



## Sri Bestari International School Application for Admission

### Checklist

Here is a checklist to help you compile the required documents and items for submitting an application to Sri Bestari International School Malaysia. Kindly tick in the box for documents that you are submitting.

#### Malaysian Applicant

- One copy of Applicant's Birth Certificate
- One copy of Applicant's MyKid/MyKad
- Two recent passport-size photographs of Applicant
- One copy of Applicant's latest school report or testimonials (at least 1 year)
- One copy of Applicant's school leaving certificate or release letter
- One copy of Applicant's immunisation record
- One copy of each Parent/Guardian's MyKad/Passport (page on biodata and latest visa page)
- One copy of each Parent/Guardian's business card
- One copy of marriage/divorce certificate & official custody document

#### International Applicant (May enrol only with a valid Student Pass / Dependent Pass)

- One certified copy of Applicant's translated Birth Certificate
- One copy of Applicant's Passport (pages with biodata, stamps, and visas)
- Two recent passport-size photographs of Applicant
- One copy of Applicant's latest school report or testimonials (at least 1 year)
- One copy of Applicant's school leaving certificate or release letter
- One copy of Applicant's immunisation record
- One copy of each Parent/Guardian's MyKad/Passport (page on biodata and latest visa page)
- One copy of each Parent/Guardian's business card
- One copy of marriage/divorce certificate & official custody document

I have attached all required documents

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Name:

Relationship with Applicant:

Date:



Attach Photo  
(TWO copies  
of recent  
passport  
sized photos)

Date of Application (dd/mm/yy) \_\_\_\_\_

Level Applied for (e.g. Year 1) \_\_\_\_\_

Intake Applied for Year: 20 \_\_\_\_\_ Term (please circle one): Sept / Jan / May

**Section 1 - Student Information**

**A) Personal Particulars**

Full Name (as per MyKad / Passport) \_\_\_\_\_

MyKad/ Passport No. \_\_\_\_\_ Gender  Male  Female

Date of Birth (dd/mm/yy) \_\_\_\_\_ Place of Birth \_\_\_\_\_

Nationality \_\_\_\_\_ Race \_\_\_\_\_ Religion \_\_\_\_\_

Permanent Home Address \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Correspondence Address (if different from Permanent Home Address) \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Primary Language Spoken at Home: \_\_\_\_\_ Other Languages Spoken: \_\_\_\_\_

**Student resides with :**

Both Parents  Father  Mother  Guardian  Others, please specify \_\_\_\_\_

**B) Academic History**

No	Name of school	Country	Start	End	Highest Level	Curriculum	Reason for Leaving
1							
2							
3							
4							
5							

**C) Medical Condition /History**

- None
- Allergy
- Asthma
- Epilepsy
- G6PD
- Others, please specify \_\_\_\_\_

Note: Please describe the above medical condition accordingly:

\_\_\_\_\_



**D) Education Background**

1) Has your child previously submitted an application?  Yes  No  
If yes, please provide details

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2) Has your child been placed out of the age group for his / her age?  Yes  No  
If yes, please provide details

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3) Has your child been involved in serious disciplinary action or ever been asked to leave school?  Yes  No  
If yes, please provide details

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4) Does your child have any special educational needs?  
(Such as, but not limited to, Dyslexia, ADHD, ADD, Autism)

- Physical disabilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No
- Learning difficulties	<input type="checkbox"/> Yes	<input type="checkbox"/> No
- Emotional/behavioural issue	<input type="checkbox"/> Yes	<input type="checkbox"/> No
- Is he/she clinically diagnosed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, please provide details

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*\*Please provide any diagnostic assessment reports*

5) Has your child received any learning support previously?

<input type="checkbox"/> None / No prior learning support	<input type="checkbox"/> Hearing-Impaired Services
<input type="checkbox"/> SEN/ Support Teacher	<input type="checkbox"/> Speech Therapy
<input type="checkbox"/> Ongoing Counselling	<input type="checkbox"/> Visual Services
<input type="checkbox"/> Educational Psychologist	<input type="checkbox"/> Occupational Therapy
<input type="checkbox"/> Others, please specify	<input type="checkbox"/> Physically Handicapped Services

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6) Has your child been in an English as an Additional Language Programme (EAL)  Yes  No  
If yes, please provide details

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7) Does your child have any special skills or interests (sports, music, drama, dance, art, etc)  Yes  No  
If yes, please provide details

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8) Has your child represented his/her school in sports or any other events?  Yes  No  
If yes, please provide details

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9) Friendship patterns:

<input type="checkbox"/> Make friends easily and quickly	<input type="checkbox"/> Is initially shy with people
<input type="checkbox"/> Seems to prefer younger children	<input type="checkbox"/> Seems to prefer older children
<input type="checkbox"/> Prefer a small group of friends	<input type="checkbox"/> Has difficulty in making friends

10) Any other information you would like the School or Class Teacher to take note about your child?

