



**NEXUS INTERNATIONAL SCHOOL MALAYSIA**

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62050 Putrajaya, Malaysia

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# **NEXUS APPLICATION FOR ADMISSION**

## **NEXUS 入学申请**



## CHECKLIST | 入学必要资料

Here is a checklist to help you compile the required documents and items for the submission of an application to Nexus International School Malaysia.  
以下是入学必要资料，协助您收集所需的文件与项目以办理进入Nexus国际学校的申请手续。

### 1. Application for Admission Form

#### 入学申请表

Complete an "Application for Admission" form.

填写“入学申请”表格

### 2. Health Record

#### 健康记录

Complete a "Health Record" form. A medical practitioner's endorsement is not necessary. However, if the learner has a medical condition that requires attention, please give further details and a recent medical report. Please include information of blood group, immunisation records and parent's signature for consent for First Aid.

填写“健康记录”表格。无需医生签名。唯若学生有任何健康状况需要校方关注，请提供进一步详情以及最近的医药报告。请包括血型与免疫接种记录的资料，以及父母签名的急救同意书。

### 3. Photographs

#### 照片

A recent colour passport-size photograph of learner, father, mother & guardian (if applicable).

学生、父亲、母亲以及监护人最近的护照型彩照(若有)。

### 4. Birth Certificate

#### 出生证

Please provide a copy of the Learner's Birth Certificate with the full particulars including place of birth, parents' names, etc. An extract is not sufficient.

请提供学生出生证副本，资料需完整，包括出生地、父母姓名等等。摘录资料并不充足。

### 5. Passport

#### 护照

Please include the following pages of each passport: cover, photo, particulars, expiry and visa page of the Learner, Father, Mother & Guardian (if applicable). The original must be presented at the time of submission of the application or upon arrival prior to admission.

请提供个人护照(学生、父亲、母亲与监护人)的下列页面：封面、照片、个人资料、届满日期以及签证(若有)。在呈交申请或于入学前抵步时，必须展示护照正本。

### 6. Identity Card (Malaysians only)

#### 身份证 (只限马来西亚公民)

A copy of the Learner and Parents' IC is required. If the Learner has yet to possess an IC, please forward a copy when available.

请呈交学生与父母的身份证副本。若学生尚未拥有身份证，请于获取后呈交副本。

### 7. Visa (Non-Malaysians only)

#### 签证 (只限非马来西亚公民)

The Malaysian Immigration Authority requests that all foreign learners obtain a relevant Visa upon acceptance by the School. The visa application is the responsibility of parents.

大马移民局要求所有外籍学生一旦获本校录取即须获取相关的签证。父母必须负责为孩子申请学生签证。

### 8. School Reports & Testimonial

#### 学校成绩单与推荐信

An official copy of the most recent year's school report and a testimonial regarding the learner's character and ability from the Principal/Class Teacher. If records are in a language other than English, please ensure these are translated into English.

Students who require or may require learning support must provide the School with a recent and up-to-date Educational Psychological Report, Speech/Language assessment reports and/or Special Needs Evaluation Report (where applicable).

请提供学生近年来的成绩单和学校校长/班主任叙述有关学生的性格以及能力的推荐信。若这些文件非英文版本，请事先将其翻译成英文。需要或可能需要学习支援的学生必须提供学校近年与最新的教育心理报告、言语能力/语文评估报告以及/或特殊需要评估报告(若有)。

### 9. Application Fee

#### 申请费

A non-refundable Application Fee is required upon submission of an application. Payment may be in Cash, Cheque or Banker's Draft in RM, or via Telegraphic Transfer. Pay to NEXUS INTERNATIONAL SCHOOL.

此申请费不获退款并须于呈交申请时缴付。付款方式可以为现金、以马币(RM)支付的划线支票或银行汇票，或透过银行转账至“NEXUS INTERNATIONAL SCHOOL”。

### 10. Guardian's Details

#### 监护人资料

This is applicable to students who are staying with an appointed Guardian. Parents must provide the School with the Guardian's Photo, Passport/IC copy, contact details, and a letter confirming the appointment.

凡与指定监护人居住的学生，父母必须将该监护人的照片、护照/身份证、联络资料以及聘请书副本提供给学校。

**NOTE: AN APPLICATION IS COMPLETE WHEN THE ADMISSIONS OFFICE RECEIVES ALL OF THE ABOVE.**

备注：当入学办事处收到上述各项目之后，有关申请方属完整。

I have attached all required documents.

我谨此附上所有必要的文件。

Signed:

签名：\_\_\_\_\_

Name:

姓名：\_\_\_\_\_

Relationship:

关系：\_\_\_\_\_





KINDLY COMPLETE ALL SECTIONS OF THE FORM ACCURATELY AND PLEASE USE BLOCK LETTERS THROUGHOUT.  
请以英文大写字母正确的填写此表格的所有部分

**A. LEARNER'S DATA (As in Passport/IC) | A. 学生资料 (与护照/身份证相同)**

Legal First Name: 名: _____	Legal Middle Name: 别名: _____
Legal Surname: 姓: _____	Preferred Name: 喜欢的称呼: _____
Date of Birth: 出生日期: _____ DD/日 _____ MM/月 _____ YY/年	Gender: 性别: <input type="checkbox"/> Male / 男 <input type="checkbox"/> Female / 女
Nationality: 国籍: _____	Religion: 宗教: _____
Country of Birth: 出生国家: _____	Ethnicity (Malaysian Only): 种族(只供大马公民): _____
Passport No. 护照号码: _____	Birth Cert No. 出生证号码: _____
Date of Issue: 签发日期: _____	IC No. (Malaysian Only) 身份证号码(只供大马公民): _____
Date of Expiry: 届满日期: _____	
Home Language: 家中所操语言: _____	How long has your child been studying English: 您的孩子修读英语多久了: _____ years / 年
Other Spoken Languages: 会操的其它语言: _____	
Learner resides with: 学生与谁居住: <input type="checkbox"/> Both Parents / 父母 <input type="checkbox"/> Father / 父亲 <input type="checkbox"/> Mother / 母亲	<input type="checkbox"/> Others:/ 其他 _____
Home Address: 住宅地址: _____	Home Tel No. 住宅电话号码: _____
	Learner's Mobile No. 学生手机号码: _____
	Learner's Email Address: 学生邮址: _____
What is the likely duration of your stay in Kuala Lumpur, Malaysia? 您大约会在马来西亚吉隆坡居住多久?	<input type="checkbox"/> Less than a year 少过1年 <input type="checkbox"/> 1 - 3 years 1至3年 <input type="checkbox"/> 3- 5 years 3至5年 <input type="checkbox"/> 5 years and above 5年以上 <input type="checkbox"/> Permanent 永久

**B. SIBLINGS | B. 兄弟姐妹**

Siblings are - applying into - or currently in - Nexus International School Malaysia:  
兄弟姐妹-正在申请入学-或目前就读于-马来西亚Nexus国际学校

1. Name: 1. 姓名: _____	Year Group: 年级组: _____	3. Name: 3. 姓名: _____	Year Group: 年级组: _____
2. Name: 2. 姓名: _____	Year Group: 年级组: _____	4. Name: 4. 姓名: _____	Year Group: 年级组: _____

