



# APPLICATION FOR ENROLLMENT

(PLEASE USE BLOCK LETTERS THROUGHOUT)

## STUDENT'S INFORMATION

Given Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Family Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

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

Date of Birth (DD/MM/YY): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Nationality: \_\_\_\_\_ Sex:  M  F

Applying for Program(s): \_\_\_\_\_

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

Language spoken at home: \_\_\_\_\_ Other(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach passport-size  
photo here

Previous School: \_\_\_\_\_ City / Country: \_\_\_\_\_

Grade / Level: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## PARENT / LEGAL GUARDIAN INFORMATION

Father's Name: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Designation / Occupation: \_\_\_\_\_

Mother's Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Designation / Occupation: \_\_\_\_\_

## POLICIES AND CONDITIONS

1. I hereby declare that the information provided in this form is accurate and complete to the best of my knowledge. I understand that failure to provide complete and accurate information could result in The Junior Academy, at its discretion, declaring the application or any subsequent acceptance null and void.
2. I declare that my child is up-to-date with all the necessary immunizations prescribed by local health regulations and can participate in all The Junior Academy activities. I accept responsibility to inform The Junior Academy of any special care or prescribed medications my child may need while on the premises.
3. I declare that my child is fully capable of carrying out all aspects of toilet usage and related hygienic practices (except for infants/toddlers). For infant program, one parent must accompany the child for all classes.
4. I agree that The Junior Academy cannot be held responsible for any personal injury or liable for any loss or damage of any kind whatsoever that my child may sustain while on or off the The Junior Academy, which is not attributable to the negligence of The Junior Academy, its officers or employees.
5. The registration fee and enrollment fee are non-refundable and non-transferable. Registration fee is to be paid annually.
6. The tuition fees are invoiced per installment basis and payable before the commencement of the lesson in class. Failure to make payments on-time may result in monetary penalties (7.5% per annum) or forfeiture of my child's spot in class. I further understand that tuition fees are non-refundable and that my child's spot in class is non-transferable.
7. I agree that monetary penalties are payable if my child is picked up late from the premises after the conclusion of his / her class without any prior arrangements or notification.
8. I agree that The Junior Academy may require the withdrawal of my child from the premises at any time. Reasons for withdrawal may include matters related to the child's misconduct or the child's inability to participate in or benefit fully from the school curriculum.
9. I authorize The Junior Academy to record video and take photos of my child during class solely for promotional use, provided that no names will be published.
10. I understand that The Junior Academy reserves the absolute right and discretion to revise the terms and conditions herein from time to time, including any part of the Fee Schedule as it reasonably deems fit.
11. I understand that The Junior Academy's policy for giving 3 months notice for withdrawal of my child from the school.
12. I hereby state that I have read and agree to all the policies and conditions governing admission of my child to The Junior Academy.
13. I hereby agree to receive open day/event/parenting talks/coffee morning messages from The Junior Academy unless I have requested to delete my e-mail address from the school system.

Signature of Father: \_\_\_\_\_

Signature of Mother: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

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

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

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

## OFFICE USE ONLY

Accepted  Rejected  Deferred  Conditional  Cancelled

Registration fee is paid: RM \_\_\_\_\_ Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_

Mode of Payment:  Credit Card  Cash Received by: \_\_\_\_\_

Enrollment Fee is paid: RM \_\_\_\_\_ Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_

Mode of Payment:  Credit Card  Cash Received by: \_\_\_\_\_

Deposit Payment is paid

One set of uniform is given to students:  Cap  Shirt (Size): \_\_\_\_\_  Shorts (Size): \_\_\_\_\_ *\*Except Infants/Toddlers*

Information Packet is given to parents:  Yes  No

Application received on: \_\_\_\_\_ Student ID No: \_\_\_\_\_ Starting Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Application processed by: \_\_\_\_\_ Date: \_\_\_\_\_