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## BOARDING APPLICATION FORM

### SECTION A: STUDENT INFORMATION

Name (as per passport): \_\_\_\_\_

Year Group: \_\_\_\_\_

Intake: \_\_\_\_\_

Check-in Date: \_\_\_\_\_

IC/Passport No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_ Gender: \_\_\_\_\_

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

### CORRESPONDENCE DETAILS

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

\_\_\_\_\_

Contact No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### SECTION B: PARENT / GUARDIAN DETAILS

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

Relationship: \_\_\_\_\_

Occupation: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Contact No.: \_\_\_\_\_

E-Mail: \_\_\_\_\_

#### SECTION C: PARENT / GUARDIAN DETAILS RESIDING IN MALAYSIA

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

Relationship: \_\_\_\_\_

Occupation: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

E-Mail: \_\_\_\_\_

*\* All correspondence will be directed to the contact person specified above.*

#### SECTION D: EMERGENCY CONTACT

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

Relationship: \_\_\_\_\_

Contact No.: \_\_\_\_\_

E-Mail: \_\_\_\_\_

#### SECTION E: MEDICAL HISTORY

Allergies: \_\_\_\_\_

Blood Type: \_\_\_\_\_

If you are physically disabled, please state the nature of the disability. If not, please write "Nil".

\_\_\_\_\_  
\_\_\_\_\_

Any medical condition (include details of medications required):

\_\_\_\_\_  
\_\_\_\_\_

*Please ensure you submit the completed Health Record Form to UISKL Admin Office within 2 weeks after the semester starts.*

## TERMS AND CONDITIONS

The terms and conditions outlined here do not encompass the full set of Rules and Regulations for Boarding Students of UCSI International School or Sekolah Sri UCSI (hereinafter referred to as "UCSI Schools"). Boarding Students are expected to read and comply with the detailed UCSI Schools' Boarding Rules and Policies available in the Boarding Handbook.

By signing below, I agree to the following:

1. All Fees paid are strictly NON-REFUNDABLE and NON-TRANSFERABLE under any circumstances.
2. In the event that I withdraw my Child/Ward from UCSI Schools' Boarding after the acceptance of offer for any academic term, UCSI Schools shall only refund the refundable Deposit(s) duly collected PROVIDED ALWAYS that all fees due and payable have been paid in full, and proof of the same duly adduced to the satisfactory of UCSI Schools.
3. Any/all Deposit(s), which shall include but not limited to the Boarding Deposit shall not be treated as fee payment or set-off throughout the tenure of the Student's studies/education in UCSI Schools.
4. Any/all Deposits shall only be refundable upon completion of the Student's studies/education at UCSI Schools and the entire course of study at UCSI Schools, or upon withdrawal from boarding, strictly at all times subject to the following:
  - a. There are no outstanding fees due and/or payable to UCSI Schools;
  - b. UCSI Schools, in its sole discretion, determines that there is no violation of the UCSI Schools' rules and regulations, no harm, damages, breakages, and/or vandalism, to any person or UCSI Schools' asset/property is attributable to the Student concerned;
  - c. There is full compliance of the Withdrawal Notice and procedure.
5. Any/all Deposit and all fees paid upon confirmation of boarding enrolment will not be refunded or shall not be transferable if, after being confirmed a boarding place, the Student does not attend Boarding thereafter. This security deposit shall be forfeited if the boarding place is not taken up.
6. In the event of a withdrawal from boarding, a written notice of AT LEAST ONE (1) ACADEMIC TERM from the date of the said withdrawal must be duly submitted to UCSI Schools. In the event where the notice of the said withdrawal is less than one (1) academic term from the date of the said withdrawal, UCSI Schools hereby reserves the right not to refund the deposit. The said withdrawal notice shall be made in writing, and must be by way of personal delivery to UCSI Schools, by AR registered post or e-mail.
7. In the event of graduation, the withdrawal/completion form must be submitted 2 months before the end of the term in respect of the refund of any/all refundable deposit(s).
8. Notwithstanding anything to the contrary, it is at all times imperative that all rules and regulations of UCSI Schools be strictly adhered to, failing which UCSI Schools shall forfeit all/any Deposit(s), and the said Deposit(s) may be required to be paid once again, where applicable.
9. In the event that I fail to settle UCSI Schools' Boarding Fees in accordance to the respective due date, I shall be liable to pay late payment charges that shall be levied accordingly by UCSI Schools. I also agree that UCSI Schools may prevent my child from residing in boarding until the outstanding payment is settled.
10. I will at all times abide to, and comply with, all rules and regulation as stipulated in the UCSI Schools' Boarding Handbook.
11. Check-in Procedures
  - a. Students may check in to Boarding one (1) day before school commences, between 10am - 5pm only.
  - b. An appointment must be made at least three (3) days in advance via email to [adm.kl@ucsiinternationalschool.edu.my](mailto:adm.kl@ucsiinternationalschool.edu.my).
  - c. UCS Schools is not obliged to provide accommodation prior to the specified check-in date. Students arriving prior to the specified check-in date without formal notice does so at their own risk, and will not be allowed to check-in at their designated residences.
12. Check-out Procedure
  - a. Boarding students are required to remove all belongings and vacate the unit by 12.00 pm two (2) days after the academic term end date. Failure to do so may result in charges being imposed.
  - b. UCSI Schools reserves the right to remove all belongings if the above is not complied with, and shall not be responsible for any loss or damage sustained as a result.

## DECLARATION

I, ..... (student's name), having reviewed the UCSI Schools' Boarding Rules, hereby agree to abide by them and apply for a place at UCSI Schools' Boarding. By signing this document, I understand and fully agree:

1. False Information: My application may be rejected or my boarding agreement nullified if I provide false information or fail to disclose relevant details.
2. Boarding Fee: The boarding fee will be forfeited if I fail to occupy accommodation within seven (7) days after the start of the school.
3. Contact Information: I will promptly update the UCSI Schools' Boarding about any changes to my personal or parents'/guardians' details.
4. Boarding Fee: I accept and agree to pay the current rates of UCSI Schools' Boarding Fees rental on a academic term basis.

Signature of Student:

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Contact No.:

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Email:

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Signature of Parent/Guardian:

Name of Parent/Guardian

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Contact No.:

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Email:

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