**FOR OFFICE USE**

<b>APPLICATION FOR TERM:</b>	<b>YEARGROUP:</b>
Application received on: _____	<input type="checkbox"/> Approved and offered Date: _____
Assessment date: 1. _____ 2. _____	<input type="checkbox"/> Normal Offer <input type="checkbox"/> Conditional Offer
Re-assessment date(if applicable): _____	<input type="checkbox"/> Cancelled Date: _____
Remark: _____	<input type="checkbox"/> Rejected Date: _____
	<input type="checkbox"/> Deferred to term: _____ Date: _____
	<input type="checkbox"/> Enrolled Date: _____

## C. FAMILY DATA | C. 家庭资料

Attention correspondence to:

信函收件人:  Father / 父亲  Mother / 母亲  Guardian / 监护人

Send to:

寄至  Home Address / 住宅地址  Work Address / 办事处地址

### FATHER | 父亲

Title: \_\_\_\_\_ Nationality: \_\_\_\_\_  
称呼: \_\_\_\_\_ 国籍: \_\_\_\_\_  
(Mr / Dr / Tan Sri / Dato / Etc) / (先生/博士/丹斯里/拿督/等等)

Priority to contact for school matters:  
学校事宜优先联络:  1st / 第一  2nd / 第二

Legal Surname: \_\_\_\_\_  
姓: \_\_\_\_\_

Legal First & Middle Name: \_\_\_\_\_  
名: \_\_\_\_\_

Passport/IC No.  
护照号码: \_\_\_\_\_

Mobile No.  
手机号码: \_\_\_\_\_

Email  
邮址: \_\_\_\_\_

Occupation/Position:  
职业/职位: \_\_\_\_\_

Company  
公司名: \_\_\_\_\_

Work Address:  
办事处地址: \_\_\_\_\_

Work Tel No.  
办事处电话号码: \_\_\_\_\_

Work Fax No.  
办事处传真号码: \_\_\_\_\_

Home Address:  
住宅地址: \_\_\_\_\_  
(If different from child's home address) / (若与孩子住宅地址不同)

Father's  
Photo  
父亲照片  
  
(Latest photo  
within the last  
3 months)  
(最近3个月的最新照片)

### MOTHER | 母亲

Title: \_\_\_\_\_ Nationality: \_\_\_\_\_  
称呼: \_\_\_\_\_ 国籍: \_\_\_\_\_  
(Mdm/ Mrs / Ms / Puan Sri / Datin / Etc) / (女士/太太/小姐/潘斯里/拿汀/等等)

Priority to contact for school matters:  
学校事宜优先联络:  1st / 第一  2nd / 第二

Legal Surname: \_\_\_\_\_  
姓: \_\_\_\_\_

Legal First & Middle Name: \_\_\_\_\_  
名: \_\_\_\_\_

Passport/IC No.  
护照号码: \_\_\_\_\_

Mobile No.  
手机号码: \_\_\_\_\_

Email:  
邮址: \_\_\_\_\_

Occupation/Position:  
职业/职位: \_\_\_\_\_

Company  
公司名: \_\_\_\_\_

Work Address:  
办事处地址: \_\_\_\_\_

Work Tel No.  
办事处电话号码: \_\_\_\_\_

Work Fax No.  
办事处传真号码: \_\_\_\_\_

Home Address:  
住宅地址: \_\_\_\_\_  
(If different from child's home address) / (若与孩子住宅地址不同)

Mother's  
Photo  
母亲照片  
  
(Latest photo  
within the last  
3 months)  
(最近3个月的最新照片)

PARENTS' MARTIAL STATUS

父母婚姻状况  Married/已婚  Divorced/离婚  Separated/分居  Widowed/丧偶  Other:/其它: \_\_\_\_\_  
(Please specify) / (请注明)

### STEPPARENT GUARDIAN | 继父母 / 监护人

Title: \_\_\_\_\_ Nationality: \_\_\_\_\_  
称呼: \_\_\_\_\_ 国籍: \_\_\_\_\_  
(Mr / Dr / Tan Sri / Dato / Etc) / (先生/博士/丹斯里/拿督/等等)

Priority to contact for school matters:  
学校事宜优先联络:  1st / 第一  2nd / 第二

Legal Surname: \_\_\_\_\_  
姓: \_\_\_\_\_

Legal First & Middle Name: \_\_\_\_\_  
名: \_\_\_\_\_

Passport/IC No.  
护照号码: \_\_\_\_\_

Relationship to learner:  
与学生的关系: \_\_\_\_\_

Mobile No.  
手机号码: \_\_\_\_\_

Email:  
邮址: \_\_\_\_\_

Occupation/Position:  
职业 / 职位: \_\_\_\_\_

Company  
公司名: \_\_\_\_\_

Work Address:  
办事处地址: \_\_\_\_\_

Work Tel No.  
办事处电话号码: \_\_\_\_\_

Work Fax No.  
办事处传真号码: \_\_\_\_\_

Home Address:  
住宅地址: \_\_\_\_\_  
(If different from child's home address) / (若与孩子住宅地址不同)

Stepparent/Guardian's  
Photo  
继父母/监护人照片  
  
(Latest photo  
within the last  
3 months)  
(最近3个月的最新照片)



## EMERGENCY CONTACT (If persons listed above are not reachable in case of an emergency)

### 紧急事故联络人 (若发生紧急事故无法联络上述人士)

Surname: 姓: \_\_\_\_\_ First & Middle Name: 名: \_\_\_\_\_  
Relationship to learner: 与学生的关系: \_\_\_\_\_ Home / Work Tel No. 住宅 / 办事处电话号码: \_\_\_\_\_ Mobile No. 手机号码: \_\_\_\_\_

## D. SCHOOL HISTORY | D. 就读学校历史

THE SCHOOL FURTHER RESERVES THE RIGHT AND THE PARENT HEREBY AUTHORISES THE SCHOOL TO CONTACT THE PREVIOUS SCHOOL OR OTHER RELEVANT PERSONS FOR FURTHER INFORMATION RELATING TO THE CHILD IN CONSIDERING THE CHILD FOR ADMISSION.  
在考虑录取孩子入学的程序中, 本校亦有权利并且父母特此授权本校联络孩子之前就读的学校, 或其他的相关人士, 以进一步获取有关孩子的资料

## CURRENT SCHOOL | 目前学校

Name of School: 学校名: \_\_\_\_\_ Name of Principal: 校长姓名: \_\_\_\_\_  
School Address: 学校地址: \_\_\_\_\_ Principal's Email Address: 校长邮址: \_\_\_\_\_  
School Tel No. 学校电话号码: \_\_\_\_\_  
Admission Date: 入学日期: \_\_\_\_\_ Joined in Grade / Year Group: 就读级别 / 年级组: \_\_\_\_\_ Currently in Grade / Year Group: 目前级别 / 年级组: \_\_\_\_\_  
Reason for leaving this school: 离校原因: \_\_\_\_\_

