



# APPLICATION FOR ADMISSION



# SERI BOTANI INTERNATIONAL SCHOOL

## Application for Admission

The form is to be completed in BLOCK letters.

Please complete this form accurately.

All information submitted on this form will be kept confidential.

Term Applied For :

☐

Term 1

☐

Term 2

☐

Term 3

Level Applied : \_\_\_\_\_

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

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

} For Office Use Only

Student's latest photo

### STUDENT'S INFORMATION

Full Name (As per IC/Passport) : \_\_\_\_\_

Gender : MALE / FEMALE

Date of Birth(DD/MM/YY) : \_\_\_\_\_

Nationality : \_\_\_\_\_

Religion : \_\_\_\_\_

IC/Passport No : \_\_\_\_\_

Birth Certificate No : \_\_\_\_\_

Home Address : \_\_\_\_\_

Home Tel No : \_\_\_\_\_

Email Address : \_\_\_\_\_

### EDUCATIONAL BACKGROUND OF STUDENT

Age	Name of School	Country	Curriculum (Malaysian /British/ American)	From	To	Level Completed

### DETAILS OF SIBLINGS

Name	D.O.B	Age	Gender	School	Level

## FAMILY DETAILS

Attention bills & correspondence to

☐

Father

☐

Mother

☐

Guardian

Send to

☐

Home Address

☐

Work Address

### FATHER

Title : \_\_\_\_\_

Priority to contact for

☐

1st

(eg: Mr/Dr/Dato/Tan Sri)

school matters

☐

2nd

Full Name (As per IC/Passport) : \_\_\_\_\_

IC/Passport No : \_\_\_\_\_ Nationality : \_\_\_\_\_

Mobile No : \_\_\_\_\_ Email Address : \_\_\_\_\_

Designation/Occupation : \_\_\_\_\_ Name of Company : \_\_\_\_\_

Address of Company : \_\_\_\_\_

Work Tel No : \_\_\_\_\_ Work Fax No : \_\_\_\_\_

Home Address (if different from child's home address) : \_\_\_\_\_

Specimen Signature: \_\_\_\_\_

### MOTHER

Title : \_\_\_\_\_

Priority to contact for

☐

1st

(eg: Mrs/Mdm/Puan Sri/Datin)

school matters

☐

2nd

Full Name (As per IC/Passport) : \_\_\_\_\_

IC/Passport No : \_\_\_\_\_ Nationality : \_\_\_\_\_

Mobile No : \_\_\_\_\_ Email Address : \_\_\_\_\_

Designation/Occupation : \_\_\_\_\_ Name of Company : \_\_\_\_\_

Address of Company : \_\_\_\_\_

Work Tel No : \_\_\_\_\_ Work Fax No : \_\_\_\_\_

Home Address (if different from child's home address) : \_\_\_\_\_

Specimen Signature: \_\_\_\_\_

Tick ☒ where appropriate

Parent's Marital Status ☐ Married ☐ Divorced ☐ Separated ☐ Widowed ☐ Others

Child Resides Status ☐ Both parents ☐ Father ☐ Mother ☐ Guardian

**GUARDIAN**

Title : \_\_\_\_\_

(eg: Dato/Tan Sri)

Priority to contact for

school matters

☐

1st

☐

2nd

Full Name (As per IC/Passport) : \_\_\_\_\_

Relationship to student : \_\_\_\_\_

IC/Passport No : \_\_\_\_\_ Nationality : \_\_\_\_\_

Mobile No : \_\_\_\_\_ Email Address : \_\_\_\_\_

Designation/Occupation : \_\_\_\_\_ Name of Company : \_\_\_\_\_

Address of Company : \_\_\_\_\_

Work Tel No : \_\_\_\_\_ Work Fax No : \_\_\_\_\_

Home Address (if different from child's home address) : \_\_\_\_\_

Specimen Signature: \_\_\_\_\_

**EMERGENCY CONTACT (If persons listed above are not reachable)**

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

Relationship to student : \_\_\_\_\_ Mobile No : \_\_\_\_\_

Home/Work No : \_\_\_\_\_

**INCOME TAX CLAIM DECLARATION (FOR E-INVOICING PURPOSES)**

Starting 1 July 2025, in compliance with LHDN's e-invoicing requirements, kindly indicate which parent/guardian will be claiming the school fees for personal income tax purposes. This information will be used to issue the invoice accordingly.

