport number/NRIC: _____ Occupation: _____

Company name: _____ Company phone number: _____

Parent/Legal Guardian 2

Title: _____ Family name: _____ First name: _____

Mobile phone number: _____ Relationship to student: _____

Email address: _____ Nationality: _____

Passport number/NRIC: _____ Occupation: _____

Company name: _____ Company phone number: _____

Additional Details

Parents' marital status: Married Separated Widowed Divorced
(Tick only one box)
 Other: _____

During the school year, with whom will the student be living?
(tick only one box)

Please provide full details of the adult guardian with whom the student will be living.

Parent Guardian Boarding

Student's School History

School 1

At what age did the child start formal schooling: _____

Name of student's current/most recent school: _____ Country/City: _____

What dates did your child study at this school? From _____ to _____

Type of curriculum (e.g. Australian, IB, UK, USA, National System, etc): _____

What month did the academic school year begin? _____ What month does/did the academic year end? _____

Language of instruction: _____ Do you give us permission to contact this school? Yes No

School 2

At what age did the child start formal schooling: _____

Name of student's current/most recent school: _____ Country/City: _____

What dates did your child study at this school? From _____ to _____

Type of curriculum (e.g. IB, UK, USA, National System, etc): _____

What month did the academic school year begin? _____ What month does/did the academic year end? _____

Language of instruction: _____ Do you give us permission to contact this school? Yes No

Has your child ever been involved in serious disciplinary action such as suspension or expulsion?

Yes (If yes, then please explain.)

No

Has your child had any assessments/evaluations?

Yes (If yes, then please explain.)

No

Select from the list below any support your child has received or is receiving currently. (Tick all that apply)

English as additional language support

Learning support/special education assistance

Counselling

Assessment by an educational psychologist

Speech therapy

Hearing impairment services

Visual impairment services

Services for physical disabilities

Gifted and talented

Other: _____

Please list your child's particular skills, talents, achievements or interests. (e.g. musical instrument, sport skills, arts, ICT, etc.)

Is there any other information about your child which may be helpful in this application?

Tuition Fee Details

Fee payment will be made by:

Parent(s) only

Company only

Parent(s) and company

If fees will be paid by both parent(s) and company, please provide the percentage paid by each:

Parent (_____ %); Company (_____ %)

If billing should be sent to another person/address, please provide information below:

Billing name: _____

Position/Title: _____

Billing telephone number: _____

Billing email address: _____

Billing address: _____

Additional Information

Will you require bus transport to and from school?

Yes

No

Unsure

How did you hear about Peninsula International School Australia?

Word of mouth

Education guides

Local newspaper/magazine

Peninsula website

Live nearby the school

Other: _____

(If yes, from what area would you require the bus service?)

Why did you select Peninsula for your child/children?

List some of the after school activities in which you would like your child to participate at the school.

Application Process

Peninsula International School Australia (Peninsula) offers educational opportunities to eligible students who identify with the school's vision and mission. To apply for admission to Peninsula, please submit an Application Form and the required documentation listed below. You are encouraged to make your application package as complete as possible. We will contact you if further information is required. Please note, all prospective students must submit a complete Application Form and all required documents before their application can progress to the next stage of the admissions process.

Important Note:

Any special social, medical, dietary, psychological or educational needs must be noted, with supporting information or documentation attached. If the applicant has been tested for any educational, social, emotional or psychological purposes, the test results must be submitted with this application. Please refer to the declaration section of this application in reference to the withholding of any additional testing materials during the time of application.

The Admissions Process

1. Complete the Application Form and prepare all Required Documentation (details below) for prospective students. All applications are required to pay a non-refundable application fee of MYR1,000.00.

Required Documentation

It is suggested that photocopies of each document be prepared in advance. Please use the following checklist as a guide to submitting the required documentation:

- Application Form
- Application Fee of MYR1,000.00
- Official copies of school reports for the previous 24 months. A certified English translation is required for reports not originally issued in English.
- Any documentation relating to additional services your child is receiving or has received over the past 5 years. For example, an IEP/ISP; educational-psychological evaluation; speech and language reports; OT reports; etc.
- A copy of the applicant's passport (personal details page) or a MyKad/MyKid for a Malaysian student. For students who do not have a passport or MyKad/MyKid, please provide a copy of the applicant's birth certificate.
- Copies of parents'/legal guardians' passport (personal details page) or a MyKad for Malaysians.
- A recent passport-style photo of each applicant.
- Recent passport-style photos of each parent/legal guardian.