## PREVIOUS SCHOOL | 之前学校

Name of School: 学校名: \_\_\_\_\_ Name of Principal: 校长姓名: \_\_\_\_\_  
School Address: 学校地址: \_\_\_\_\_ Principal's Email Address: 校长邮址: \_\_\_\_\_  
School Tel No. 学校电话号码: \_\_\_\_\_  
Admission Date: 入学日期: \_\_\_\_\_ Joined in Grade / Year Group: 就读级别 / 年级组: \_\_\_\_\_ Currently in Grade / Year Group: 目前级别 / 年级组: \_\_\_\_\_  
Reason for leaving this school: 离校原因: \_\_\_\_\_

## LEARNER'S INFORMATION | 学生信息

1. Has the learner been placed out of the age group for his / her age?  Yes  No  
1. 学生之前有无被安排在他/她的年龄之外的年龄组?  有  无  
If yes, please give details  
若有, 请提供详情 \_\_\_\_\_
2. Has the learner been involved in serious disciplinary action?  Yes  No  
2. 学生之前有无涉及严重的纪律处分?  有  无  
If yes, please give details  
若有, 请提供详情 \_\_\_\_\_
3. Does the learner have any special educational needs?  
3. 学生之前有无任何特殊的教育需求?  
i. Physical disabilities / 身体残障  Yes / 有  No / 无  
ii. Learning difficulties / 学习困难  Yes / 有  No / 无  
iii. Emotional/behavioural / 情绪/行为  Yes / 有  No / 无  
If yes, please give details  
若有, 请提供详情 \_\_\_\_\_  
Please provide any diagnostic assessment reports  
请提供任何诊断评估报告
4. Has the learner received any learning support previously?  
4. 学生之前有无获得任何学习支援?  
i. Reading / 阅读  Yes / 有  No / 无  
ii. Writing / 书写  Yes / 有  No / 无  
iii. Speaking (Speech delay) / 说话 (语言表达迟缓)  Yes / 有  No / 无  
If yes, please give details  
若有, 请提供详情 \_\_\_\_\_
5. Has the learner been in an English as a Second Language Programme?  
5. 学生之前有无就读以英语为第二语文的课程?  Yes  No  
 有  无  
If yes, please give details  
若有, 请提供详情 \_\_\_\_\_

6. Has the learner any special skills or interests (sports, music, drama, dance, art, etc)  Yes  No  
 6. 学生有无任何特别的技能或嗜好(运动、音乐、戏剧、舞蹈、艺术等等)  有  无

If yes, please give details  
 若有, 请提供详情 \_\_\_\_\_

7. Has the learner represented his/her school in sports or any other events?  Yes  No  
 7. 学生有无代表他/她的学校参与运动或任何其它活动项目?  是  否

If yes, please give details  
 若有, 请提供详情 \_\_\_\_\_

8. Friendship patterns:  
 8. 交友模式:

- |                                                                         |                                                                           |                                                                        |
|-------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Makes friends easily and quickly<br>容易和快速交友    | <input type="checkbox"/> Is initially shy with people<br>起初害羞与人交流         | <input type="checkbox"/> Prefers a small group of friends<br>较喜欢一小群的朋友 |
| <input type="checkbox"/> Seems to prefer older children<br>较喜欢比他/她年长的孩童 | <input type="checkbox"/> Seems to prefer younger children<br>较喜欢比他/她年幼的孩童 | <input type="checkbox"/> Has difficulty in making friends<br>难以结交朋友    |

9. Any other information you would like the School or Class Teacher to take note about the learner?  
 9. 有无任何其它有关学生的信息希望本校或班主任加以注意?

## E. PAYMENT INFORMATION | E. 付款详情

Attention bills to:  Father 父亲  Mother 母亲  Guardian 监护人  Other 其他 \_\_\_\_\_  
 账单收件人:

Billing Address:  Home 住宅  Work 办事处  Other 其他 \_\_\_\_\_  
 账单地址:

Fees are paid by:  Parents 父母  Father's Employer 父亲雇主  Mother's Employer 母亲雇主  Guardian 监护人  Other 其他 \_\_\_\_\_  
 收费付款人:

### REFUND OF DEPOSIT 定金退还

All monies or qualified deposit refundable under the terms and conditions  
 所有的付款或合格的定金退还均附带条规。  
 Governing enrolment and admission shall be made payable in a crossed cheque to  
 报名与入学费必须以划线支票支付给

## G. ACCESS TO SCHOOL NETWORK (to access to Online Top-Up, Engage Parent Portal, School's Intranet)

### G. 通入本校网络 (通入连线添额、衔接父母网站入口、本校内部网)

Learner's Username: \_\_\_\_\_  
 学生用户名: \_\_\_\_\_  
 (preferredname.surname.graduationyear@nexus.edu.my) - This might differ due to availability / (喜欢的称呼.姓.毕业年@nexus.edu.my) - 或会不同, 须视可用性而定。

Father's Gmail ID: \_\_\_\_\_  
 父亲的Gmail账号: \_\_\_\_\_  
 Personal or work google account / 个人或工作google账户

Mother's Gmail ID: \_\_\_\_\_  
 母亲的Gmail账号: \_\_\_\_\_  
 Personal or work google account / 个人或工作google账户

### FOR OFFICE USE

Application Fee: RM \_\_\_\_\_ Inv / Rcpt No. \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_

Invoice No. \_\_\_\_\_ Date: \_\_\_\_\_ Total Invoiced: \_\_\_\_\_

Receipt No. \_\_\_\_\_ Date: \_\_\_\_\_

Application Fee: RM \_\_\_\_\_ Tuition Fee: RM \_\_\_\_\_ Deposit Fee: RM \_\_\_\_\_

Registration Fee: RM \_\_\_\_\_ Technology Fee: RM \_\_\_\_\_ Nexus One Card: RM \_\_\_\_\_

Others: RM \_\_\_\_\_



## MEDICAL AND HEALTH RECORD | 医药与健康记录

Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_  
 姓名: \_\_\_\_\_ 喜欢的称呼: \_\_\_\_\_  
(Surname) / (姓) (First & Middle Name) / (名)

Date of Birth: \_\_\_\_\_  Male  Female Year Group: \_\_\_\_\_  
 出生日期: \_\_\_\_\_ DD/日 \_\_\_\_\_ MM/月 \_\_\_\_\_ YY/年 男 女 年级组: \_\_\_\_\_

### MEDICAL CONCERNS (School Infirmary Contact: 03 8889 3868 - Ext. 106) 医药关注 (本校医务室联络号码: 03 8889 3868 - 分机106)

PLEASE COMPLETE FORM ACCURATELY, IF QUESTIONS ARE NOT APPLICABLE, PLEASE INDICATE APPROPRIATELY. FAILURE TO DISCLOSE ACCURATE INFORMATION ABOUT YOUR CHILD'S MEDICAL HISTORY MAY RESULT IN UNNECESSARY DELAY WHEN SEEKING EMERGENCY MEDICAL TREATMENT. 请正确填写这些部分, 若问题不适用, 请加以适当指明。若无据实告知您孩子的身体状况与医药历史, 可能会在寻求紧急医药治疗时造成不必要的延误。

#### ALLERGIES | 过敏

Please list and describe the reaction and usual treatment including medications:  
 (If allergies are severe, please request an Allergy & Anaphylaxis Care Plan from the Infirmary)  
 请列出及叙述有关的过敏反应以及平时的治疗, 包括药物:  
 (若是严重过敏, 请向医务室要求“过敏与过敏性反应护理计划”)

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#### ASTHMA | 哮喘

Does your child have asthma?  
 您的孩子是否患有哮喘?  Yes / 有  No / 无  
 If yes, what triggers the asthma and what are the symptoms?  
 若有, 是什么会引发其哮喘以及其症状?