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**Section 2 - Family Information**

**Details of Parents/Legal Guardians**

*For Legal Guardian(s), please attach supporting documents to show custody of the Student.*

**A) Father**

Title \_\_\_\_\_ Full Name (as per MyKad / Passport) \_\_\_\_\_

MyKad/ Passport No. \_\_\_\_\_ Nationality \_\_\_\_\_

Date of Birth (dd/mm/yy) \_\_\_\_\_ Place of Birth \_\_\_\_\_

Race \_\_\_\_\_ Religion \_\_\_\_\_

E-mail Address \_\_\_\_\_ Mobile Phone No. \_\_\_\_\_

**A1) Work Data (please attach a business card)**

Occupation \_\_\_\_\_ Company Name \_\_\_\_\_

Office Address \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_ Office Phone No. \_\_\_\_\_

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

**B) Mother**

Title \_\_\_\_\_ Full Name (as per MyKad / Passport) \_\_\_\_\_

MyKad/ Passport No. \_\_\_\_\_ Nationality \_\_\_\_\_

Date of Birth (dd/mm/yy) \_\_\_\_\_ Place of Birth \_\_\_\_\_

Race \_\_\_\_\_ Religion \_\_\_\_\_

E-mail Address \_\_\_\_\_ Mobile Phone No. \_\_\_\_\_

**B1) Work Data (please attach a business card)**

Occupation \_\_\_\_\_ Company Name \_\_\_\_\_

Office Address \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_ Office Phone No. \_\_\_\_\_

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

**Parent's Marital Status:**

Married  Divorced  Separated  Widowed  Others, please specify \_\_\_\_\_

If divorced / separated, the child's custody is with (Kindly provide a copy of the custody letter):

Father  Mother  Others, please specify \_\_\_\_\_



**C) Guardian**

Title \_\_\_\_\_ Full Name (as per MyKad / Passport) \_\_\_\_\_  
 MyKad/ Passport No. \_\_\_\_\_ Nationality \_\_\_\_\_  
 Date of Birth (dd/mm/yy) \_\_\_\_\_ Place of Birth \_\_\_\_\_  
 Race \_\_\_\_\_ Religion \_\_\_\_\_  
 E-mail Address \_\_\_\_\_ Mobile Phone No. \_\_\_\_\_  
 Gender  Male  Female

**C1) Work Data (please attach a business card)**

Occupation \_\_\_\_\_ Company Name \_\_\_\_\_  
 Office Address \_\_\_\_\_  
 Postcode \_\_\_\_\_ Country \_\_\_\_\_ Office Phone No. \_\_\_\_\_  
 Email Address \_\_\_\_\_

**D) Sibling Details**

No	Name of Sibling	Name of School	Level	Age
1				
2				
3				
4				
5				

**E) Emergency Contact**

Please tick one  Father  Mother  Guardian  Others

If "Others" is selected, please complete the below and provide a copy of MyKad/Passport and a signed authorisation letter from Parents / Legal Guardian:

Name \_\_\_\_\_ MyKad/Passport No. \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 \_\_\_\_\_  
 Home/ Office Phone No. \_\_\_\_\_ Mobile Phone No. \_\_\_\_\_  
 E-mail Address \_\_\_\_\_ Relationship with Applicant \_\_\_\_\_

**Section 3 - Payment Information**

Bill to:

Father  Mother  Guardian  Others \_\_\_\_\_

Billing Address:

Home  Work  Others \_\_\_\_\_

TIN (Tax Identification Number) of the payer: \_\_\_\_\_



## Section 4 - General Information

1) How did you know about SBIS? (Tick as many as applicable)

- Friends / Relatives/ Neighbours/ Colleagues  
  Expat Community  
  Newspaper/Magazine Advertisement  
 Internet Search  
  Close Proximity  
  Exhibition / Fair  
  Social Media (FB/IG/XHS)  
 Introducer/Recruitment Agent  
  Other, please specify:

2) Why did you choose SBIS? (Tick as many as applicable)

- Curriculums Offered  
  Location  
  Safety/Security  
  Facilities & Resources  
  Academic Focus  
 Academic Performance  
  Class Sizes  
  Holistic Education  
  Customer Services  
  Recommendations from people I know  
 Mandarin as Compulsory Subject  
  Competitive School Fees

Others, please specify:

3) Have you applied for a place in another international/private school?  
If yes, which school(s)

Yes    No

4) What is the likely duration of your stay in Malaysia? \_\_\_\_\_  
(for international student)

## Section 5 - Introducer's Information

1) Name of introducer/recruitment agent : (with company name)

2) Contact No. : \_\_\_\_\_

3) Email Address : \_\_\_\_\_

Authorised Recruitment Agent's Stamp (if applicable)

## Section 6 - Bank Account Details

Field	Information
Payable To	Lang Education Sdn Bhd
Bank Name	AmBank
Bank Account No.	8881040001642
Swift Code	ARBKMYKLXXX
Email Payment Proof To	sbis_finance@bestari.edu.my sbis_admissions@bestari.edu.my

### Remark

International payments (e.g. USD) may incur additional bank charges and currency conversion fees. These charges shall be borne by the payer.



