



**EATON**  
INTERNATIONAL SCHOOL

## Eaton International School

Persiaran Puncak Utama,  
Jade Hills, 43000 Kajang,  
Selangor Darul Ehsan, Malaysia.  
Tel: 03-8741 4965 Fax: 03-8741 5965  
Email: [enquiry@eaton.edu.my](mailto:enquiry@eaton.edu.my)  
Website: [www.eaton.edu.my](http://www.eaton.edu.my)

Student's Photo

## APPLICATION FOR ADMISSION

Please complete all sections of the form accurately and enclose:

- 2 recent colour passport-size photograph of student
  - A copy of the student's birth certificate, passport, identity card
  - A copy of both parents' or guardian's passport/identity card
  - The most recent year's school report and testimonial regarding character and ability from the Principal
  - A non-refundable Application Fee of RM2000
- Please make cheque/bank draft payable to : **Eaton Group Sdn. Bhd.**

(PLEASE COMPLETE THIS FORM USING BLOCK LETTERS)

### STUDENT DETAILS (as in passport/identity card)

Name \_\_\_\_\_  
(Surname) (First & Middle Name)

Passport/ IC no. \_\_\_\_\_ Date of Birth \_\_\_ DD \_\_\_ MM \_\_\_ YY Male Female

Birth Cert. No. \_\_\_\_\_ Country of Birth \_\_\_\_\_ Nationality \_\_\_\_\_

Race \_\_\_\_\_ Religion \_\_\_\_\_ Language spoken \_\_\_\_\_

Home Address: \_\_\_\_\_ Tel \_\_\_\_\_  
\_\_\_\_\_ Fax \_\_\_\_\_

Correspondence Address: \_\_\_\_\_ Mobile \_\_\_\_\_  
\_\_\_\_\_ Email \_\_\_\_\_

### FAMILY DETAILS

**Father/Guardian** (Please indicate) Title \_\_\_\_\_ Name \_\_\_\_\_  
(Mr/Dr/Tan Sri/Dato/etc)

Nationality \_\_\_\_\_ Designation/Occupation \_\_\_\_\_ Mobile \_\_\_\_\_

Company Name \_\_\_\_\_ Tel \_\_\_\_\_

Company Address \_\_\_\_\_ Fax \_\_\_\_\_  
\_\_\_\_\_ Email \_\_\_\_\_

**Mother/Guardian** (Please indicate) Title \_\_\_\_\_ Name \_\_\_\_\_  
(Mr/Dr/Tan Sri/Dato/etc)

Nationality \_\_\_\_\_ Designation/Occupation \_\_\_\_\_ Mobile \_\_\_\_\_

Company Name \_\_\_\_\_ Tel \_\_\_\_\_

Company Address \_\_\_\_\_ Fax \_\_\_\_\_  
\_\_\_\_\_ Email \_\_\_\_\_

Parents' Marital Status: Married Divorced Separated Widowed Other \_\_\_\_\_

**SIBLINGS** (currently studying at or going to study at Eaton International School)

1) Name \_\_\_\_\_ Class \_\_\_\_\_ 3) Name \_\_\_\_\_ Class \_\_\_\_\_  
2) Name \_\_\_\_\_ Class \_\_\_\_\_ 4) Name \_\_\_\_\_ Class \_\_\_\_\_

**EMERGENCY CONTACT** (If parents are not reachable in case of an emergency)

Name \_\_\_\_\_ Tel \_\_\_\_\_  
Relationship to student \_\_\_\_\_ Mobile \_\_\_\_\_

**PREVIOUS SCHOOLS ATTENDED** (*Begin with most recent*)

	Name of School	Joining Date	Leaving Date	Grade/Level	Reason for Leaving
1)	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____
3)	_____	_____	_____	_____	_____

**ADDITIONAL STUDENT INFORMATION**

- Has the student been placed out of the age group for his/her age? Yes No  
 If YES, please give details \_\_\_\_\_
- Has the student been involved in serious disciplinary action? Yes No  
 If YES, please give details \_\_\_\_\_
- Does the student have any physical disabilities, learning difficulties or psychological need? Yes No  
 If YES, please give details \_\_\_\_\_
- Does the student suffer from any major illness / is currently taking long term medication? Yes No  
 If YES, please give details \_\_\_\_\_
- Has the student any special skills or interests (sports, music, drama, dance, art, etc)? Yes No  
 If YES, please give details \_\_\_\_\_