---

List any medications your child takes for asthma, including dosage and frequency:  
 请列出您孩子的哮喘药, 包括剂量以及次数:

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(If Asthma is severe, please request an Asthma Care Plan from the Infirmary)  
 (若严重哮喘, 请向医务室要求“哮喘护理计划”)

#### DIABETES | 糖尿病

Is your child diabetic?  
 您的孩子是否是糖尿病患者?  Yes / 是  No / 不是  
 If yes, which type?  
 若是, 那一类?  I  II

Please describe the management, including medications:  
 请叙述管理方法, 包括药物:

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(If yes, please request a Diabetes care plan from the Infirmary)  
 (若是, 请向医务室要求“糖尿病护理计划”)

## EPILEPSY | 癫痫

Does your child have epilepsy?

您的孩子是否是癫痫患者?  Yes / 是  No / 不是

If yes, please describe the type (grand or petit mal) and frequency of seizures:

若是, 请叙述是那一类(大发作或小发作)以及发作频率:

Please list medications, including dosage and frequency:

请列出药物, 包括剂量以及次数:

(If yes, please request an Epilepsy care plan from the Infirmary)

(若是, 请向医务室要求“癫痫护理计划”)

## OTHER MEDICAL CONCERNS / CONDITIONS | 其它医药关注 / 状况

(G6PD, Eczema, Migraine, Past Surgeries or fracture, etc - please include dates)

(G6PD、湿疹、偏头痛、既往手术或骨折等等-请包括日期在内)

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

请叙述您希望本校留意或关注的任何其它状况:

## MEDICATION | 药物

Does your child regularly take any medication either at home or during school hours?

您的孩子是否需要在家或于上课时间服用任何药物?  Yes / 是  No / 不是

If yes, please list below:

若是, 请列出:

Name of med:

药物名: \_\_\_\_\_

Dosage:

剂量: \_\_\_\_\_

Name of med:

药物名: \_\_\_\_\_

Dosage:

剂量: \_\_\_\_\_

Name of med:

药物名: \_\_\_\_\_

Dosage:

剂量: \_\_\_\_\_

Name of med:

药物名: \_\_\_\_\_

Dosage:

剂量: \_\_\_\_\_

## PERMISSION FOR MEDICATION AND EMERGENCY CARE 允准给予药物与紧急护理

PLEASE COMPLETE EACH SECTION BELOW. IF YOU WISH TO KEEP YOUR CHILD'S OWN MEDICATIONS IN THE INFIRMARY TO BE GIVEN AS NEEDED, PLEASE CONTACT US.

请填写下列每个部分。若您欲将孩子本身的药物保存在医务室并在需要时给予服用, 请联系我们。

### A. PERMISSION TO GIVE MEDICATION | A. 允准给予药物

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

请勾“可以”或“不可以”(每种药物)以允准管理人在护士判断适当后给予孩子服用。

Panadol (paracetamol)

必理通(对乙酰氨基)

Yes  No

可以 不可以

Ventolin inhaler (salbutamol)

喘乐宁气雾剂(沙丁胺醇)

Yes  No

可以 不可以

Throat lozenges

润喉片

Yes  No

可以 不可以

Charcoal tablets

炭片剂

Yes  No

可以 不可以

Antacids

抗酸剂

Yes  No

可以 不可以

Zyrtec (antihistamine)

仙特明(抗组胺剂)

Yes  No

可以 不可以

Oral Rehydration Salt

口服补液盐

Yes  No

可以 不可以

Optrex Eye Drops

Optrex眼药水

Yes  No

可以 不可以

Signature of Parent / Guardian:

父母 / 监护人签名: \_\_\_\_\_

Date:

日期: \_\_\_\_\_

Name:

姓名: \_\_\_\_\_





**B. PERMISSION FOR EMERGENCY CARE | B. 允许给予紧急护理**

I hereby give permission for emergency measures to be initiated in the case of a serious injury or illness, including ambulance transportation to a hospital, with the understanding that I will be contacted as soon as possible. (In the event of an emergency, learner will be taken to the nearest hospital.)

万一发生严重受伤或发病时，我谨此给予允许，校方可主动采取应急措施，包括救护车送至医院；我亦明白校方会尽快的通知我。（万一发生紧急事故，学生将被送至最近的医院）

Signature of Parent / Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
父母 / 监护人签名： \_\_\_\_\_ 日期： \_\_\_\_\_

Name: \_\_\_\_\_  
姓名： \_\_\_\_\_

Father's Name: \_\_\_\_\_  
父亲姓名： \_\_\_\_\_

Mobile No. Home No. Office No.  
手机号码： \_\_\_\_\_ 住宅号码： \_\_\_\_\_ 办事处号码： \_\_\_\_\_

Mother's Name: \_\_\_\_\_  
母亲姓名： \_\_\_\_\_

Mobile No. Home No. Office No.  
手机号码： \_\_\_\_\_ 住宅号码： \_\_\_\_\_ 办事处号码： \_\_\_\_\_

If either parent is not reachable, call (Name): \_\_\_\_\_  
若无法联络上父母两人，则致电 (姓名)： \_\_\_\_\_

Relationship to learner: \_\_\_\_\_ Contact No. \_\_\_\_\_  
与学生的关系： \_\_\_\_\_ 联络号码： \_\_\_\_\_

EMERGENCY CONTACT / 紧急事故 联络人

### C. ADMINISTRATION OF SCHEDULED IMMUNISATIONS | C. 免疫接种进度表管理

The scheduled vaccinations have been completed according to my child's age. The dates, to the best of my knowledge, have been inserted in the table below.  
根据我孩子的年龄，按进度表进行的免疫接种已经完成。就我所知，有关日期已经写入下列图表中。

Signature of Parent / Guardian: \_\_\_\_\_  
父母 / 监护人签名: \_\_\_\_\_

Blood Group: \_\_\_\_\_  
血型: \_\_\_\_\_

Immunisation 接种疫苗	Age (Month) 年龄 (月)												Age (Year) (年)		
	1	2	3	4	5	6	9	12	18	21	7	13	15		
BCG 卡介苗	Dose 1 第1剂														
Hepatitis B 乙型肝炎	Dose 1 第1剂	Dose 2 第2剂				Dose 3 第3剂									
DTap 白喉、破伤风和非细胞性百日咳			Dose 1 第1剂	Dose 2 第2剂	Dose 3 第3剂				Booster 加强剂						
Hib 乙型流感嗜血杆菌			Dose 1 第1剂	Dose 2 第2剂	Dose 3 第3剂				Booster 加强剂						
Polio (IPV) 小儿麻痹 (IPV)			Dose 1 第1剂	Dose 2 第2剂	Dose 3 第3剂				Booster 加强剂						
Measles 麻疹						Sabah Only 沙巴而已									
MMR 风疹麻疹腮腺炎							Dose 1 第1剂	Dose 2 第2剂							
MR 麻疹腮腺炎											Booster 加强剂				
DT 白喉、破伤风											Booster 加强剂				
OPV 口服小儿麻痹															
HPV 子宫颈癌												Female Only 女性而已			
Tetanus 破伤风													Booster 加强剂		
JE (Sarawak) 日本脑炎 (砂拉越)							Dose 1 第1剂			Dose 2 第2剂					

## TERMS AND CONDITIONS GOVERNING ENROLMENT AND ADMISSION

We, here at Nexus International School Malaysia would really enjoy having your child(ren) with us. In order that your child will fully benefit from our environment, we have laid down certain policies and conditions. All parents/guardians are advised to read the policies and the terms and conditions governing the admission to the "School" and the child's continued enrolment as student of the School, as set out below.

