



Please include two recent passport sized photographs here.

APPLICATION FORM

ADMISSION FOR:

Half Day Full Day Others _____

PERSONAL DETAILS

Surname: _____

Name of Child (as per passport): _____

Age: _____ Gender: _____ Ethnic: _____

Date of Birth: _____ Place of Birth: _____ Nationality: _____

Home Address: _____

Home Tel No: _____

FAMILY / GUARDIAN DETAILS

Father / Guardian

Title: Mr/Dr/Tan Sri/Dato'/ Others _____

Name: _____ Passport / IC No: _____

Nationality: _____ Occupation: _____

Employer / Company Address: _____

Home Address: (Indicate if same as above) _____

Office Tel No.: _____ Mobile No.: _____

Email Address: _____

Mother / Guardian

Title: Mrs/Ms/Dr/Tan Sri/Datin/ Others _____

Name: _____ Passport / IC No: _____

Nationality: _____ Occupation: _____

Employer / Company Adress: _____

Home Address: *(indicate if same as above)* _____

Office Tel No.: _____ Mobile No.: _____

Email Address: _____

No. of Siblings () *Please provide with the name(s), age(s) and current school of any brother/sister.*

Sibling 1

Name: _____ Age: _____

School: _____

Sibling 2

Name: _____ Age: _____

School: _____

Sibling 3

Name: _____ Age: _____

School: _____

Sibling 4

Name: _____ Age: _____

School: _____

Emergency Contact Information

Please provide details of those who can be reached in the event of emergency.

Primary Contact Person

Name: _____ Relationship with child: _____

Address: _____ Phone No.: _____

Secondary Contact Person

Name: _____ Relationship with child: _____

Address: _____ Phone No.: _____

Medical and Health Record

Please complete this section with accurate information. Failure to disclose your child's medical and health history may result in unnecessary delay when seeking emergency medical attention.

Medical Concerns (Please tick if applicable) *

Remarks

Special Health Condition(s)

Allergies

Disabilities

Other Family History or Illnesses

Getting to Know Your Child

1. Has your child previously attended other day care/ preschool? YES NO

If Yes, please provide details below:

Name of School(s): _____

Join Date: _____ Leave Date: _____

Reason(s) for leaving: _____

2. Are there any specific likes/dislikes of your child that you would like us to be aware of?
(i.e., specific interest, favourite toys/ activities, fears)

3. Children must be toilet-trained at the time of programme entry. Is your child toilet-trained? YES NO At An Introductory Stage

4. Tell us more about your child's eating habits. (i.e., self-feeding or being fed, likes and dislikes)

5. Is there any other additional information that will help us to know your child better?
(i.e., special circumstances such as family status, mother's pregnancy, re-location and other traumatic experiences that may affect your child emotional state or behaviour)

After-school Pick-up Authorisation

Please provide the names of person(s) who are authorized to pick up your child (including parents/guardians). For security reason, your child will NOT be released to unauthorised individuals.

Name	Relationship with child	Phone Number

Payment Details

1. Who will be paying the fees?

Parent

Company

Others

2. To whom and where shall we send the invoice(s)?

Parent

Company

Others

Name: _____ **Tel. No:** _____

Address: _____

E-mail Address: _____

3. Payment mode:

Cheque

Bank Transfer

❖ Cheques payable to **THE LITTLE TREE HOUSE EDUCATION SDN BHD**

❖ **Bank Transfer***

Account Name: The Little Tree House Education Sdn Bhd

Account Number: 2-12068-00091820

Bank Name: RHB Bank Berhad

*A copy of the bank transaction report must be forwarded to the school office via email

(enquiry@thelittletreehouse.com.my), stating **name of student** and **year level**.

Acknowledgement and Agreement

I, _____ have read and fully understand the 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 on my part to be performed or complied with, particularly but not limited to payment of all monies payable to the school. I acknowledge that the withholding or non-disclosure of any relevant information relating to my child's / ward's physical, medical or educational needs may affect my child's / ward's application for enrolment and admission as a student of the school. I agree that any offer of placement is conditional on the accuracy of the information provided by me.

Parent's Signature

Date

For office use only

- Accepted
- Rejected
- Deferred
- Conditional
- Cancelled

Comments:

Fees	RM	Date Paid	Invoice No.	Receipt No.
<input type="checkbox"/> Application Fee				
<input type="checkbox"/> Registration Fee				
<input type="checkbox"/> Deposit				
<input type="checkbox"/> Tuition Fee				
Catering <input type="checkbox"/> YES <input type="checkbox"/> NO				

Application Approved By,

Fees received by,

Principal

Administrative Staff

Application Checklist

Please ensure that the following items are attached to the application form before submission:

- 2 recent coloured passport-sized photographs (please write your child's full name on the back of the photographs)
- 1 copy of Birth Certificate
- 1 copy of Passport (Personal details page only) OR NRIC/Mykid for Malaysian applicant.
- 1 copy of BOTH parents' / guardians' passports OR NRIC for Malaysians.
- Application Fee (Non-refundable and non-transferable. Please make it payable to "THE LITTLE TREE HOUSE EDUCATION SDN BHD" either by crossed cheque OR bank draft OR bank transfer to our RHB account no "2-12068-00091820").

Completed application forms can be submitted via email to "enquiry@thelittletreehouse.com.my".