## Section 7 - Terms and Conditions Governing Application, Admission and Enrolment

All Parents/Legal Guardians shall read the terms and conditions stated below which govern the application and admission to Sri Bestari International School and the child's continued enrolment as a Student of the School.

Please initial every page of the T&Cs.

**1. Definitions** The following definitions apply when used herein:

- 1.1. "Parent" is either parent of the child or legal guardian and the provisions herein shall be binding on them jointly and severally.
- 1.2. "School" shall mean Sri Bestari International School, a private international school fully owned by Lang Education Sdn. Bhd. (Company No:199301030644), a company registered under the Companies Act 1965.
- 1.3. "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.
- 1.4. "Student", "Child" and "Applicant" may be used interchangeably in this document, which refers to the child named on the Application Form.
- 1.5. "Application Form" shall mean the Application For Admission forms for Sri Bestari International School Malaysia.

**2. Application and Assessment**

- 2.1. A Parent intending to enrol his/her child to the School must submit the completed and signed Application Form with the correct information. Any false, inaccurate or misleading information could lead to the rejection of the application or the child's withdrawal from the School. The Parent must inform the School of any changes to such information.
  - 2.2. The School reserves the right to contact the previous school (if required and relevant) to obtain further information from medical officers or other relevant persons about the potential student for his/her admission.
  - 2.3. The Application Fee (please refer to the current fee schedule for details) is payable in full with each submission of the Application Form, before the arrangement and confirmation of entrance assessment. The Application Fee covers an application for admission to the School for the Term and Academic Year applied for, including the mandatory entrance exam and interview session. The Application Fee is non-transferable and non-refundable regardless of whether the child is successfully admitted to the School or otherwise. The receipt of the Application Fee by the School does not oblige the School to assess and/or admit the child. The School has the final decision.
  - 2.4. In the event that there is no vacancy in the applied Year Group for the proposed enrolment Term and Academic Year, the application will automatically proceed to the following term unless the Parent withdraws the Application in writing or by default.
  - 2.5. Once the Application has been submitted, the Applicant will be required to undertake an Entrance Examination in curricular subjects, and an interview with the Head of School:
    - 2.5.1. **Reception: Written assessment + Placement Interview + Classroom Observation**
    - 2.5.2. **Primary: English and Mathematics assessment + Placement Interview + Classroom Observation (For Year 1 and 2)**
    - 2.5.3. **Secondary: English, Mathematics and Science assessment (Year 10) or Cambridge Insight (MidYIS) assessment (Year 7 to 9) + Placement Interview**
- \*\*Applicants applying for Year 2 and above will be required to sit for the Bahasa Malaysia and Mandarin proficiency assessments, regardless of whether they have learned the languages.*
- 2.6. A new Application Fee will be imposed if any of the following occurs:
    - 2.6.1. A deferment of the Application to a future Term/Academic Year for more than (1) one time.
    - 2.6.2. The Application is withdrawn/stopped by the Parent with/without an offer.
    - 2.6.3. The Parent does not respond by the stipulated date to accept the offer.
    - 2.6.4. The Parent declined the offer.
    - 2.6.5. The Parent is no longer in contact with the school and is not contactable at the last known address.
    - 2.6.6. Any other terms and conditions not mentioned herein, governing Enrolment and Admission.
  - 2.7. Re-Application Fee is applicable for any of the following occurrences:
    - 2.7.1. The Applicant requests a different Entry Level, in line with the age group approved in the School's MOE document.
    - 2.7.2. The Applicant is unsuccessful the first time due to unsatisfactory assessment results.

**3. Acceptance or Rejection of Application**

- 3.1. The School generally considers various factors, including the child's age, academic ability, level of achievement relative to the School's current students, and the child's behaviour. Hence, the admission and placement of the child is at the absolute discretion of the School. The School is not obliged to offer any justification for the rejection of any application.
- 3.2. If the assessment results are unsatisfactory, the Parent shall inform Admissions personnel should the Parent decide to re-apply or otherwise, within the stipulated date as stated in the Rejection email. Parents may re-apply for the future, with at least three (3) months gap from the last assessment, with the Re-application Fee involved as outlined in 2.7.
- 3.3. The School also reserves the right to place the child in a class which the Head of School deems academically and developmentally fitting to the child's needs at any time and from time to time whilst the child is enrolled at the School. This may include requiring the child to repeat one or more academic year(s).
- 3.4. The Parent shall pay the required school fees in full (including the registration fee, the security deposits, and the full term fees) at the rate applicable for the term for which the place is offered within and no later than the stipulated deadline as stated on the letter of offer.
- 3.5. For non-Malaysian citizens, 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.