### 1. Definitions

The following definitions apply when used herein:

- 1.1 "Parent" is either parent of the child or legal guardian and the provisions herein shall be binding on them jointly and severally.
- 1.2 "School" shall mean The Nexus International School, a private international school fully owned by Garden International School Sdn. Bhd. (Company No: 3211-T), a company registered under the Companies Act 1965.
- 1.3 "Head of the School" shall collectively mean the person given the delegated responsibility to lead the School by the Board of Governors, irrespective of their actual job title.
- 1.4 "Learner", "Student" and "Child" may be used interchangeably in this document, which refers to the child named on the Application Form.
- 1.5 "Application Form" shall mean the Application For Admission forms for Nexus International School Malaysia.

### 2. Application

- 2.1 A Parent intending to enroll his/her child to the School, must submit the Application for Admission Form (the "Application Form"), duly and accurately completed and signed. False, inaccurate or misleading information could lead to rejection of the applications of admission to the School. The parent must at all times inform the School of any changes to such information. The School further reserves the right and the parent hereby authorises the School to contact the previous school (if applicable and relevant) or such medical officers or other relevant persons for further information relating to the child in considering the child for admission.
- 2.2 An application fee (please refer to the fee schedule (the "Application Fee") is payable in full with each submission of the Application Form. The Application Fee shall be payable by either cash, a crossed cheque, bank draft or bank transfer made payable to Nexus International School Malaysia, at the time of submission of the Application Form. (Please refer to payment instructions stated in the Application Checklist).
- 2.3 The Application Fee covers an application for admission to the School for the Term and Academic Year applied for. The Application Fee is non-transferable and non-refundable regardless whether the child is successfully admitted to the School or otherwise. The receipt of the Application Fee by the School does not oblige the School to assess and/or admit the child. The School has the final decision.
- 2.4 Upon payment of the application fee, the application may be put in a wait pool depending on availability of place and is subjected to terms and conditions as stipulated in 2.6 - 2.7.
- 2.5 Putting in a wait pool means adding the student's name onto the application list where the application will be handled as per the application process, which takes into account various criteria as stipulated in the Admission Policy.
- 2.6 If there is no vacancy in the applied Year Group for the proposed enrolment Term and Academic Year, the application will automatically proceed to the following term unless application is withdrawn by the parent in writing or by default.
- 2.7 A new Application Fee will be imposed if any of the following occurs:
  - A deferment of an application to a future Term/Academic year for more than (1) one time.
  - The Application is withdrawn by parent with or without an offer of place
  - The Application is unsuccessful for the second time due to unsatisfactory assessment outcome.
  - Parent does not accept the offer by the stipulated date in the Letter of Offer.
  - Parent is no longer in contact with the school and not contactable at the last known address.
  - Any other terms and conditions not mentioned herein, governing Enrolment and Admission.

### 3. Acceptance or Rejection of Application

- 3.1 If the assessment results are not satisfactory, the Parent shall inform Admissions personnel should Parent decide to re-apply or otherwise, within the stipulated date as stated in the Rejection letter. Parents may re-apply for the future, with at least six (6) months' gap from the last assessment, with no additional cost involved.
- 3.2 If an offer is declined by the Parents in writing or by default, the Application will automatically be cancelled.
- 3.3 Should the Parent wish to re-apply after the Application is cancelled, the application will be treated as a fresh application and the then prevailing Application Fee is applicable according to the Fee Schedule of the Academic Year, at the time of the re-application. The Application shall be placed in a wait pool again in relevant Year Group, Term and Academic Year and the application process shall apply (refer to section 2).
- 3.4 The placement of the child is also 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 current students and the child's behaviour.
- 3.5 The admission of the child is at the absolute discretion of the School and the School is not obliged to offer any justification for the rejection of any application.
- 3.6 On being offered a place, the Parent shall pay the required school fees (including the refundable deposit) at the rate applicable for the term for which the place is offered within and no later than the stipulated deadline as stated on the letter of offer. (See fee schedule for details). Please note that fees are normally reviewed on an annual basis and that the fees indicated on the current fee schedule may not be the fees applicable for subsequent academic year. For the avoidance of doubt, the School reserves the right to revise the fee when deemed necessary and the latest fee schedule would be on the website.
- 3.7 The School reserves the right to place the child in a class which the Head of School deems academically and developmentally suitable to the child's needs at anytime and from time to time whilst the child is enrolled at the School. This may include requiring the child to repeat one or more academic year(s).
- 3.8 For non-Malaysian citizens, admission to, and continued status as a student at the School, is conditional on the child possessing a valid visa issued by the Malaysian Immigration Department. The parent shall undertake to keep the School informed of any change in the status during the child's enrolment at the School.

### 4. Fees and Payment

- 4.1 Fees for subsequent terms 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.
- 4.2 Late payment - There is a Surcharge added to any outstanding balance past due. Please refer to the fee schedule or invoice for the chargeable surcharge. The School further reserves the right to apply any monies received, first for payment of the surcharge and the balance, if any, shall be deemed towards the payment of the outstanding amount due.
- 4.3 The Parent undertakes to pay, or arrange payment of all Fees by the due date. If the parent/guardian fails to pay any payment due and payable, a Student may be excluded from the School at any time when fees are unpaid and will be deemed withdrawn without notice twenty eight (28) days after exclusion. The School also reserves the right to withhold all examination results, certificates and school records of the child including restrict parent and/or student access to the school's information systems.

