



KL International Kids Club

of International Kindergarten, Kuala Lumpur, Malaysia

MONACO CORPORATION SDN BHD (Company Number : 761576-P)
 16A, Jalan U-Thant, 55000 Kuala Lumpur Malaysia
 Phone: 03-2141 2153 / Email: help@klkidsclub.com

Parents or guardian's photo	Student's photo
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APPLICATION FOR ADMISSION

Please complete all sections of the form accurately and enclose with:

- A recent colour passport-size photograph of student.
- A copy of the student's birthday certificate, passport, identity card (Malaysian), student/dependent pass (non-Malaysian)
- A copy of both parents' and guardian's (if applicable) passport / identity card.
- A non-refundable Application Fee.

Payment via cheque/bank draft in favour of "MONACO CORPORATION SDN BHD"
 (Please use block letters throughout)

SECTION A : STUDENT DATA (as in passport)

Name _____ Preferred Name _____
(Surname) (First & Middle name)

Passport / IC No. _____ Date of Birth _____ DD _____ MM _____ YY Male Female Religion _____

Birth Cert No. _____ Date of Birth _____ Nationality _____ Race _____
(Malaysian Only)

Language spoken at home _____ Other Language _____

Home Address _____ Tel _____
 _____ Fax _____

Attention Correspondence and Bills to (Name) _____

Send to : Home Father's Office Mother's Office Other _____
(please specify)

SECTION B : FAMILY DATA

FATHER / STEPFATHER Title _____ Name _____
(Mr / Dr / Tan Sri / Dato / etc.) (as in passport)

Nationality _____ Designation / Occupation _____ H/P _____

Company Name _____ Tel _____

Company Address _____ Fax _____

_____ E-mail _____

MOTHER / STEPMOTHER Title _____ Name _____
(Mdm / Mrs / Dr / Puan Sri / Datin / etc.) (as in passport)

Nationality _____ Designation / Occupation _____ H/P _____

Company Name _____ Tel _____

Company Address _____ Fax _____

_____ E-mail _____

Parents' Marital Status Married Divorced Separated Widowed Other _____
(please specify)

FOR OFFICE USE

<input type="checkbox"/> Accept	<input type="checkbox"/> Offer	Comments _____	Term _____
<input type="checkbox"/> Conditional	<input type="checkbox"/> Cancelled		Class _____
<input type="checkbox"/> Reject			Status _____

School master Date:	Admission Mgr Date:
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GUARDIAN (other than parents, if applicable)

Title _____ Name _____

Nationality _____ Relationship to student _____

Home Address _____ Tel _____
_____ H/P _____

Company Name _____ Tel _____ Fax _____

Company Address _____

Designation / Occupation _____ E-mail _____

SIBLINGS (applying into / currently in KL International Kids Club)

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 _____ H/P _____

SECTION C : PREVIOUS SCHOOLS

PREVIOUS SCHOOLS (begin with most recent)	Joining Date	Leaving Date	Grade / Level	Reason for Leaving
1) _____ _____	_____	_____	_____	_____
2) _____ _____	_____	_____	_____	_____
3) _____ _____	_____	_____	_____	_____

SECTION D : STUDENT'S INFORMATION

1. Has the student been placed out of the age group for his/her age? YES NO

If YES, please give details _____

2. Does the student have any physical disabilities, learning difficulties or psychological needs? YES NO

If YES, please give details _____

3. Has the student received any learning support? YES NO

If YES, please give details _____

4. Does the student suffer from any major illness / is currently taking long term medication? YES NO

If YES, please give details _____

5. Has the student any special skills or interests (sports, music, drama, art, etc.)? YES NO

If YES, please give details _____

List other interests / hobbies _____

6. Friendship patterns
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 children

e) Has difficulty in making friends

7. I would like the students to commence school in

Term 1 September to December 200____

Term 2 January to March 200____

Term 3 April to July 200____

8. How did you hear of KL International Kids Club? _____

9. Why did you choose KL International Kids Club? _____

SECTION E : PAYMENT RECORD (to be completed only if school fees is not made by parents)

Name _____ Tel _____

Address _____ Fax _____

_____ H/P _____

Relationship to student _____ E-mail _____

REFUND OF MONIES (for the purpose of cheque payment if all conditions pertaining to the refund are adhered to)

All monies refundable under the conditions governing enrolment and admissions shall be made payable to _____

Note : Crossed Cheque to qualified refund of deposit will be made to the person stated above by you.

