

APPLICATION FOR ADMISSION

Please complete all sections using block letters throughout and enclose the following:

- A recent passport-size photograph of your child
- A copy of your child's Identity Card
- The most recent school report

Student's
Photo

Admission for: _____ (For office use)

SECTION A: STUDENT DATA

Name (as in Identity Card): _____

Identity Card No.: _____

Date of Birth: _____ DD _____ MM _____ YY

Home address: _____

Student's mobile (if any): _____

SECTION B: PARENT DATA

Father's / Guardian's Name: _____

Identity Card No.: _____

Telephone (Office): _____ (Home): _____

Mobile: _____ Email: _____

Mother's / Guardian's Name: _____

Identity Card No.: _____

Telephone (Office): _____ (Home): _____

Mobile: _____ Email: _____

SECTION C: STUDENT INFORMATION

1. Has the student been involved in any disciplinary action at his/her previous school? ☐ YES ☐ NO
If YES, please give details:

2. Does the student have any learning difficulties? ☐ YES ☐ NO
If YES, please give details:

3. Does the student have any allergy? ☐ YES ☐ NO
If YES, please give details:

4. Does the student suffer from any major illness or is taking any long term medication? ☐ YES ☐ NO
If YES, please give details:

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

Name: _____ Mobile: _____

Relationship to Student: _____

TERMS AND CONDITIONS OF ENROLMENT

1. The IGCSE Learning Centre @ Sri Damansara (or TLC) will collect tuition fees at the beginning of each month. Students are not allowed to attend class unless full fees have been paid within the first 10 days of each month.
2. The one-month deposit will be refunded, free of interest, upon withdrawal or at the end of the final month of enrolment for graduating students provided all tuition fees have been settled in full prior.
3. TLC reserves the right to expel a student in a case of misconduct or a serious breach of discipline, particularly if this has a detrimental effect on the other students.
4. In case of medical emergency, where TLC has to send the student to a clinic or medical centre, the parents agree to reimburse TLC fully any expenses incurred.
5. The parents/guardian agrees that TLC 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 within the centre premises, authorised trips or elsewhere, which is not attributed to the negligence of TLC, its employees or agents.

ACKNOWLEDGEMENT AND AGREEMENT

I have read and fully understood the terms and conditions of enrolment. I hereby confirm my agreement thereto.

Signature of **Father/ Mother/Guardian**:

Name: _____

Date: _____

IC No.: _____