Admission Terms and Conditions

1. Definitions

- I. "The school" – means The Little Tree House Malaysia
- II. "The parent" – means any person or persons who has signed the Application Form and / or who has accepted responsibility for the child's attendance at the school. The parent is legally responsible, individually and jointly, for complying with its obligations under the Terms and Conditions herein.
- III. "The student" – means the child whose name is written on the Application Form.

2. Application Form for Admission

- I. The Parent intending to enrol his/her child to the School must complete, sign and submit an Application Form for Admission ("the Form"). Any false, inaccurate or misleading information contained in the Form may lead to the rejection of the application of admission or to the child's withdrawal from the School. The Parent must at all times keep the information contained in the Form updated with the School. The Parents are responsible to update the school if there are any updates on addresses. The Parent authorises and/or consents to the School contacting the child's previous school(s) (if applicable), the child's medical officer(s) or such other persons for information relating to the child as and when the School deems necessary for considering the child for admission.

- II. An Application Fee (as stipulated in the Schedule of Fees as annexed hereto) shall be paid to the school together with the submission of the form. The Application Fee shall be payable by way of cash or cheque/bank draft in the name of 'The Little Tree House Education Sdn Bhd'.
- III. The Application Fee is not-transferable and not-refundable. The Application Fee will not be refunded even if the child is not accepted by the School. The receipt of the Application Fee by the school does not oblige the school to admit and/or accept the child.

3. Acceptance or Rejection of Application

- I. The acceptance and/or admission of the child into the school shall be at the absolute discretion of the school. The school is not obliged to provide any justification or reasons for a rejection of an application.
- II. The school reserves the right to place the child in a class which the Head of School deems academically and developmentally suitable to the child's needs at any time and from time to time whilst the child is enrolled with the school.

4. The Fees

- I. On acceptance of the Application, the parent / guardian shall pay the Admission Fee and all other fees payable as per the Schedule of Fees (including the refundable deposit) relevant to that academic year, within the time frame as stated in the Acceptance letter. Please note that Schedule of Fees are reviewed annually and the Schedule of Fees as annexed hereto indicate the current fee schedule and may not be applicable for the subsequent academic years. The school reserves the right to revise the Schedule of Fees as and when deemed necessary.
- II. The fees for each term are payable in advance and are to be paid on or before the commencement of each term. The school reserves the right to restrict the student's attendance in classes until all fees have been settled.
- III. If the parent shall fail to settle any sums due to the school, the school reserves the right to withhold all examination results, certificates and/or school records of the student.

5. Withdrawal From School

- I. To withdraw a student from the school, the parent / guardian shall be required to serve the school with one term's (4 months) written notice ('the Notice') prior to the end of the term from which the student will be withdrawn, failing which the deposit held with the school will be forfeited. The Notice shall set out the date of such withdrawal (the last day of the student's attendance). If the student is not withdrawn from the school on the said last day of attendance, a fresh notice of withdrawal shall be served on the school and the same conditions shall apply to the refund of the deposit. This clause shall apply equally in the case of the prolonged absence of the student from the school.

- II. Where a student withdraws from the school and re-applies for admission within three (3) academic terms from the date of withdrawal, no Application Fee shall be payable by the student to the school upon re-application (subject to availability of place and acceptance by the school). All fees due to the school by the student shall be at the then prevailing rate and shall be paid prior to such re-admission.

6. Deposits and Refund

- I. All deposits paid to the school shall under no circumstances be treated as payment of school fees or any other fees or payments due to the school and shall not be used to set-off any other amounts due and payable by the parent.
- II. All monies refundable under the terms and conditions hereof shall be refunded free of interest. All such monies shall be claimed by the parent within one (1) year from the date the student ceases to be a student of the school, failing which all such monies shall be transferred to the school improvement fund to be used in such manner as the fund deems fit and necessary. Upon transfer the parent and / or the student shall have no claims whatsoever in respect of the said monies.

7. School Attendance

- I. Unless excused on medical grounds or other compelling cogent reasons, a student must regularly attend classes and participate in relevant school activities, failing which the school shall be entitled to take such action as it deems appropriate including requiring the student to repeat (an) academic term(s) or to be withdrawn from the school.
- II. For non-Malaysian citizens, admission to, and continued status as a student of the school, is conditional on the student possessing a valid visa/pass issued by the Malaysian Immigration Department. The parent shall keep the school informed of any change in the status of the student during its enrolment at the school.

8. Emergency and Liability

- I. In case of emergency where the child requires immediate medical attention, the parent hereby consents and authorizes the school to call for the medical examination of the student or to send the student to the nearest clinic/medical centre. All expenses incurred thereby shall be borne by the parent.
- II. In consideration of the child's attendance to the school, the parent recognizes that there are inherent risks associated with the programme. Whilst the school makes every effort to ensure the safety of the child, the school shall not be liable for any loss and damage suffered as a result of death, personal injury or loss of any kind whatsoever which the student may sustain at any time, either within the school premises or elsewhere which is not attributable to the negligence of the school, its staff member or employees.

9. Photography and Images

- I. The parent hereby gives consent to the school to take such photographs, images, recordings, works or derivative works of the student and to use, free of charge, such photographs, images, recordings, works or derivative works in any media and for whatever purpose the school shall deem fit.

Privacy Statement – All the personal information is collected for the administration of The Little Tree House Malaysia. The information is gathered to provide better service and learning experiences to the student. The Little Tree House does not use or disclose the information for purposes other than those for which it was collected. All the information provided is securely maintained and is kept strictly confidential.