CONDITIONS GOVERNING ENROLMENT AND ADMISSIONS

All parents are advised to read the policies and conditions governing enrolment and admissions to KL International Kids Club set out below. Please sign on Pages 4 & 5 in acknowledgement and acceptance of the conditions.

1. The application for admission form must be accompanied with a crossed cheque or bank draft made payable to "MONACO CORPORATION SDN BHD" for an application fee at the rate then applicable. The sum paid is non-refundable and represents part of fees payable. The difference of the (if applicable), is payable prior to a scheduled assessment or upon acceptance offer at the rate applicable on the admissions date.
2. The Application Fee is valid for 18 months from the receipt date and does not constitute a guarantee of admission to the Kindergarten.
3. The parents accepts that admission and placement of the child is generally determined by the child's chronological age or otherwise at the discretion of the Head of Kindergarten.
4. The Kindergarten reserves the right to place the child in a class which the Schoolmaster deems academically and developmentally suitable to the child's needs at anytime during the duration in the Kindergarten. This may include a repeat of an academic year.
5. Admission to the Kindergarten is dependent upon the Kindergarten's belief that the child will benefit from curriculum offered and that his/her admission will not have a detrimental effect on the education of existing student.
6. On being offered a place. The parent shall pay immediately the required Kindergarten fees (including the 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 terms 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.
8. a. I agree that before I withdraw my child/ward out of the Kindergarten for whatsoever reasons. A full academic term's notice in writing must be given to the Kindergarten on or before the commencement of the academic term in which I intend to withdraw my child/ward from the Kindergarten. Failure to give the required notice will result in the forfeiture of the deposit.
b. In the event the child has a long term absence, condition no. 8a is still applicable.
c. Provisional notice of withdrawal is not accepted.
9. 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/ward ceases to be a student of the Kindergarten, failing which you shall be entitled and I hereby authorize you to transfer the said monies into Kindergarten improvement Fund and I further confirm that I shall have no claim respect of such monies whatsoever.

10. Where a child has been withdrawn from the Kindergarten and applies for re-admission, no registration fee will be payable if the child is re-admitted within 2 terms from the term the child left the Kindergarten. The application fee, re-entry, tuition fee, deposit and fees payable is required prior to re-admission date.
11. The Kindergarten may require at any time the withdrawal of a child from the Kindergarten for any reason at the discretion of the Schoolmaster. Reasons may include matters related to the child's misconduct or the child's inability to participate in or benefit fully from the Kindergarten's curriculum.
12. In case of emergency, where neither parent can be contacted to give consent, the Schoolmaster 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 on parent's account.
13. The parent accepts that the Kindergarten cannot be responsible for any personal injury or liable for any loss or damage of any kind whatsoever which the child may sustain at any time either within the Kindergarten premises or which is not attributable to the negligence of the Kindergarten, it is officers or employees.

AGREEMENT

I have read and accepted the policies and conditions governing admission of my child/ward into this Kindergarten. Acknowledging that withholding 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 Kindergarten. I undertake to inform the Kindergarten immediately of any change in the particulars relating to this application or of my wish to cancel it. I further undertake :

1. To pay each term's fees on or before the commencement of each term;
2. To pay such increased fees as may approved by the Board of Directors
3. To pay such fees as necessary to top up the deposit to maintain it is equivalence to one term's tuition fee and shall not treat it as a payment of self-off for term fees.

Signature of Father / Guardian	Signature of Mother / Guardian	Signature of Witness
_____	_____	_____
Name _____	Name _____	Name _____
Date _____ PP/IC No _____	Date _____ PP/IC No _____	Date _____ PP/IC No _____

FOR OFFICE USE

Application received on _____ Student No. _____ Admission Date _____

Assessment Date/Time _____

Assessment Date/Time _____

Application Fee	RM _____	Inv / Rcpt No _____ / _____	Date _____	
Registration Fee	RM _____	Inv / Rcpt No _____ / _____	Date _____	
				Application Fee RM _____
				Registration Fee RM _____
Invoice No.	_____	Date _____		Tuition Fee RM _____
Total Invoiced	_____	By _____		Technology Fee RM _____
Receipt No.	_____	Date _____		Deposit RM _____