**4. Fees and Payments**

- 4.1. All fees are payable in advance, to be paid in full before the respective deadlines as stated in the invoice issued by the School and before the commencement of each term. The School reserves the right not to allow the Student to attend class until all outstanding fees have been paid.
- 4.2. Fees are not transferable to another Student, nor can any fee be deferred to another term.
- 4.3. All fees may be reviewed annually and the fees indicated in the current fee schedule may not be applicable for the subsequent terms.
- 4.4. Payment of fees can be made in cash, by credit card, crossed cheque, bank draft, postal money order made payable to Lang Education Sdn. Bhd., internet or bank transfer (AmBank 888 104 000 1642) in which a copy of the receipt must be emailed to the Accounting and Finance Department (sbis\_finance@bestari.edu.my) for confirmation.
- 4.5. The Registration Fee is non-refundable and non-transferable unless the registration is rejected due to not meeting the school's entry requirement. Registration Fee is payable upon receipt of the Letter of Offer / Letter of Conditional Offer.
- 4.6. The Deposits are equivalent to one (1) term of school fee. The Deposit is payable upon receipt of the Letter of Offer / Letter of Conditional Offer.
  - 4.6.1. The Deposits are only refundable when the Student completes his / her Year 11 in the School. In the case of a Student wishing to leave the School before completing Year 11, the Deposits are refundable strictly subject to with a written notice of withdrawal submitted to the Admission & Marketing Department at least one (1) term before the commencement of a new academic year / term\*, and while the Student is still in the school.

*\* Before the first day of a new term - For example, if you intend to withdraw your child after completing Term 3 (2 May - 31 July 2024) of the current academic year which is on the 31st July 2024, your withdrawal notice must be submitted BEFORE the first day of Term 3 which is BEFORE 2nd May 2024.*