2. Parents/Guardians will be notified once the student's complete and documents have been received.
3. After an initial review of the application, the student may be invited to undertake an admissions assessment and to have an interview with the Principal. Parents will be asked to accompany their children to the interview.
4. The Admissions Committee will review the student's complete application and assessment and make a decision about acceptance to Peninsula.
5. Families will be advised of the Admissions Committee's decision, the year level placement and start date. Possible outcomes are:
 - The student is accepted unconditionally.
 - The student is accepted on a conditional basis.
 - The student is accepted but placed on a waiting list.
 - The student is not accepted.
6. Once a place is offered, a family will have a limited period in which to accept the offer.
7. Invoices for fees will be sent to parents/legal guardians upon receipt of fees, the student's enrolment will be confirmed.

Declaration

I understand that Peninsula reserves the right to dismiss, at any time, a student who has proven to be an unsatisfactory member of the school community. If, in the School's judgement, a student's conduct on or away from campus indicates that he or she is consistently out of sympathy with the ideals, objectives, and programme of the School, parents will be required to withdraw the student at once, even though there may have been no infraction of a specific rule.

I certify that the information provided in the application process to Peninsula is complete and accurate and that no information has been withheld, including any prior academic, educational, emotional or psychological testing results. I authorise Peninsula to request further information from teachers, counselors, administrators and specialists. I understand that if complete and accurate information has not been provided, Peninsula may be unable to provide services or accommodations, and may withdraw an offer of admission and exclude or dismiss the student from Peninsula at any future date. I have read and I accept the terms and conditions set out in the prospectus, handbooks and the accompanying documents.

Date _____/_____/_____

Parent/Legal Guardian's signature _____



Terms & Conditions of Enrolment

Enrolment and admission to Peninsula International School Australia ("Peninsula") are subject to the following Terms and Conditions.

1. Admissions and Peninsula Policies

The enrolment of a child at Peninsula, including the acceptance/placement of the child into a particular grade level, is subject to Peninsula's policies and procedures, which may be amended by Peninsula from time to time. All amendments are effective and binding on the parent/guardian/child on the effective date decided by Peninsula with or without notice.

2. Withdrawal by Peninsula of Enrolment or Enrolment Offer

If at any time before or after the child's enrolment, it was found that any of the following has occurred, Peninsula shall be at liberty to have the offer of enrolment or the enrolment itself be withdrawn, suspended or made subject to new terms and conditions:

- a. There has been a breach of Peninsula's policies or procedures or these Terms and Conditions.
- b. There has been any misrepresentation or inadequate disclosure about the child.
- c. Peninsula determines at any time that it cannot reasonably meet the child's needs.

If a student's existing enrolment is withdrawn under this Clause, any deposits, fees or such other payments made by the student, shall be subject to Peninsula Refund Policy referred to under Clause 4.15 herein below.

3. Responsibility for Legal Status of the Student/Parents/Guardians

Parents/guardians must obtain and at all times maintain valid legal documents (including but not limited to visas, residence permit and/or such other approvals) of the student and/or themselves for purposes of the student's education in Peninsula. Parents/guardians represent that they are the legal parents/guardians of the student and that at least one of them has a valid residency permit in Malaysia. It is an understanding that during the Peninsula's school year, students will reside with the parent/guardian. Peninsula must be immediately notified of any change to the parent/ guardian/student legal status.

4. Fees and Deposits

Fees Payment

- 4.1 The application fee is the fee payable for processing an application for a child's admission as a student of Peninsula and is payable upon submission of the application form to Peninsula.
- 4.2 Upon acceptance of the child as a student of Peninsula, the registration fee is payable within 15 days from the date of Peninsula's enrolment offer. If payment is not effected within 15 days period or such other period as may otherwise be agreed by Peninsula, the enrolment offer may be withdrawn or suspended at Peninsula's sole discretion.
- 4.3 All fees are denominated in Ringgit Malaysia (RM) and parents will be invoiced accordingly. If payment is made in a currency other than RM, then the payment shall be deemed to have been converted to RM at the prevailing exchange rate of a financial institution of Peninsula's choice at the time of payment.
- 4.4 Schedule of fees is reviewed annually and the current fee schedule may not be applicable for the subsequent academic years. The school reserves the right to revise the schedule of Fees as and when deemed necessary.
- 4.5 The due dates for payment of Fees are at the end of each prevailing semester (e.g Semester 2 fees are due at the end of Semester 1)
- 4.6 The school fees invoice will be distributed one month prior to the end of the semester.
- 4.7 Fees may be paid by cheque, credit card (Visa, Mastercard), bank draft, direct bank-in or via telegraphic transfer to Peninsula's bank account details as specified in the fee schedule.
- 4.8 Payment in cash may be made directly to the Bursary office.