### 5. Withdrawal from School and Deposit

- 5.1 A parent/guardian may withdraw the child from the School by giving to 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"), failing which the same shall be deemed as insufficient notice. For avoidance of doubt, please note that the notice of withdrawal must straddle ONE (1) FULL ACADEMIC TERM to be considered "sufficient firm notice".
- 5.2 In amplification hereof the following are illustrations of what constitute insufficient notice –
  - if it is intended that the child will leave the School during or at the end of an academic term, notice of withdrawal must be received by the School not later than the **first day of the same academic term**, failing which the deposit shall be forfeited;
  - if the child is withdrawn from the School prior to the withdrawal notice
- 5.3 Provisional or conditional notice of withdrawal is not accepted. 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 must be received by the School. The provisions of clause 4.3 will apply in the case of a prolonged absence of the child from the School.
- 5.4 **The Parent agree and consent that the deposit SHALL be forfeited in full, notwithstanding such monies are paid by parent or third party sponsor, in the event insufficient notice, provisional or conditional notice of withdrawal is given. Parent agrees and consents to indemnify the School for any such incidental loss or damage.**
- 5.5 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.
- 5.6 The Parent shall pay such additional monies as are necessary to top up the deposit to maintain its equivalence to one term's tuition fee on or before the commencement of the relevant academic term.
- 5.7 **All monies refundable under the conditions hereof 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 Parent consents and authorises the School to immediately transfer the said monies into the School Improvement Fund, whereupon the Parent shall have no claim in respect of such monies thereafter. The School shall be entitled to utilise such monies in the School Improvement Fund as the School deems fit.**
- 5.8 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 child left the School. The Application Fee, tuition fee, deposit and other fees payable, all at the then prevailing rate, are required to be paid prior to such re-admission.
- 5.9 At the point of withdrawal, the Student must also be a registered school going student at the School. In the event the Student has a long-term absence of 30 consecutive days or more without informing the School in writing, the Student shall be deemed automatically to have withdrawn from the School and condition (clause 5.1) above shall apply.
- 5.10 In the event the Student request for a leave of absence in writing, the School reserves the right to take this request into consideration subject to full term fee and deposit (top up deposit when applicable) are paid. The term fee and security deposit will not be refunded if Student does not attend school after the period of "leave of absence".
- 5.11 The Security Deposit and all fees paid upon confirmation of enrolment will not be refunded or shall not be transferable, if, after being confirmed a place the Student does not attend School thereafter. This security deposit shall be forfeited if the place is not taken up.

**6. Discipline, Suspension and Termination**

- 6.1 The School reserves the right to suspend or expel a Student in a case of misconduct or a serious breach of discipline, particularly if this has a detrimental effect (in the opinion of the School) on the other students in the School.
- 6.2 The School may require, at any time the withdrawal of a Student from the School for any reason at the discretion of the Head of School. Reasons may include but not limited to matters related to the Student's inability to participate in or benefit fully from the School's curriculum or if there is a breach by the Parent or the Student of any matters or things not mentioned herein. The School's decision is final.
- 6.3 In the event of the Student having a contagious or infectious disease or illness or in the event of an outbreak of a contagious or infectious disease or illness at the School regardless whether the Student is so infected or otherwise, the Head of the School may at his discretion prohibit the Student from attending at the School for such period as the Head of the School deems necessary. The parent or child shall have no claim against the School arising from any such safety action taken by the Head of School.
- 6.4 Student must attend all classes regularly, participate in all relevant school or extra curriculum activities and sit for all relevant examinations applicable to the student unless excused on medical grounds or other compelling cogent reason. Failure to attend classes, shall entitle the School 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.

**7. Emergency and Liability**

- 7.1 In case of medical emergency, where parent cannot be contacted to give consent, the Parent hereby agrees and consents to authorise the Head of School to arrange for the medical examination of the Student by a registered doctor, or send the Student to a clinic/medical centre. Parent agrees to indemnify the School fully for all expenses thereby incurred on such account.
- 7.2 The Parent agrees that the School shall not be liable for any death, personal injury or any loss or damage of any kind whatsoever which the Student may sustain at any time either within the School premises, authorised field trip or elsewhere, which is not attributable to the negligence of the School, its officers, agents or employees.

**8. Photograph and Images**

- 8.1 The School may and the Parent hereby gives consent to the School to take such photographs, images, recordings, works or derivative works including examination results of the child and to use, free of charge, such photographs, images, recordings, works or derivative works including examination results in any media and for whatever purpose as the School shall deem fit, including without limitation for any promotional materials within the Taylor's Education Group, including website of the School and other educational institutions within Taylor's Education Group.

**9. General**

- 9.1 Changes at the School: A successful school must initiate and respond to change. The acceptance of a place by the parents is given on the basis that, in the interests of the School as a whole, reasonable changes may be made from time to time.
- 9.2 The School shall be entitled at anytime to amend, add or delete any terms and conditions in respect of the admission of the child, the child's continued enrolment at the School or any matters related thereto by way of letter sent by ordinary post or handed over to the child.
- 9.3 The School may at anytime 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.
- 9.4 All notices, letters and correspondence from the School to the Parent shall be deemed sufficiently served if sent by ordinary post or email to the Parent at the address and/or email address set out in the Application Form or the Family email address as provided by the school or if handed over to the child, .
- 9.5 The prospectus and School website describes the broad principles on which the School is currently run and gives an indication of our history and core values. Although believed correct at the time of printing, neither the prospectus nor the website are part of any agreement between the Parents and the School. Parents wishing to place specific reliance on a matter given in the prospectus or website should seek written confirmation of that matter before entering this agreement.
- 9.6 The offer of a place and its acceptance by the Parents give rise to a legally binding contract on the terms of conditions in the Application Form, these Terms and Conditions and any future terms and conditions notified to the parent in writing.
- 9.7 The Parents agree to protect and nurture their child's emotional development by supporting the school's policy of non-physical punishment.

**10. Third Party Excluded:** Only the School and the Parent/Guardian are parties to this contract. Subject to notification in writing to the School by the Parent/Guardian, the Student is not a party to it and neither is a third party sponsoring the Student. The acts and omissions of Parents are binding on the Student and vice versa as to any matter of behaviour, discipline and fees. All requests and authorisations by the Parent are treated as being made on behalf of the Student and vice versa.

**11. Alumni:** All graduates or school leavers who have spent at least one academic term in Nexus International School Malaysia shall automatically be included as the School's Alumni, where the said student may be contacted or notified of any School Alumni activities/updates unless, the student chose otherwise and inform the School in writing.

- 12. Counselling:** The school provides counseling services within the school to facilitate a better and supportive environment, which underpins the enhancement of learning, and contributing to the best possible start in life for students.
- 13. PDPA:** The School is committed to comply with the Malaysian Personal Data Protection Act (PDPA) 2010 in protecting our students' and parents' personal information 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 child's and 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.
- 14. Data Protection:** By signing the Acceptance Form or by agreeing to be bound by these terms and Conditions, I, the Parents and on behalf of the Student, authorise the School to process personal information including financial and sensitive personal information as is deemed necessary for the legitimate purposes of the School within Taylor's Education Group. I understand that the School holds information about my child including but not limited to exam results, forecast results, parent 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 Taylor's Education Group, facilitate the efficient operation of the School and ensure that all relevant legal obligations of the School are complied with.

**ACKNOWLEDGEMENT AND AGREEMENT**

I have read and I fully understand the above policies, terms and conditions and the nature and effects thereof. I hereby expressly confirm my agreement thereto. 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.

I acknowledge that the withholding or non-disclosure of any relevant information relating to my child's/ward's physical, medical or educational needs may affect my child/ward being offered or maintaining a place with the School. I agree that any offer of placement is conditional on the accuracy of the information provided by me.

I acknowledge that any third party sponsor is not a party to this agreement and agree to convey the same to the third party sponsor involved. I agree to be fully responsible to give sufficient firm notice of withdrawal or indemnify and hold the school not liable in any way, in the event such sufficient firm notice is not given as per Clause 5.1 above.

I acknowledge that the School corresponds with me to share updates and information about the school from time to time. I agree that if I do not wish to receive any of the information, I will notify the school in writing.

I give permission for my child, named in this application form, to receive counseling services while attending at Nexus International School Malaysia. I understand that I may withdraw this consent at any time by signing and dating a written notice requesting termination of counseling service.