- 4.6.2.** In all other cases, the deposit is strictly non-refundable and non-transferrable.
- 4.6.3.** The Deposits must be topped up to maintain their equivalence to one term's school fee when the Student progresses from
- 4.6.3.1.** Reception to Lower Primary (Reception 2 to Year 1)
- 4.6.3.2.** Lower Primary to Upper Primary (Year 1-3 to Year 4)
- 4.6.3.3.** Upper Primary to Lower Secondary (Year 6 to Year 7)
- 4.6.3.4.** Lower Secondary to Upper Secondary (Year 7-9 to Year 10)
- 4.6.4.** All Deposits paid shall under no circumstances be treated as payment of tuition fees or any part thereof or any other payments required to be paid and may not be used to set-off any amount due and payable by the Parent.
- 4.6.5.** School Fees stated are per annum, payable in 3 terms. It is non-refundable and non-transferrable.
- 4.6.6.** Term fee for new students is to be fully paid before the school commences / before joining the school.
- 4.6.7.** Subsequent term fee is payable upon the issuance of invoice from the Accounts & Finance department, subject to the due date on the invoice (2 weeks before the term commences at the beginning of September for 1st Term, in January for 2nd Term and in April/May for 3rd Term).
- 4.7.** Other Fees such as (a) Meal Plan & Society Fees, (b) Locker Fees, (c) Registration Fee for The Junior Award Scheme for Schools (JASS)\* and (d) Registration fee for The Duke of Edinburgh's Award (DofE)\* is payable before the term commencement.
- \* Applicable for students who register for the Award(s)*
- 4.8.** An administrative fee of RM250.00 per student per year is applicable to international students requiring MOE approval for Student Pass. This fee is strictly non-refundable.
- 4.9.** If the Parent fails to pay any payment due or payable, the School reserves the right to withhold all examination results, certificates and School records of the Student including restricting the Parent and / or the Student's access to the School's learning management system.
- 4.10.** A late payment surcharge of 5% will be levied upon all outstanding fees. Students with outstanding fees of over two (2) weeks after the term commencement will not be allowed to attend class until full payment, including the surcharge, has been made.
- 4.11.** The School reserves the right to revise all fees payable from time to time.
- 4.12.** Issuance of E-Invoice from 1 January 2025 onwards
- 4.12.1.** From 1 January 2025, Lang Education Sdn Bhd ("the Company") will transition to e-invoice issuance for all transactions. To ensure seamless processing and validation by the Inland Revenue Board of Malaysia (IRBM) via the MyInvois Portal, we require complete and accurate information from parents.
- 4.12.2.** By proceeding with this application, you acknowledge and consent to the collection, processing, storage, and use of your personal data for the purpose of generating and validating e-invoices. Such personal data, as provided in the Application Form, is essential for the Company to process the e-invoices. Please note that under the Income Tax Act 1967 (ITA), the Personal Data Protection Act 2010 (PDPA) does not apply to the e-invoicing process.
- 4.12.3.** E-invoices will be issued directly to the designated party specified in the Application Form. Once validated, all e-invoices details, including the billing party and billing information, will be securely stored in the IRBM database. Please note that e-invoices will be finalized based on the initial issuance date and cannot be altered once stored in the IRBM database.
- 4.12.4.** To facilitate efficient communication, parents are requested to provide an accurate and active email address for e-invoice administration. Please inform the School immediately if any details are incorrect.
- 5. Withdrawal from School and Deposit**
- 5.1.** Parents may withdraw the Student from the School by giving one term's notice in advance, failing which the deposit shall be forfeited in full. The said notice given by the Parents must set out the withdrawal date and the withdrawal notice must be received by the School's Admissions Department via email ( sbis\_admissions@bestari.edu.my ) or by hand, NOT less than one academic term in advance. Withdrawal notice must be given directly to the Admissions Department, rather than the class teacher or tutor, to avoid any potential delay.
- 5.2.** Registered students who fulfil academic requirements will be promoted from early years (Reception 2) to primary school (Year 1), and primary school (Year 6) to secondary school (Year 7). Clause 5.1 applies if Parents wish to withdraw their child from the School after completing Reception 2 or Year 6.
- 5.3.** The refundable deposits under the conditions thereof shall be claimed within 3 months from the release date of deposit, failing which the Parents shall have no claim in respect of the monies whatsoever. The said refundable deposit shall be utilised as the School deems fit.
- 5.4.** Where a Student has been withdrawn from the School and applies for re-admission, a new Registration Fee will be payable.
- 5.5.** If a Student applies for re-admission within 12 months from his / her last school day, the Re-admission Fee will be payable instead of the new Registration Fee. The Application Fee, school term fee, deposit and other fees payable, at the then prevailing rate, are required to be paid before such re-admission.
- 5.6.** Deposits paid may be refunded to the Student when they leave the School if the following conditions are fulfilled:
- 5.6.1.** All fees have been fully paid;
- 5.6.2.** The Student has not caused any damages to the School building or its assets;
- 5.6.3.** Parents have submitted the withdrawal form ONE ACADEMIC TERM IN ADVANCE.
- 5.7.** Deposits will not be refunded if:
- 5.7.1.** The Student's Withdrawal / Exit Form is not submitted on or before the specified duration above (ONE ACADEMIC TERM IN ADVANCE);
- 5.7.2.** The Student is expelled from the School (enrolment terminated by the School);
- 5.8.** Student's absence from the School at all times must be accompanied by a Parent's letter to the Class Teacher.
- 5.9.** If a Student is unable to be at School at the start of a new term, a Parent's letter to the Registrar / Admissions & Marketing Department is required before the start of the term.
- 5.10.** If a Student is absent for more than 14 (fourteen) consecutive School days without notice to the Registrar / Admissions & Marketing Department / Class Teacher, the Student will be removed from the School registration and is deemed to have withdrawn from the School without notice, resulting in the forfeiture of all fees and deposits. The place shall consequently be made available to another Student on the Reserve / Waiting list.
- 5.11.** In the event the Student requests a leave of absence in writing, the School reserves the right to consider this request subject to full term fee and deposit (top-up deposit when applicable) paid. The term fee and security deposit will not be refunded if the Student does not attend school after the period of "leave of absence."
- 6. Emergency and Liability**
- 6.1.** The management of the School has the right to refuse acceptance of the child if deemed necessary. In the event of any medical emergency where the Parent cannot be contacted to give consent, the Parent hereby agrees and consents to authorise the management of the School to seek medical attention from the nearest available and qualified practitioner or hospital for the Student. The School and its staff will not be responsible for any medical treatment administered to the Student or for any medical charges incurred. If the medical condition of the child is not made known to the management of the School before the acceptance, the management of SBIS reserves the right to revoke the acceptance of the child as a Student of the School. The School also has the right to terminate the Student who is not fit for the School's environment and/or has disciplinary case(s) based on the view and recommendation by the Head of Schools and Discipline Teacher.
- 6.2.** 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.