☐ Father☐ Mother

Name of selected parent/guardian (as per IC) : \_\_\_\_\_

IC Number : \_\_\_\_\_

*Note : Only the selected parent/guardian will be named on the invoice for tax claim purposes. Please ensure the information provided is accurate.*

## STUDENT'S HEALTH HISTORY & SPECIAL NEEDS

1. Please confirm whether the student has been diagnosed for :

☐

Autism

☐

ADD-High Functionality

☐

Extreme Hyperactivity

☐

ADD-Low Functionality

☐

Dyslexia-High Functionality

☐

Others(Please specify)

☐

Dyslexia-Low Functionality

2. Has the student ever received remedial support?

Yes / No

3. Has the student ever been on gifted or talented programme?

Yes / No

4. Has the student ever been assessed by an educational psychologist?

Yes / No

5. Does the student have any physical health limitations?

Yes / No

6. Does the student have any special skills or interests?

Yes / No

If yes, please specify

## STUDENT MEDICAL & HEALTH RECORD

1. Blood group of the child

\_\_\_\_\_

2. Is your child taking medication regularly?

YES / NO

If YES, please provide details \_\_\_\_\_

3. Does the child have any allergy?

YES / NO

Allergy to :

Food

\_\_\_\_\_

Medication

\_\_\_\_\_

Insect bites/stings

\_\_\_\_\_

Others

\_\_\_\_\_

## GENERAL INFORMATION

How did you hear about Seri Botani International School?

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Embassy or Consulate

Friends

At Work

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Website

Social Media

Others (Please specify) \_\_\_\_\_

Please tick the factors most important to you when choosing a school.

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Curriculum

Safety and Security

Facilities

Quality of teachers

Others, please specify \_\_\_\_\_

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Location

Extra Curricular Activities

Academic Standards

Students' Discipline

## TERMS AND CONDITIONS

All parents and or guardians are advised to read the policies and the terms and conditions governing the admission to Seri Botani International School (the "School") and the child's continued enrolment as a student of the School, as set out below.

The following definitions apply when used herein:

### **1 Definitions**

- 1.1 "Application Form" shall mean the Application for Admission Form for the School.
- 1.2 "Application Fee" shall mean the fees payable by the Parent as per fee structure given by the School.
- 1.2 "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.
- 1.3 "Parent" shall mean either parent of the child or legal guardian and the provisions herein shall be binding on them jointly and severally.
- 1.4 "School" shall mean Seri Botani International School (SBIS) wholly owned by Botani International School Sdn. Bhd. (1024611-U).
- 1.5 "Student" and "Child" may be used interchangeably in this document, which refers to the child named on the Application for Admission Form.

### **2 Personal Information**

- 2.1 Parent must at all times inform the School immediately of any changes of address, contact details or alteration of personal details from the year of entry for the Student.
- 2.2 Parent hereby gives consent to the School to take such photographs, images, any form of recordings at School related events, works or derivative works including examination results of the Child and the School reserves its rights to use, free of charge, even after the Student has left the School, such photographs, images, recordings, works or derivative works including examination results in any media and for whatever purposes as the School deems fit and proper, including but without limitation for any promotional materials within TAIKO Group, the School's website and other educational institutions and/or any establishments not within TAIKO Group. Parent shall not be entitled to claim ownership compensation for the materials or the use of such materials. For the avoidance of doubt, Parent shall not be given any prior notice for such usage.
- 2.3 Parent hereby authorises the School to receive and/or collect and/or publish the results from the Cambridge International Examination (CIE) or any other Examination Board that the School adopts on behalf of the Student.

### **3 Application**

- 3.1 To pay a non-refundable Application Fee in full for each submission of an Application Form. Such Application Fee is contained in the Fee Schedule.
- 3.2 To provide a copy of the Student's most recent school academic and behaviour report at the time of assessment.
- 3.3 Placement of the Student is generally determined by the Child's age in accordance with the "Year Age Placement" schedule and/or the placement test and/or the interview at the sole discretion of the Head of the School/Principal and is not subject to any appeal. The results of the placement test are confidential and shall not be made available to the Parent.

### **4 Fees and Security Deposit**

- 4.1 On being offered a place, the Parent shall pay a non-refundable Registration Fee, refundable Security Deposit and Full-Term Fee as stipulated in the Fee Schedule.
- 4.2 The Security Deposit amounting to One (1) term's school fees must be maintained throughout the tenure of the Student in the School and shall not be treated as fee payment and no set-off shall be allowed. Should there be an increase in the school fees; the Security Deposit must be topped-up to maintain its equivalent of One (1) term's school fees.
- 4.3 The Security Deposit will be refunded without interest provided always that there is no outstanding fees and payment and that a written notice is given to the School on or before the first day of the term, that the Student is leaving the School at the end of the term. Failure to provide One (1) full term's written notice will result in the forfeiture of the Security Deposit.