4.9 Tuition Fees will be invoiced on a prorated basis for students who are enroled after the commencement of a semester and payable by the date specified in the invoice. Other Fees are payable annually.

Late payment surcharge

4.10 A late payment surcharge of 5% on all outstanding fees will be imposed for fees not paid by the stipulated payment due date for example, if a Semester Fee of RM10,000 is not received by Peninsula on the due date stated in the invoice, RM500 will be charged as a late payment charge.

4.11 If outstanding fees are not paid within 14 calendar days from the start of semester, Peninsula reserves the right to exclude a student from school until all outstanding fees including any late payment charges, are received by Peninsula.

4.12 Reports, academic transcripts, letters of recommendation and/or other information and documents concerning the student may be withheld until all outstanding fees and payments are settled.

4.13 Additional/Miscellaneous Charges are charged on a semester basis and are payable together with the semester fees.

4.14 VCE Programme examination fees and includes administrative fees are payable to the school and will be invoiced separately to the VCE candidate students. The examination fees are determined on a per subject basis.

Refund of Tuition Fees

4.15 Once a child is accepted as a student of Peninsula, any refund for paid tuition fees, will be as follows:

- For attendance of not more than ten (10) school days in a semester, 50% of that semester's tuition fees.
- For attendance of ten (10) or more school days but less than twenty five (25) school days in a semester, 25% of that semester's tuition fees.
- For attendance of more than twenty five (25) school days in a semester, no refund of tuition fees whether the student intends to return to Peninsula in the same school year or otherwise.

Refund of Deposits

4.16 Any deposit paid by the student, will only be refunded when the following process is adhered to:

- A minimum of three months' notice in writing from the parent/guardian is given to the Admissions Office informing the student's intended withdrawal from Peninsula. Any other type of withdrawal notices, verbal or electronically communicated, will not be accepted.
- **Withdrawal Forms and Clearance Forms** can be collected from the Admissions Office.
- The **Withdrawal Form** is completed, signed and dated by parent/guardian, and submitted to the Admissions Office by the dates given in Clause 4.19 below.
- All books and resources are returned in their original and good condition.
- The **Clearance Form** is completed and signed by all relevant staff and submitted to the Finance Office.
- Proof of the deposit (original receipt issued by the Finance Department on enrolment) is provided to the Finance Office.

4.17 The deposit may, at Peninsula's sole discretion, be used to pay or to off-set against any monies due and owing to Peninsula, or to pay for any damages to Peninsula property or for books and materials not returned.

4.18 For a student who commences and leaves his/her studies in Peninsula within the same term, the deposit will not be refunded unless the leaving date was already disclosed on the application form and such short term arrangement had been approved in advance by Peninsula.

4.19 The deposit is refundable on the condition that three (3) months written notice of withdrawal is given in advance to the school, failing which the deposit will be forfeited.

Not Returning for	Withdrawal Form to be Received by Admissions Of
First Term January	On or before 30 September
Second Term April	On or before 30 December
Third Term July	On or before 30 March
Fourth Term October	On or before 30 June

4.20 Any fees, deposits and/or monies due to parents/guardians that remain unclaimed for a period of one (1) year or more from the date of student becoming inactive (which shall include but not limited to dismissal, abandonment, termination) in the programme of study, will be automatically forfeited without any further reference to the student/parent/guardians.

5. Re-application

Re-applicants are students who left Peninsula and subsequently return within the same school/academic year, in which case the re-applicants will be charged a registration fee of RM5,000.00 and no application fee shall be payable by the student. Re-applicants will be subject to Peninsula's prevailing admission requirements, fees, policies and procedures including any revisions thereto, as may be determined by Peninsula from time to time.