## 7. Photograph and Images

- 7.1. The School may and the Parent hereby gives consent to the School to take such photographs, images, recordings, works or derivative works including examination results of the child and to use, free of charge, such photographs, images, recordings, works or derivative works including examination results in any media and for whatever purpose as the School shall deem fit, including without limitation for any promotional materials within the Lang Education Sdn Bhd, including website and social media platforms of the School and other affiliated partners' websites and social media platforms.
- 7.2. The school premises are monitored by CCTV for security and safety purposes. All CCTV footage is the sole property of the school. Access to view or obtain any part of this footage by parents or other individuals is strictly prohibited unless authorized by the appropriate law enforcement authorities. Parents or guardians may not request or demand access to CCTV recordings without a formal request from the police or other relevant legal authorities.

## 8. Discipline, Suspension and Termination

- 8.1. The School reserves the right to suspend or expel a 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.
- 8.2. 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 School. Reasons may include but are 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 is final.
- 8.3. 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 of whether the Student is so infected or otherwise, the Head of the School may at his discretion prohibit the Student from attending at the School for such period as the Head of the School deems necessary. The parent or child shall have no claim against the School arising from any such safety action taken by the Head of School.
- 8.4. The Student must attend all classes regularly, participate in all relevant school or extracurricular 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.

## 9. Lanyard and Identity Card:

- 9.1. All students are required to have their designated Student lanyard (according to their sports house colour: Green, Yellow, Blue, or Red) and Student ID card throughout their schooling years at Sri Bestari International School.
- 9.2. Starting from the Academic Year 2024/2025, all parents and guardians are required to wear the designated Parent/Guardian lanyard (grey colour) and visibly display the SBIS-issued ID cards when entering the school premises. Failure to comply will require individuals to register as visitors at the guardhouse.
- 9.3. Each family will receive two (2) complimentary Parent/Guardian's lanyards and ID cards based on the school's records.
- 9.4. Additional or replacement items can be purchased from the Finance & Accounts Department at the following rates: Lanyard: RM5.00 each Cardholder: RM5.00 each ID Card: RM25.00 each.
- 9.5. Parent/Guardian and Student lanyards must be returned to the Head of School upon a student's withdrawal or graduation.
- 9.6. Graduating or withdrawing students may retain their Student ID cards as keepsakes. However, parents/guardians are required to return their respective lanyards and ID cards.
- 9.7. Failure to return the lanyards and/or ID cards will result in deductions from the student's deposit as follows: RM5.00 for each unreturned lanyard RM25.00 for each unreturned ID card.

## 10. General

- 10.1. Changes at the School: A successful school must initiate and respond to change. The acceptance of a place by the parents is given on the basis that, in the interests of the School as a whole, reasonable changes may be made from time to time.
  - 10.2. 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 a letter sent by ordinary post or handed over to the child as notice.
  - 10.3. 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 a breach of the terms and conditions herein.
  - 10.4. All notices, letters and correspondence from the School to the Parent shall be deemed sufficiently served if sent by ordinary post or email to the Parent at the address and / or email address set out in the Application Form or the Family email address as provided by the School or if handed over to the child.
  - 10.5. The prospectus and School website describe the broad principles on which the School is currently run and indicate our history and core values. Although believed correct at the time of printing, neither the prospectus nor the website are part of any agreement between the Parents and the School. Parents 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.
  - 10.6. The offer of a place and its acceptance by the Parents give rise to a legally binding contract on the terms of conditions in the Application Form, these Terms and Conditions and any future terms and conditions notified to the parent in writing.
- 11. PDPA:** The School is committed to complying with the Malaysia Personal Data Protection Act (PDPA) 2010 in protecting our Students' and Parents' personal information with the School. Please read and understand the content of "**Notice To Customers Relating To The Personal Data Protection Act 2010** ".



**ACKNOWLEDGEMENT AND AGREEMENT**

1. I have read and fully understand the policies, terms, and conditions outlined above, including their nature and effects. I explicitly confirm my agreement to these terms. I also commit to fulfilling all obligations and adhering to the specified terms and conditions, including the timely payment of all required fees.
2. We, Parents and on behalf of the Student, authorise the School to process personal information as it is deemed necessary for the legitimate purposes of the School. I understand that the School holds information about my child including but not limited to exam results, forecast results, parent contact, financial information and details of medical conditions. I understand that the School processes information about my child to safeguard and promote the welfare of my child, promote the objects and interests of the School, facilitate the efficient operation of the School and ensure that all relevant legal obligations of the School are complied with.
3. I acknowledge that withholding or failing to disclose relevant information about my child's physical, medical, or educational needs could impact their admission or continued enrollment at the School. I understand that any offer of placement is contingent upon the accuracy of the information I provide.
4. I understand that any third-party sponsor is not part of this agreement and will communicate this to the sponsor involved. I accept full responsibility for providing adequate notice of withdrawal or for indemnifying and holding the school harmless if such notice is not given as specified in Clause 5.1 above.
5. I recognize that the School will communicate with me to provide updates and information. If I prefer not to receive such communications, I will notify the school in writing.
6. I consent to my child, named in this application, receiving counselling services while attending Sri Bestari International School. I understand that I can withdraw this consent at any time by providing a signed and dated written notice requesting the termination of counselling services.
7. By signing this form, I hereby declare that the information given in this form is accurate and true. I understand and accept the above terms and conditions for the enrolment of my child as a Student at the School. I also understand and undertake to ensure that my child abides by the rules and regulations of the School as stated in the School Handbook and he / she is bound by its Code of Conduct.
8. All the terms and conditions above are subject to change.