- 4.4 The Parent shall pay the school fees and other fees, which are invoiced termly, upon the commencement of the School term. The School reserves the right to impose a late payment charge of five per centum (5%) per annum on all outstanding fees by the due date indicated on the invoice. The School reserves the right to refuse entry to any Student and/or treat this Contract as terminated without prior notice to the Parent for non-payment of the fees.
- 4.5 The Parent shall abide by any changes made to school policies, regulations, fees and schedule by the School at the School's sole discretion.
- 4.6 If the Parent fails to pay any payment due and payable, the School reserves the right to withhold all examination results, certificates and school records of the Child.
- 4.7 The school fees are not inclusive of any meals, snacks, books and uniforms.
- 4.8 Wearing of school uniform is compulsory for all students. The Parent shall purchase sufficient numbers of school uniforms and sports attire from the School.

## **5 Participation, Discipline, Suspension and Termination**

- 5.1 The Parent understands that the Student is expected to participate fully in the activities in the School including physical education and sports activities, scientific work, projects, swimming lessons, educational visits, outings and any other related activities. The Student shall attend punctually on each school day and to comply with the School rules on the wearing of uniform.
- 5.2 The School reserves the right to discipline, suspend or expel any 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. When the Student is suspended or expelled, the School shall retain by way of liquidated damages all entitlement to any fees paid in respect of the Student.
- 5.3 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 the School/Principal. 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 shall be final.
- 5.4 The 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 reasons. 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.
- 5.5 The School reserves the right, at any time and at its reasonable discretion, to require the withdrawal of a Student, including those admitted under conditional entry. Grounds for withdrawal may include, but are not limited to: failure to make satisfactory academic progress despite support; behaviour or conduct deemed inappropriate, unsafe, or disruptive to the School environment; an inability to meaningfully participate in or benefit from the School's curriculum (even after reasonable accommodations have been made); or a serious or repeated breach by the Student or Parent/Guardian of the School's policies, rules, or agreed terms and conditions.
- In the case of a Student admitted under conditional entry, failure to meet the specified conditions within the agreed timeframe may also result in withdrawal.
- Before any decision is made, the School shall ensure a fair and reasonable review process, including written notification of the concerns and an opportunity for the Parent/Guardian to respond. The final decision will rest with the Head of School or Principal and shall be communicated in writing.

## **6 Parental Obligations**

- 6.1 The School operates to a regular timetable, and it is a contractual obligation on the part of the Parent to ensure that the Child attends all school days in a timely manner.
- 6.2 The Parent must inform the school in writing of any potential or prolonged absence of the Child.

## **7 Illness or Injury**

- 7.1 The School shall not refund the fees when the Student is absent from programs due to illness or injury or other emergency, unforeseen event or change in personal circumstances.

## **8 Medical**

- 8.1 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 the School for such period as the Head of the School deems necessary. The Parent or Student shall have no claim against the School arising from any such safety action taken by the Head of the School.



## **9 Emergency and Liability**

- 9.1 In case of medical emergency, where the Parent cannot be contacted to give consent, the Parent hereby agrees and consents to authorise the Head of the School to arrange for the medical examination of the Student by a registered doctor, or send the Student to a nearby clinic or medical centre, whichever that is deemed necessary and relevant.
- 9.2 The Parent agrees to reimburse the School fully for all expenses thereby incurred on such account. 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.

## **10 Miscellaneous**

- 10.1 The School shall not be liable for any loss suffered by the Student resulting from any event that is beyond the reasonable control of the School.
- 10.2 The School shall not be liable for any error, omission or misstatement in the School website, literature or publications.
- 10.3 The School reserves the right without prior notice to make changes as deemed appropriate in regards to teaching staff, course offerings, curricula, academic policies, and/or other rules and regulations affecting the Students.

## **11 General**

- 11.1 The School shall be entitled at any time 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 email or handed over to the Child.
- 11.2 The School may at any time 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.
- 11.3 Failure to satisfy all sections of the Home-School Agreement on several occasions will lead to a review of the place offered at the School for the subsequent academic year.
- 11.4 All notices, letters and correspondence from the School to the Parent shall be deemed sufficiently served if sent by mode of posting through the School's portal/email/ordinary post to the Parent at the address set out in the Application Form or the Parent email address as provided to the School or if handed over to the Child.
- 11.5 The prospectus and School website describe the broad principles on which the School is currently run and gives an indication of the School's history and core values. Although believed correct at the time of printing, neither the prospectus nor the website is part of any agreement between the Parent and the School. The Parent 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.
- 11.6 The offer of a place and its acceptance by the Parent give rise to a legally binding contract on the terms and conditions in the Application Form, these Terms and Conditions and any future terms and conditions notified to the Parent in writing.
- 11.7 For Malaysian citizens, admission to, and continued status as a student of the School are conditional on the policies set by the Malaysian Ministry of Education. For non-Malaysian citizens, admission to, and continued status as a student of the School, are conditional on the Student 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 Student's enrolment at the School.
- 11.8 The School is committed to complying with the Malaysian Personal Data Protection Act (PDPA) 2010 in protecting the Student's and Parent's personal information with the School. The School's Privacy Policy, which can be obtained from the School's website, explains amongst other things how the School handles the Student's and Parent's personal data that the School collects as well as their rights over their personal data. Please read and understand the content of the Privacy Policy.
- 11.9 This Contract is subjected to the laws of Malaysia and the parties shall submit to the exclusive jurisdiction of the Malaysia Courts in all matters arising from this Contract.