Signature of Father / Guardian:

Signature of Mother / Guardian:

\_\_\_\_\_  
Name: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_

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

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



## TERMS AND CONDITIONS GOVERNING ENROLMENT AND ADMISSION

We, here at Nexus International School Malaysia would really enjoy having your child(ren) with us. In order that your child will fully benefit from our environment, we have laid down certain policies and conditions. All parents/guardians are advised to read the policies and the terms and conditions governing the admission to the "School" and the child's continued enrolment as student of the School, as set out below.

### 1. Definitions

The following definitions apply when used herein:

- 1.1 "Parent" is either parent of the child or legal guardian and the provisions herein shall be binding on them jointly and severally.
- 1.2 "School" shall mean The Nexus International School, a private international school fully owned by Garden International School Sdn. Bhd. (Company No: 3211-T), a company registered under the Companies Act 1965.
- 1.3 "Head of the School" shall collectively mean the person given the delegated responsibility to lead the School by the Board of Governors, irrespective of their actual job title.
- 1.4 "Learner", "Student" and "Child" may be used interchangeably in this document, which refers to the child named on the Application Form.
- 1.5 "Application Form" shall mean the Application For Admission forms for Nexus International School Malaysia.

### 2. Application

- 2.1 A Parent intending to enroll his/her child to the School, must submit the Application for Admission Form (the "Application Form"), duly and accurately completed and signed. False, inaccurate or misleading information could lead to rejection of the applications of admission to the School. The parent must at all times inform the School of any changes to such information. The School further reserves the right and the parent hereby authorises the School to contact the previous school (if applicable and relevant) or such medical officers or other relevant persons for further information relating to the child in considering the child for admission.
- 2.2 An application fee (please refer to the fee schedule (the "Application Fee") is payable in full with each submission of the Application Form. The Application Fee shall be payable by either cash, a crossed cheque, bank draft or bank transfer made payable to Nexus International School Malaysia, at the time of submission of the Application Form. (Please refer to payment instructions stated in the Application Checklist).
- 2.3 The Application Fee covers an application for admission to the School for the Term and Academic Year applied for. The Application Fee is non-transferable and non-refundable regardless whether the child is successfully admitted to the School or otherwise. The receipt of the Application Fee by the School does not oblige the School to assess and/or admit the child. The School has the final decision.
- 2.4 Upon payment of the application fee, the application may be put in a wait pool depending on availability of place and is subjected to terms and conditions as stipulated in 2.6 - 2.7.
- 2.5 Putting in a wait pool means adding the student's name onto the application list where the application will be handled as per the application process, which takes into account various criteria as stipulated in the Admission Policy.
- 2.6 If there is no vacancy in the applied Year Group for the proposed enrolment Term and Academic Year, the application will automatically proceed to the following term unless application is withdrawn by the parent in writing or by default.
- 2.7 A new Application Fee will be imposed if any of the following occurs:
  - A deferment of an application to a future Term/Academic year for more than (1) one time.
  - The Application is withdrawn by parent with or without an offer of place
  - The Application is unsuccessful for the second time due to unsatisfactory assessment outcome.
  - Parent does not accept the offer by the stipulated date in the Letter of Offer.
  - Parent is no longer in contact with the school and not contactable at the last known address.
  - Any other terms and conditions not mentioned herein, governing Enrolment and Admission.

### 3. Acceptance or Rejection of Application

- 3.1 If the assessment results are not satisfactory, the Parent shall inform Admissions personnel should Parent decide to re-apply or otherwise, within the stipulated date as stated in the Rejection letter. Parents may re-apply for the future, with at least six (6) months' gap from the last assessment, with no additional cost involved.
- 3.2 If an offer is declined by the Parents in writing or by default, the Application will automatically be cancelled.
- 3.3 Should the Parent wish to re-apply after the Application is cancelled, the application will be treated as a fresh application and the then prevailing Application Fee is applicable according to the Fee Schedule of the Academic Year, at the time of the re-application. The Application shall be placed in a wait pool again in relevant Year Group, Term and Academic Year and the application process shall apply (refer to section 2).
- 3.4 The placement of the child is also 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 current students and the child's behaviour.
- 3.5 The admission of the child is at the absolute discretion of the School and the School is not obliged to offer any justification for the rejection of any application.
- 3.6 On being offered a place, the Parent shall pay the required school fees (including the refundable deposit) at the rate applicable for the term for which the place is offered within and no later than the stipulated deadline as stated on the letter of offer. (See fee schedule for details). Please note that fees are normally reviewed on an annual basis and that the fees indicated on the current fee schedule may not be the fees applicable for subsequent academic year. For the avoidance of doubt, the School reserves the right to revise the fee when deemed necessary and the latest fee schedule would be on the website.
- 3.7 The School reserves the right to place the child in a class which the Head of School deems academically and developmentally suitable to the child's needs at anytime and from time to time whilst the child is enrolled at the School. This may include requiring the child to repeat one or more academic year(s).
- 3.8 For non-Malaysian citizens, admission to, and continued status as a student at the School, is conditional on the child possessing a valid visa issued by the Malaysian Immigration Department. The parent shall undertake to keep the School informed of any change in the status during the child's enrolment at the School.

### 4. Fees and Payment

- 4.1 Fees for subsequent terms 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.
- 4.2 Late payment - There is a Surcharge added to any outstanding balance past due. Please refer to the fee schedule or invoice for the chargeable surcharge. The School further reserves the right to apply any monies received, first for payment of the surcharge and the balance, if any, shall be deemed towards the payment of the outstanding amount due.
- 4.3 The Parent undertakes to pay, or arrange payment of all Fees by the due date. If the parent/guardian fails to pay any payment due and payable, a Student may be excluded from the School at any time when fees are unpaid and will be deemed withdrawn without notice twenty eight (28) days after exclusion. The School also reserves the right to withhold all examination results, certificates and school records of the child including restrict parent and/or student access to the school's information systems.