\_\_\_\_\_  
Signature of Father / Legal Guardian

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

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

\_\_\_\_\_  
Signature of Mother / Legal Guardian

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

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

**Section 8 - NOTICE TO CUSTOMERS RELATING TO THE PERSONAL DATA PROTECTION ACT 2010**

Sri Bestari International School ("SBIS")

1. SBIS views your personal data and privacy seriously. This notice is issued pursuant to the requirements of the Personal Data Protection Act 2010.
2. Customers may have supplied and may continue from time to time, supply to SBIS with their personal data and information ("data") in connection with themselves, their children or other information as necessary and for the establishment or continuation of customer services or compliance with any laws or guidelines issued by regulatory of other authorities. We may also verify or source personal information about you from third party sources (both public and private) such as credit reporting agencies, Companies Commission, Insolvency Department. Your visit to our public website may be recorded for analysis on the number of visitors to the site and general usage patterns.
3. Such data may include information concerning your personal details (such as name, age, gender, identity card number, passport number, date of birth, education, race, ethnic origin, nationality), contact details (such as address, email, phone numbers), family information (such as marital status, name of spouse or child or immediate family), occupation details (such as employer, income range, job title, job responsibilities, employer's contact information and address), medical history (health and sickness report from a certified medical practitioner and medical records), payment information (bank account information and credit or debit card information, including the name of cardholder, card number, billing address and expiry date) and other information such as yours and/or family members' photographs, video recordings, closed circuit television (CCTV) footage and voice recordings. In addition, SBIS may from time to time request for certain other personal information that may be relevant to consider your request for any other services provided by SBIS.
4. Failure to supply such data may result in SBIS being unable to open, establish, continue or provide the services or facilities or comply with any laws or guidelines issued by regulatory or other authorities.
5. It is also the case that data is collected from customers and other sources in the ordinary course of the continuation of the relationship for example, when customers write cheques, deposit money or apply for credit from banking institutions. This includes information obtained from any bureaus or agencies established or to be established by bank Negara or any of its subsidiaries or by any other authorities, any registered credit reporting agencies or any debt collection agencies that may be appointed by SBIS, and with any authority, central depository or depository agent in relation to the securities industry.
6. SBIS are committed to protecting the privacy of its students and/or minors and/or customers. SBIS deems where data of customers under the age of eighteen (18) and/or customers who are incapable of managing their own affairs is disclosed and/or processed, the parent, guardian or person who has the responsibility on the customers under the age of eighteen (18) and/or customers who are incapable of managing their own affairs has knowledge, authorized and have consented to disclosure of the personal data.

\_\_\_\_\_  
Parent / Guardian Initials (PDPA)



