



Columbia International School

Tel: 03 8741 1413 www.columbiaschool.edu.my

APPLICATION FORM

FOR ADMISSION

Please complete all section of this form and enclose the documents accordingly:

- A recent passport size photograph of students
- A copy of students My card, birth certificate or Identification Card
- A copy of parent's identification card
- Current or recent school leaving certificate, report or testimonial from the school management.

(Please complete this form using BLOCK LETTERS)

Student's Details-as per My card, IC or Birth Certificate

Name (Surname):	First Name:	
Birth Cert. No:	Sex:	
Date of birth:	NRIC No:	Age:
Weight :	Height :	BMI:
Nationality:	Race:	Religion:
Name of Current School:		
Home Address:		
City:	State:	Post Code:

Particulars of parents or guardian

Father's Name:	NRIC No.:	
Father's Occupation:	Contact No.:	
Father's Email:	Company Name:	
Company Address:		
Mother's Name:	NRIC No.:	
Mother's Occupation:	Contact No.:	
Mother's Email:	Company Name:	
Company Address:		
Mailing Address:		
City:	State:	Post Code:
Parent's Marital status: Marries Divorced Separated Widowed Others:		

Emergency Contact Details

Name:	Relationship:	
Home Address:		
City:	State:	Post Code:
Contact No.:		



Columbia International School

Tel: 03 8741 1413 www.columbiaschool.edu.my

Additional Student information

1. Has the student been involved in serious disciplinary action? Yes ☐ No ☐
If Yes, please give details _____
2. Does the student has any physical disabilities, learning difficulties or psychological needs? Yes ☐ No ☐
If yes, please give details _____
3. Has the student received any learning support? Yes ☐ No ☐
If yes, please give details _____
4. Does the student have any special skills or interests (sports, music, dance, swimming, art, debate, etc.)

Other important student information

1. Does the student have asthma, significant allergies or other noteworthy medical conditions? Yes ☐ No ☐
If Yes, please give details _____
2. Is the student taking any regular medication? Yes ☐ No ☐
If Yes, please give details _____
3. Is there any other information that you would like the school or the class teacher to take note about the student?

Parent's /Guardian's Agreement

1. As parent, I will support my child and the school in ensuring my child is prepared for school. I will send my child to school in uniform and with the correct equipment.
2. I will make sure my child attends school on time each day. I will also inform the class teacher or the school management on any sudden absence.
3. As parent, I will take interest in my child's work, encouraging him /her to always do their best. I will check my child's daily homework, class homework log or upload any information from "Little Lives".
4. I will encourage my child to treat everyone with respect with respect at all times and to have high standards of behaviour at all times. I will support the school if sanctions are necessary.
5. I'm supporting the school's policies by ensuring my child only uses technologies, including phone, iPad and the internet (social networking) in a positive manner school and at home. I will ensure my child has his/her own iPad that is registered with Apple, up-to-date and to use it as a learning tool appropriately and according to the student iPad Use Policy.
6. I will attend the Parent/Teacher Conferences and other relevant meeting with school. I will always be active in using the Little Lives portal as a way to keep track on my child's progress in school. My communication with the school will be in an open and positive manner at all time.

7. We pledge our share of responsibility in ensuring that our child / ward abides by the school's rules and regulations, does his/her homework assignments and participates in curricular and co-curricular activities.
8. We will ensure our child/ward attends all classes until the end of the term and if he/she does not fulfil 80% of the total attendance for the term, our child/ward will not be allowed to sit for the school term Examination and term report will not be issued.
9. We are aware of the school's academic calendar and will plan our holiday or vacation accordingly to ensure that our child/ward does not miss any classes. We understand that absences during term exams without a valid reason will be counted as absent.
10. We hereby agree to abide by the decisions made by the School Disciplinary Board should our child/ward commit an offence or contravene any of the school's rules and regulations.
11. We will read and keep ourselves updated on all the events and bulletins uploaded in Little Lives portal. We will login into the portal every week.
12. We acknowledge that we have understood the School's rules and regulations and agreed that the school has every right to suspend and /or expel our child/ward should there be any breach of the School rules and regulations.
13. We acknowledge that we have understood the School's Finance Rules and Regulations and agreed to abide accordingly.
14. We acknowledge that the fees are to be paid on the first week of every term. We also ensure and guarantee to pay in-full all School fees including penalties (if there are any).
15. We have been informed on the changes or new fees as our child/ward moves to next Key Stages which will follow the current year fees.
16. We understand and agree that to withdraw our child/ward from the school: -
 - i. We will give 1 (one) term notice in writing in which the school will take from the date of acknowledgement to have received such a notice.
 - ii. The Deposit shall be refunded to us free from interest when our child/ward leaves the school. Refer to (iv) below:
 - iii. The school will withhold the school leaving certificate, testimonial and report card until all the outstanding payments have been made.
 - iv. The Deposit shall be forfeited by the school upon any of the following occurrences:
 - a. In the event that we, prior to the commencement of our child's /ward's first academic semester with the school, were to terminate the acceptance of the admission into the school (after accepting the offer).
 - b. In the event we and/or our child/ward were to terminate schooling without giving ONE TERM NOTICE IN WRITING (4 MONTHS) TO THE SCHOOL.
 - c. In the event we and/or our child/ward were to terminate schooling before having completed the minimum of 1(one) year of schooling in the school.
 - d. In the event that our child/ward is expelled on a discipline issues or whatsoever reason after being admitted as a student.
 - e. The School reserves the right to impose a late payment charge of 5% per annum on all outstanding fees which have not been paid by the 30th day of the commencement of the new school term.
If the full fees plus late charges are not paid a week after the due date, the student will not be allowed to **attend classes or any other school activities until the outstanding amount has been paid in full.**
If the fees or any part of the fees including the 5% surcharge on late payments for any student have not been paid after 7 days from the due date, then the School reserves the right to terminate the student's enrolment and offer the place to another. If a student is **terminated, then his/her Security Deposit shall be immediately forfeited** in entirety to the School without any refund along with the Registration Fee and any partial fees paid to date.
17. We also understand and agree that if our children/wards completed their secondary level or IGCSE:
 - i. Deposits will off-set at the end of the academic year (Term 3) subject to the conditions as in (14) (ii) above and all term fees are settled. The School will withhold the School Leaving Certificate, testimonial and report card until all outstanding payments have been made.