### 5. Withdrawal from School and Deposit

- 5.1 A parent/guardian may withdraw the child from the School by giving to 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"), failing which the same shall be deemed as insufficient notice. For avoidance of doubt, please note that the notice of withdrawal must straddle ONE (1) FULL ACADEMIC TERM to be considered "sufficient firm notice".
- 5.2 In amplification hereof the following are illustrations of what constitute insufficient notice –
  - if it is intended that the child will leave the School during or at the end of an academic term, notice of withdrawal must be received by the School not later than the **first day of the same academic term**, failing which the deposit shall be forfeited;
  - if the child is withdrawn from the School prior to the withdrawal notice
- 5.3 Provisional or conditional notice of withdrawal is not accepted. 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 must be received by the School. The provisions of clause 4.3 will apply in the case of a prolonged absence of the child from the School.
- 5.4 **The Parent agree and consent that the deposit SHALL be forfeited in full, notwithstanding such monies are paid by parent or third party sponsor, in the event insufficient notice, provisional or conditional notice of withdrawal is given. Parent agrees and consents to indemnify the School for any such incidental loss or damage.**
- 5.5 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.
- 5.6 The Parent shall pay such additional monies as are necessary to top up the deposit to maintain its equivalence to one term's tuition fee on or before the commencement of the relevant academic term.
- 5.7 **All monies refundable under the conditions hereof 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 Parent consents and authorises the School to immediately transfer the said monies into the School Improvement Fund, whereupon the Parent shall have no claim in respect of such monies thereafter. The School shall be entitled to utilise such monies in the School Improvement Fund as the School deems fit.**
- 5.8 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 child left the School. The Application Fee, tuition fee, deposit and other fees payable, all at the then prevailing rate, are required to be paid prior to such re-admission.
- 5.9 At the point of withdrawal, the Student must also be a registered school going student at the School. In the event the Student has a long-term absence of 30 consecutive days or more without informing the School in writing, the Student shall be deemed automatically to have withdrawn from the School and condition (clause 5.1) above shall apply.
- 5.10 In the event the Student request for a leave of absence in writing, the School reserves the right to take this request into consideration subject to full term fee and deposit (top up deposit when applicable) are paid. The term fee and security deposit will not be refunded if Student does not attend school after the period of "leave of absence".
- 5.11 The Security Deposit and all fees paid upon confirmation of enrolment will not be refunded or shall not be transferable, if, after being confirmed a place the Student does not attend School thereafter. This security deposit shall be forfeited if the place is not taken up.



**6. Discipline, Suspension and Termination**

- 6.1 The School reserves the right to suspend or expel a Student in a case of misconduct or a serious breach of discipline, particularly if this has a detrimental effect (in the opinion of the School) on the other students in the School.
- 6.2 The School may require, at any time the withdrawal of a Student from the School for any reason at the discretion of the Head of School. Reasons may include but not limited to matters related to the Student's inability to participate in or benefit fully from the School's curriculum or if there is a breach by the Parent or the Student of any matters or things not mentioned herein. The School's decision is final.
- 6.3 In the event of the Student having a contagious or infectious disease or illness or in the event of an outbreak of a contagious or infectious disease or illness at the School regardless whether the Student is so infected or otherwise, the Head of the School may at his discretion prohibit the Student from attending at the School for such period as the Head of the School deems necessary. The parent or child shall have no claim against the School arising from any such safety action taken by the Head of School.
- 6.4 Student must attend all classes regularly, participate in all relevant school or extra curriculum activities and sit for all relevant examinations applicable to the student unless excused on medical grounds or other compelling cogent reason. Failure to attend classes, shall entitle the School 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.

**7. Emergency and Liability**

- 7.1 In case of medical emergency, where parent cannot be contacted to give consent, the Parent hereby agrees and consents to authorise the Head of School to arrange for the medical examination of the Student by a registered doctor, or send the Student to a clinic/medical centre. Parent agrees to indemnify the School fully for all expenses thereby incurred on such account.
- 7.2 The Parent agrees that the School shall not be liable for any death, personal injury or any loss or damage of any kind whatsoever which the Student may sustain at any time either within the School premises, authorised field trip or elsewhere, which is not attributable to the negligence of the School, its officers, agents or employees.

**8. Photograph and Images**

- 8.1 The School may and the Parent hereby gives consent to the School to take such photographs, images, recordings, works or derivative works including examination results of the child and to use, free of charge, such photographs, images, recordings, works or derivative works including examination results in any media and for whatever purpose as the School shall deem fit, including without limitation for any promotional materials within the Taylor's Education Group, including website of the School and other educational institutions within Taylor's Education Group.

**9. General**

- 9.1 Changes at the School: A successful school must initiate and respond to change. The acceptance of a place by the parents is given on the basis that, in the interests of the School as a whole, reasonable changes may be made from time to time.
- 9.2 The School shall be entitled at anytime to amend, add or delete any terms and conditions in respect of the admission of the child, the child's continued enrolment at the School or any matters related thereto by way of letter sent by ordinary post or handed over to the child.
- 9.3 The School may at anytime 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.
- 9.4 All notices, letters and correspondence from the School to the Parent shall be deemed sufficiently served if sent by ordinary post or email to the Parent at the address and/or email address set out in the Application Form or the Family email address as provided by the school or if handed over to the child.
- 9.5 The prospectus and School website describes the broad principles on which the School is currently run and gives an indication of our history and core values. Although believed correct at the time of printing, neither the prospectus nor the website are part of any agreement between the Parents and the School. Parents wishing to place specific reliance on a matter given in the prospectus or website should seek written confirmation of that matter before entering this agreement.
- 9.6 The offer of a place and its acceptance by the Parents give rise to a legally binding contract on the terms of conditions in the Application Form, these Terms and Conditions and any future terms and conditions notified to the parent in writing.
- 9.7 The Parents agree to protect and nurture their child's emotional development by supporting the school's policy of non-physical punishment.

**10. Third Party Excluded:** Only the School and the Parent/Guardian are parties to this contract. Subject to notification in writing to the School by the Parent/Guardian, the Student is not a party to it and neither is a third party sponsoring the Student. The acts and omissions of Parents are binding on the Student and vice versa as to any matter of behaviour, discipline and fees. All requests and authorisations by the Parent are treated as being made on behalf of the Student and vice versa.

**11. Alumni:** All graduates or school leavers who have spent at least one academic term in Nexus International School Malaysia shall automatically be included as the School's Alumni, where the said student may be contacted or notified of any School Alumni activities/updates unless, the student chose otherwise and inform the School in writing.

- 12. Counselling:** The school provides counseling services within the school to facilitate a better and supportive environment, which underpins the enhancement of learning, and contributing to the best possible start in life for students.
- 13. PDPA:** The School is committed to comply with the Malaysian Personal Data Protection Act (PDPA) 2010 in protecting our students' and parents' personal information 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 child's and 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.
- 14. Data Protection:** By signing the Acceptance Form or by agreeing to be bound by these terms and Conditions, I, the Parents and on behalf of the Student, authorise the School to process personal information including financial and sensitive personal information as is deemed necessary for the legitimate purposes of the School within Taylor's Education Group. I understand that the School holds information about my child including but not limited to exam results, forecast results, parent 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 Taylor's Education Group, facilitate the efficient operation of the School and ensure that all relevant legal obligations of the School are complied with.

**ACKNOWLEDGEMENT AND AGREEMENT**

I have read and I fully understand the above policies, terms and conditions and the nature and effects thereof. I hereby expressly confirm my agreement thereto. 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.

I acknowledge that the withholding or non-disclosure of any relevant information relating to my child's/ward's physical, medical or educational needs may affect my child/ward being offered or maintaining a place with the School. I agree that any offer of placement is conditional on the accuracy of the information provided by me.

I acknowledge that any third party sponsor is not a party to this agreement and agree to convey the same to the third party sponsor involved. I agree to be fully responsible to give sufficient firm notice of withdrawal or indemnify and hold the school not liable in any way, in the event such sufficient firm notice is not given as per Clause 5.1 above.

I acknowledge that the School corresponds with me to share updates and information about the school from time to time. I agree that if I do not wish to receive any of the information, I will notify the school in writing.

I give permission for my child, named in this application form, to receive counseling services while attending at Nexus International School Malaysia. I understand that I may withdraw this consent at any time by signing and dating a written notice requesting termination of counseling service.

Signature of Father / Guardian:

Signature of Mother / Guardian:

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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