7. The purposes for which data relating to a customer may be used and/or processed are as follows:-
  - a. Exam results, parent and guardian contact, financial information and details of medical conditions;
  - b. That information is kept manually in indexed filing systems electronically on the School information management systems;
  - c. These notes refer to the "processing" of information. Processing refers to obtaining and recording information or carrying out any operation on the information, such as storing or using the information or passing to third parties;
  - d. The School processes information about you and your child in order to safeguard the welfare of your child, promote the objects and interest of the School, facilitate the efficient operation of the School and ensure that all legal obligations of the School are complied with;
  - e. The School may process different types of information for the purposes set above. The information may include:-
    - i. Medical information and records including details of any illnesses or any other medical condition suffered by your child;
    - ii. Personal details including home address, date of birth, next of kin and etc;
    - iii. Information concerning your child's performance in School, including school reports, examination reports, discipline reports;
    - iv. Financial information including payment of fees of this School;
  - f. Determining the amount of indebtedness owed to or by customers;
  - g. To process, use and disclose of the information for, among other activities, the following:
    - i. evaluation of any applications and notifying of any awards and grants;
    - ii. evaluation and notification of student related matters, such as candidature matters, exchange programmes, placements, programmes or courses, achievements;
    - iii. school related activities, training, events, competition, scholarships/ awards, nominations and exchange programmes;
    - iv. fulfilment of student related activities (e.g. orientation, conferences, festival celebrations, student benefit activities, student camps) as may be provided by SBIS to create networking opportunities, contribute to the community, enrich student's life and develop student holistically;
    - v. publicizing, updating and/or reporting on the activities of and developments in SBIS to students, staff, stakeholders and members of the public in any media, including media interviews by the general media, our school's websites, newsletters, collaterals, posters and publications;
  - h. to update on SBIS events;
  - i. for record keeping;
  - j. to market activities, services and products offered by us, our partners as well as our appointed agents;
  - k. Market research and statistical analysis and surveys with the aim of improving our products and services;
  - l. For any purpose required by law or regulation;
  - m. For the purpose of enforcing its legal rights and/or obtaining legal advice;
  - n. Where in the professional opinion of the Principal/ Head of School it is deemed necessary to share the information to third parties;
8. Data held by SBIS relating to a customer will be kept confidential but SBIS may provide or disclose such information to the following parties for the purposes set out in paragraph 8 (who may also subsequently process, transfer and disclose such data for the purposes set out in paragraph 6):-
  - a. Any agent, lawyers, third party service provider who provides administrative, telecommunications, payment or securities clearing or other services to the SBIS in connection with the operation of its business;
  - b. Lang Education Sendirian Berhad's subsidiaries;
  - c. External service providers (including but not limited to mailing houses, telecommunication companies, telemarketing and direct sales agents, call centres, data processing companies and information technology companies) that SBIS engages for the purposes set out in paragraph 6;
  - d. Any bureaus or agencies established or to be established by Bank Negara Malaysia (including the Central Credit Reference information System - "CCRIS") or any of its subsidiaries, or by any other regulatory authorities; the Association of Banks Malaysia (ABM) of the Association of Islamic Banking Institutions Malaysia (AIBIM) whichever is applicable; any registered credit reporting agency; any authority, central depository or depository agent in relation to the securities industry; the police; any other governmental or regulatory authority or body, Credit Guarantee Corporation Berhad and in the event of default to debt collection agencies.
9. In connection with paragraph 7 above, in the event of any default in payment where the amount in the default is not fully repaid on or before the due date, the customer is liable to have his/her/its account data share with, disclosed to and/or retained by the relevant agency.
10. Under and in accordance with the provisions of the PDPA and the Code of Practice approved and issued under the PDPA, any individual may:-
  - a. Check whether SBIS holds data about him/her and of access to such data;
  - b. Request SBIS to correct any data relating to him/her which is inaccurate;
  - c. Request clarification on SBIS's policies in relation to data and to be informed of the kind of personal data held by SBIS;
  - d. In relation to facilities to request to be informed which items of data are routinely disclosed to registered credit reporting agencies or debt collection agencies.
11. SBIS has the right to charge a fee for the processing of any data access request.
12. The customer can request for access to data or correction of data or for information regarding policies and practices and kinds of data held by mail to the address below or by visiting:-

Admission & Marketing Department  
Sri Bestari International School  
Persiaran Margosa, Bandar Sri Damansara,  
52200 Kuala Lumpur.

Website: [www.sribestariinternational.edu.my](http://www.sribestariinternational.edu.my)  
E-mail: [sbis\\_admissions@bestari.edu.my](mailto:sbis_admissions@bestari.edu.my)  
Tel: 03-6263 9923

Parent / Guardian Initials (PDPA)



13. SBIS reverses the right to amend his Notice to Customer at any time and will place notice of such amendments via any other mode that SBIS views suitable.

In the event of discrepancies or inconsistencies between the English and Bahasa Malaysia version, the English language version shall prevail.

We hereby agree and consent by signing below for SBIS to collect, process and store the data in accordance with the above. Failure to consent to the above may result in the SBIS unable to continue or provide the services or facilities to you.

\_\_\_\_\_  
Signature of Father/ Mother/ Legal Guardian

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

Child's Name: \_\_\_\_\_

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

Year level and intake applied: \_\_\_\_\_

**For Office Use Only**

**Admissions and Marketing Department**

Counseled by: \_\_\_\_\_ Date \_\_\_\_\_

Channel: Email / WhatsApp / Info Day / PISF / Call-in / Walk-in / Agent / Leads / Others \_\_\_\_\_

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

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

Reassessment Date (if applicable) \_\_\_\_\_

Returning student:  Yes  No

**Decision:**

Accept  Conditional  Reject  Defer to term \_\_\_\_\_

Year Group: \_\_\_\_\_ Date: \_\_\_\_\_ Note: \_\_\_\_\_

**Visa:**

Student Pass  Dependent Pass  New  Existing

Expiry Date: \_\_\_\_\_ Remarks: \_\_\_\_\_

**Accounting and Finance Department**

Application Fee Collected by: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt No. : \_\_\_\_\_

Registration Fee Collected by: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt No. : \_\_\_\_\_

Deposit Fee Collected by: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt No. : \_\_\_\_\_

Remarks: \_\_\_\_\_