6. Student Health and Accident Insurance

Students are recommended to have health and accident insurance.

7. Substance Abuse

Students are prohibited from using alcohol, tobacco products and illegal drugs at school, on school buses and at school activities.

Peninsula may carry out a search of student possessions and/or conduct drug testing if the school has reasonable grounds to believe that the student is using, distributing and/or in possession of illegal substances. A search of student possessions may include, but not limited to, any items on the student or in their clothing, bag, locker, or other possessions. The search will be conducted in the presence of two (2) or more Peninsula's staff, one of which would be an administrator or their representative. If drug testing of a student is initiated, it will be under the supervision of a Peninsula staff member. The identified student will provide hair or nail samples that will serve as the basis for the test by an outside testing agency.

In the event that illegal substances are found on the student, or identified from the drug test, Peninsula reserves the right to suspend or expel the student.

8. Uniforms

The wearing of school uniform is compulsory for all students in all year groups.

9. Student Photographs

Peninsula reserves the right to use the names, photographs and video recordings taken before, during and after the student's graduation/departure from Peninsula for purposes of advertising and/or publicity without any prior notice to the parents/guardian and the parents/guardians shall not claim ownership or compensation for the materials. Parents/guardians who do not want their child to appear in any or all of these must notify Peninsula in writing.

10. Parental Consent

If one parent/guardian of a child consents to or approves a course of action, both parents/guardians will be deemed to have given such consent or approval, and Peninsula shall not be obliged to obtain the consent of both parents/guardians.

11. Medical Emergency

Where the need arises or in case of emergencies and the parents/guardians cannot be contacted or circumstances do not allow or it is reasonably not possible to contact the parents/guardians, the parents/guardians hereby authorise Peninsula to take such action as Peninsula deems necessary or desirable in the circumstances, including but not limited to obtaining medical examination or treatment for the student, calling for further medical or specialist advice or treatment or the removal of the student to a hospital or other location, all expenses thereby incurred being for the parent's/guardian's account.

12. Indemnification and Release

Peninsula, its Officers, Directors, Principals, employees and agents shall be released, indemnified and held harmless from any and all claims and damages arising from the enrolment, attendance, participation, withdrawal or expulsion of the student from Peninsula and/or such other activities/programmes including, but not limited to, participation in school and after-school activities, bus programme, field trips, tours, sports programmes and recess, and resulting in any manner from the student's presence on or off Peninsula property.

13. Disclosure

13.1 All medical, behavioral, emotional and other issues (such as the student was asked to leave school), past or present, that might affect the student's education in Peninsula, must be disclosed.

13.2 In the case of a student with special education needs, Peninsula shall have the right to assess at any time whether it can provide or continue to provide adequate educational care and provision.

13.3 Failure to give full and frank disclosure as stated above, shall entitle Peninsula to withdraw or suspend the offer of enrolment or the enrolment itself or allow the enrolment or continued study, as the case may be subject to new terms and conditions with immediate effect.

14. Termination by Peninsula

14.1 Peninsula in exercising its rights of termination, withdrawal, suspension and/or made any offer of enrolment or continued study at Peninsula subject to new terms and conditions, will where possible, be done in consultation with the parent/guardian and the student (if in Peninsula's opinion the student is of sufficient maturity and understanding) and in accordance with Peninsula's applicable policies, which are available to the parent/guardian if the parent/guardian wish to sight the same.

14.2 Peninsula will endeavour to give at least one (1) term's written notice of Peninsula's decision pertaining to the student.

14.3 Parents/guardians have the right to appeal to the Peninsula Board on a decision to permanently exclude a student.

15. Conflict

In the event that any terms and/or conditions stated herein conflicts with any of the terms and conditions set out in the policies of Peninsula, the latest terms and conditions (as may be revised, shall prevail).

16. Data Protection Act

Peninsula International School Australia is committed to comply with the Malaysian Personal Data Protection Act (PDPA) 2010. To ensure that the school can offer an exceptional education to its students, it will, on occasion, share personal data and images or videos for the purposes of best practice and business practise.

(parent/guardian) NRIC No./Passport No.: _____

of _____ (student's name) hereby declare that I have read and understood all the terms and conditions here in and agree to abide by them.

Parent/Guardian Signature: _____

Name : _____

Date : _____