Columbia International School

Tel: 03 8741 1413 www.columbiaschool.edu.my

We acknowledge that we have read, understood and agreed to Parent's /Guardian's Agreement.

Father's /Guardian's Signature	:	
Name	:	
NRIC	:	
Date	:	
Mother's Signature	:	
Name	:	
NRIC	:	
Date	:	

For Office Use Only

Application Receive Date	-----	:	
Assessment Date	-----	:	
Year Group	-----	:	
Admission Date	-----	:	
Commence School in Term:	Term1 <input type="checkbox"/>	Term 2 <input type="checkbox"/>	Term 3 <input type="checkbox"/>

For any enquiries kindly email to cis@columbiaschool.edu.my



Columbia International School

I hereby declare that

I _____ the parent of

_____ NRIC
_____ understand that I will need to give

Columbia International School a term's notice should I decide on discontinuing
my child /children from this school.

Name :

NRIC:



Columbia International School

iPad User Policy

The policies, procedures and information within this document applies to all iPads, iPod Touches or any other IT handheld device used in school. Teachers and other school staff may also set additional requirements for use within their classroom.

Safeguarding and Maintaining as an Academic Tool

iPad batteries are required to be charged and be ready to use in school. Academic content takes precedence over personal files and apps. The whereabouts of the iPad should be known at all times. It is a user's responsibility to keep their iPad safe and secure. iPad belonging to other user are not to be tampered within any manner. If an iPad is found unattended, it should be given to the nearest member of staff.

- 📁 All material on the iPad must adhere to the ICT Responsible Use Policy. User are not allowed to send, access, upload, download or distribute inappropriate materials. Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity is disallowed.
- 📁 The user agrees that the camera will not be misused in any whatsoever. Posting of images/movie on the Internet into a public forum is strictly forbidden, without the express permission of the Teacher.
- 📁 Users should be aware of and abide by the guidelines set out by the School iPad User Policy.
- 📁 SCPSKL reserves the right to confiscate and search an iPad to ensure compliance with this Responsible Use Policy



Columbia International School

Laboratory Rules and Regulation

1. Know the location of safety features of the laboratory including the eye wash, fire extinguisher and chemical spill clean-up kit.
2. Report any injuries to your science teacher. Do not work with open cuts. Cover them with a band aid.
3. Do not drink or eat at any laboratory bench.
4. Wash your hands after each laboratory.
5. If a culture or chemical is spilled, notify the science teacher at once.
6. Microscopes are expensive instruments. Always carry the scope with two hands. After use, clean the scope, place the lower objective in position, put the cover and put the scope away.
7. You will be using instruments and glassware that are expensive in this course. Always be sure to know what you are doing before using such items. If you are not sure, ask before proceeding.
8. Turn Bunsen burners off when not in use. Tie long hair back and be sure to keep clothing and jewellery out of the flame. Keep all volatile and flammable liquids away from the flame.
9. Dispose of these chemicals in the labelled waste containers, not down the sink! Wear protective gloves if needed.
10. Biohazards: anything that touches a solution of bacteria or DNA is considered contaminated. Put pipette tips, plastic tubes, agar plates and anything else that contacted these things into an orange BIOHAZARDS bag, not the regular trash.
11. If you break any glassware, notify you science teacher. If the glassware has not been contaminated, dispose of it in the broken glass container. Do not throw it in the garbage can.
12. Any dirty glassware or equipment must be placed in designated containers. I have read the above laboratory rules, understand their meaning, and agree to abide by them.