## **12 Amendment**

- 12.1 The School shall have the rights to change the contents of this “Terms and Conditions” document and/or create new Terms and Conditions from time to time as it may at its absolute discretion deem fit. Amendments and/or additions to these Terms and Conditions may be made by notifying the Parent by mode of posting through the School’s portal/email/ordinary post to the last known address of the Parent in the School’s records. The Parent shall be bound by the amendments or the new Terms and Conditions, whether or not the Parent shall have actual notice thereof, from the date of such mode of posting.

## **ACKNOWLEDGEMENT AND AGREEMENT**

- 13 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.
- 14 I acknowledge that the withholding or non-disclosure of any 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 agree that any offer of placement is conditional on the accuracy of the information provided by me.
- 15 I agree to be fully responsible to give sufficient firm notice of withdrawal and shall indemnify and not hold the School liable in any way, in the event such sufficient firm notice is not given.
- 16 I understand and agree that in the event of emergency, the School will make every effort to contact me. However, if this is not possible, the Student will be taken to a suitable hospital or medical clinic, approved by the School, for treatment. I will reimburse the School for any expenses/payment incurred at the hospital/clinic concerned.
- 17 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.
- 18 I give permission for my Child, named in the Application Form, to receive counselling services while attending the School. I understand that I may withdraw this consent at any time by signing and dating a written notice requesting termination of the counselling service.
- 19 I have read and I fully understand the above terms and conditions. I certify that I am the person with parental responsibility for the Child and the information given is true to the best of my knowledge and belief. I understand that any false or deliberately misleading information given on the Application Form and/or supporting documentation may render this application invalid or lead to the offer of a place being withdrawn without any compensation.
- 20 I have read the Personal Data Protection Notice provided by the School pursuant to the Personal Data Protection Act 2010 which includes purposes for which my/the Student’s personal data are collected/processed and classes of third parties to whom the School may disclose my/the Student’s data to. I understand that the School holds information about my child including but not limited to examination 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 TAIKO Group, facilitate the efficient operation of the School and ensure that all relevant legal obligations of the School are complied with.

Signature of Parent

Signature of Legal Guardian

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

Date:

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

Date:



## APPLICATION CHECKLIST

### **For Malaysians:**

- 1) A copy of both parents' IC
- 2) A copy of student's birth certificate/IC
- 3) A copy of most recent school academic report
- 4) A copy of student's medical certificates/immunization record
- 5) 3 pieces of passport sized photographs
- 6) Parents' marriage certificate/divorce certificate (if applicable)


### **For Non-Malaysians:**

- 1) A copy of student's passport & latest visa
- 2) A copy of student's birth certificate
- 3) A copy of both parents' passport
- 4) A copy of parents' visa (if relevant)
- 5) A copy of parents' work permit (if relevant)
- 6) A copy of most recent school academic report
- 7) A copy of student's medical certificates/immunization record
- 8) 3 pieces of passport sized photographs
- 9) Parents' marriage certificate/divorce certificate (if applicable)  
(Translated copy & endorsed by Embassy)


*\*Please note that ALL documentation must be COMPLETE before we can proceed to process your child's admission*

## PAYMENT DETAILS

Payable to : Seri Botani International School Sdn Bhd  
Company No : 201201040133 (1024611-U)  
Tel No : +605-2262020  
Bank A/C : 2-08061-0006021-6  
Swift Code : RHBBMYKL  
Banker : RHB Bank Berhad  
Bank Address : Lot No. E-G-2A, Soho Ipoh, 2 Jalan Sultan Idris Shah, 30000 Ipoh, Perak

## FOR OFFICE USE ONLY

1st Assessment : \_\_\_\_\_

2nd Assessment : \_\_\_\_\_ ( if required)

☐ Accepted to Year : \_\_\_\_\_  
Starting Date : \_\_\_\_\_

☐ Not Accepted

Approved by : \_\_\_\_\_

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