My child a) Makes friends easily and quickly  
b) Is initially shy with people  
c) Prefers a small group of close friends  
d) Seems to prefer older/younger friends  
e) Has difficulty in making friends

I would like my child to commence school in Term 1 September to December \_\_\_\_\_  
Term 2 January to March \_\_\_\_\_  
Term 3 April to August \_\_\_\_\_

Any other information which may be useful for the school:  
\_\_\_\_\_

**FOR OFFICE USE**

Application received on: \_\_\_\_\_  
Student No. \_\_\_\_\_  
Admission Date \_\_\_\_\_  
Assessment Date/Time \_\_\_\_\_

Application fee	RM _____
Registration fee	RM _____
Tuition fee	RM _____
Deposit fee	RM _____

## TERMS AND CONDITIONS OF ENROLMENT AND ADMISSION

All parents are advised to read the policies and conditions governing enrolment and admissions to Eaton International School, Jade Hills set out below. Please sign below as acknowledgement and acceptance of the conditions stipulated.

1. The application for admission form must be accompanied with payment of applications fee.
2. The application fee is valid for 18 months from date of payment and does not constitute a guarantee of admission.
3. The parents accept that admission and placement of child is generally determined by the child's chronological age or otherwise at the discretion of the Principal.
4. 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 any time during the duration of the School. This may include a repeat of an academic year.
5. Admission to the School is dependent upon the School's belief that the child will benefit from the curriculum offered and that his/her admission will not have a detrimental effect on the education of existing students.
6. On being offered a place, the parent shall pay immediately the required tuition fees (including refundable deposit) at the rate applicable for the term for which the place is offered. (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 the term for which the place is offered.
7. Fees for subsequent term are to be paid on or before the commencement of each term. Students are not allowed to attend class unless all fees payable are paid. The school reserves the right to impose a late payment charge of 5% per annum on all outstanding fees which has not been paid by 7<sup>th</sup> day of the commencement of the new school term.
8. I agree that before I withdraw my child out of the School for whatsoever reasons, a full academic term's notice in writing must be given
  - a. to the School by the end of the school term you are serving the notice. Failure to give the required notice will result in the forfeiture of the deposit.
  - b. Deposits may not be used to set-off any outstanding tuition fees or any other payments in any circumstances.
  - c. In the event the child has had a long term absence, condition no. 7 is still applicable.
  - d. Provisional notice of withdrawal is not accepted.
9. Tuition fees are non-refundable under any circumstances.
10. I hereby agree that all monies refundable under the conditions hereof shall be claimed by me within one (1) year from the date my child ceases to be student of the School, failing which you shall be entitled and I hereby authorize you to transfer the said monies into the School improvement Fund and I further confirm that I shall have no claim in respect of such monies whatsoever.
11. Where a child has been withdrawn from the School and applies for re-admission, no registration fee will be payable if the child is re-admitted within 3 terms from the term the child left the School. The application fee, re-entry fee, tuition fee, deposit and other fees payable is required prior to re-admission. If re-admission takes place after 3 terms of withdrawal, the full enrolment fees will be payable at the prevailing rate of the re-admission date.
12. The School may require at any time the withdrawal of a child from the School for any reason at the discretion of the Principal. Reasons may include matters related to the child's misconduct or the child's inability to participate in or benefit fully from the School's curriculum.
13. For non-Malaysian passport holders, 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.
14. In the case of an emergency, where neither parent/guardian can be contacted to give consent, the Principal may authorize the medical examination of a child, the calling of further medical or specialist advice, or removal of the child to a clinic/medical centre, all expenses thereby incurred will be paid by the parent.
15. The parent/guardian will abide by the rules and regulations, as amended from time to time, of the school at all times and acknowledge that any breach will entitle the school to serve notice to the parent/guardian to withdraw the child from the school.
16. The school reserves the right to make changes from time to time without prior notice.

## AGREEMENT

I have read and accepted the policies and conditions governing admission of my child into this school, acknowledging that withholding relevant information relating to my child's physical, medical or educational needs may affect my child being offered or maintaining a place with the School. I undertake to inform the School immediately of any change in the particulars relating to this application or of my wish to cancel it.

Signature of Father / Guardian

Signature of Mother / Guardian

Signature of Witness

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_