



APPLICATION FORM

Completed Application Forms to be sent to:
The Principal,
HIGHLANDS INTERNATIONAL BOARDING SCHOOL
10 km, Genting Highlands, 69000 Pahang Darul Makmur, MALAYSIA
Tel: +6-03-6100 1688 Fax: +6-03-6100 3688
e-mail: marketing@hibs.edu.my
website: www.hibs.edu.my



AFFIX RECENT
PASSPORT SIZED
PHOTO HERE
(NON RETURNABLE)

CONFIDENTIAL

FULL NAME OF STUDENT [as in Identity Card (for Malaysians) or Passport (for foreign nationals)]

.....
(USE CAPITALS ONLY)

FOR APPLICATION TO (tick where applicable)

- Foundation Class
- Year 7
- Year 8
- Year 9
- Year 10
- Year 11

ACADEMIC YEAR.....

1. STUDENT INFORMATION

Full Name (as in IC (for Malaysians) or Passport).....

Male Female (tick where applicable)

Age..... Nationality.....

Date of Birth..... IC / Passport No.....

Issued at Passport Issue Date

Passport Expiry Date

Name of Current School.....

Address of Current School.....

2. PARENT'S DETAILS

Father Mother (Tick where applicable)

Full Name (as in IC / Passport).....

Occupation.....

Home Address.....

Tel No: (Country Code + Area Code + Number).....

Mobile Phone No: e-mail address:

Office Address.....

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Tel. No (Country Code + Area Code + Number).....

Fax No..... e-mail address.....

3. GUARDIAN'S DETAILS (if applicable)

Full Name (as in passport)..... Occupation.....

Home Address.....

Tel No: (Country Code + Area Code + Number).....

Mobile Tel. No: e-mail address:

Office Address.....

Tel. No (Country Code + Area Code + Number).....

Fax No..... e-mail address.....

4. ACADEMIC RECORDS, CERTIFICATES, TESTIMONIALS

Attach certified true copies of your school and public examination results along with curricular, co-curricular and extra curricular activity certificates and letters of commendation (if applicable)

5. MEDICAL HISTORY OF STUDENT

Do you have any existing illness? YES* No (Tick where applicable)

*If YES, state name, nature of illness and treatment you are currently receiving.

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(If possible, please attach certified copies of student's medical reports)

Blood Group..... Allergies

Name of Family Physician (or attending Doctor /Clinic/Hospital)

Address

.....
Tel No..... Fax No..... e-mail

6. EMERGENCIES

Person to contact in the event of an emergency.....

Relationship to Student..... IC / Passport No.....

Address.....

Tel No..... Fax No..... e-mail

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DECLARATION

We, the undersigned, declare that the information given in this Application Form is complete, accurate and true. We have read and agree to abide by the policies and regulations of Highlands International Boarding School. We understand that any information given falsely will affect the application and may result in the disqualification of the applicant.

We also declare that we have read Highlands International Boarding School list of major offences and misbehavior. We understand that students of the school are expected to conduct themselves in a manner that will always uphold the good name of their family and school at all times.

We understand that should any of the following offences be committed in or out of school, a student of the school can be liable for expulsion from the school.

1. The wilful and wanton destruction of school property.
2. Involvement in gangsterism or extortion of money.
3. Possession or distribution of pornographic material.
4. Possession, use or distribution of cigarettes or illegal drugs.
5. Gross insubordination.
6. Theft, Persistent truancy, neglect of studies.
7. Indecent or violent behavior.
8. Absence without leave.
9. Involvement in any illegal activity.

We also understand that:

- i. admission into Highlands International Boarding School is subject to our full acceptance and support of the school's rules and regulations, Check List of essentials, standards of conduct and payment schedule as outlined in the prospectus which we have read and understood.
- ii. Highlands International Boarding School will be taking photographs of its students and that these may be used in the school publications and promotional materials relating to the school. In the event pictures of our children are used, we have no objection to such use by the school.
- iii. School fees paid through instalment or in full are not refundable and all refundable deposits not collected within a 3 year period of the student leaving the school shall be deposited in the school development fund.
- iv. Fees collected as a deposit is non-refundable in the event:
 - a. Less than 3 month' notice is given in writing withdrawing your child or ward from the school.
 - b. Your child or ward is expelled from the school.
 - c. Interest (surcharge) at the rate of 10% per annum will be imposed on school fees outstanding. This interest will be charged on accounts not paid 21 days after the due date.
- v. In the event total fees for the year are paid in full upon enrolment the refundable deposit can be waived. However notice of 3 months shall have to be given in the event the student leaves the school during the year. If this notice period is not given then an amount equal to the refundable deposit (1 term's fee payment) shall be held in favour of the school.
- vi. The refundable deposit payment made upon enrolment cannot be used to off-set semester/school fees.
- vii. We, the undersigned, herewith undertake and grant consent, unreservedly, to the school and their appointed senior staff (Principal, Registrar and Housemaster) to organize and arrange field trips, games, tournaments, camping trips, excursions (local and overseas) which may involve your children being brought out of the school compound, under the strict supervision and care of teachers and staff members. We understand and accept that such activities would be for the duration of the whole academic year; hence no further request for consent from me/us is required by the school.

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Signature of Parents / Guardian:

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Signature of Student:

.....
Signature of Witness:

Date:

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I enclose herewith a sum of RM 500.00 cash/cheque as Processing Fee for this application.

Fees are payable by cash, cheque or bank draft. Cheques or Drafts should be crossed and made payable to "HIGHLANDS INTERNATIONAL BOARDING SCHOOL".

- Kindly include bank charges of RM 0.50 or 0.03% of the amount, whichever is higher, for outstation cheques.

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Signature of Father/Guardian

.....
Signature of Mother

Date:

Cheque No:

ACCOMPANYING DOCUMENTS

- A. This APPLICATION FORM must be accompanied by a testimonial from the Principal of the student's current school. This testimonial should include a statement of the student's personal conduct/discipline and actual record of attendance.
- B. Certified true copy of Identity Card (for Malaysian Students), or, Passport (for Overseas Students) and Birth Certificate.

FOR OFFICE USE ONLY

DECISION

<input type="checkbox"/>	ACCEPTED
<input type="checkbox"/>	CONDITIONAL ACCEPTANCE
<input type="checkbox"/>	REJECTED

.....
Principal

Date:.....

HIBS

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Check List

Certified True Copies of Public Examination Results / School Examinations

Testimonial from School Principal

Certified True Copies of IC Passport Birth Certificate

Cheque No..... Bank.....

Receipt No: Issued By.....

Date of Issue.....