



CHARIS INTERNATIONAL SCHOOL

Wholly owned by Charis Education Sdn Bhd (1025643-W)

TB4111, Taman Setia, Jalan Datuk Chong Thien Vun,
91000 Tawau, Sabah, Malaysia.

TEL: (+6) 017-2178830/ 089-748830 Fax: 089-762487

Website: www.charis.edu.my Email: admissions@charis.edu.my



A. Student's Particulars Kindly complete this form in CAPITAL LETTERS 学生资料

Office Use Only

Full Name: as in birthcert/NRIC/Passport

Date of Birth:

Gender: Male Female

Birth Certificate/NRIC No. :

Nationality:

Passport No. (if applicable):

Expiry Date (Passport):

DD - MM - YYYY

Home Address:

City: State: Post Code: Country:

Mobile Phone No. : Email Address:

Mother Tongue: Other Spoken Language(s):

Current School: Current Class/Year:

Applying to enter: K1 K2 Y1 Y2 Y3 Y4 Y5 Y6 Y7 Y8 Y9 Y10 Y11

Applying for: Boarding Non-Boarding

Apply Date: _____

Enrolment Date: _____

Student ID: _____

Class: _____

Please affix recent
passport size
photograph here

B. Siblings' Particulars (if applicable) 兄弟姐妹(如有)

No.	Name	Gender	Current School & Class/Year

C. Parents' / Guardian's Particulars 家长/监护人资料

Tan Sri Dato' Datuk Dr. Mr.

Father/Guardian's Full Name:

NRIC/Passport No.:

Nationality:

Mobile Phone No.:

Office Phone No.:

Email Address:

Occupation: Please provide a business card, if any.

Company Name and Address:

Father's / Guardian's Signature:

Puan Sri Dato' Datin Dr. Mrs./Ms.

Mother/Guardian's Full Name:

NRIC/Passport No.:

Nationality:

Mobile Phone No.:

Office Phone No.:

Email Address:

Occupation: Please provide a business card, if any.

Company Name and Address:

Mother's / Guardian's Signature:

Relationship to student: (for guardian only)

D. Drivers' Particulars 司机资料

Person(s) other than the parents or guardian who will pick the student:

Full Name:

Contact No.:

Full Name:

Contact No.:

E. Medical Information (if applicable) 医药资料(如有)

Please complete all the sections accurately. Failure to disclose accurate information about your child's medical history may result in unnecessary delay when seeking emergency medical treatment.

Allergies 过敏

Please list and describe the reaction and usual treatment including medicines / food / drinks:

Asthma 哮喘

Does your child have asthma? Yes No

If yes, what triggers the asthma and what are the symptoms?

List any medications your child takes for this, including dosage and frequency:

Impairments 损伤

Physical: Temporary Permanent

Audio: Temporary Permanent

Visual: Temporary Permanent

Special Needs 特殊要求

Please list and describe the special condition of the child (Dyslexia, Attention Deficient Disorder, Autism etc)

Note: If your child suffers from any conditions that would affect normal participation in classes and school activities, including physical education, kindly attach a recent doctor's report with clear limitations explaining permissible and non-permissible activities.

F. Permission for Emergency Care 紧急护理许可

I hereby give permission for emergency measures to be initiated in the case of a serious injury or illness, including ambulance transportation to a hospital, with the understanding that I will be contacted as soon as possible. (In the event of an emergency, student will be taken to the nearest hospital)

Signature of Parent/Guardian:

Name:

Date:

DD - MM - YYYY

If either parent is not reachable, call (Name):

Relationship to student:

Contact No.:

G. Authorisations

1. We hereby grant authority to the school staff involved to have this child medically treated as necessary in an emergency, and as close as possible to our instructions in any non-emergency situation. The school is released from liability in all medical treatment. All medical expenses will be borne by us and/or our insurance company.

Signature of Parent(s):

Name(s):

Date:

DD - MM - YYYY

2. We authorise the school administrator to obtain professional medical testing if it is deemed advisable for health reasons or for suspicion of substance abuse. This is left up to the discretion of the school administrator. If urgent circumstances require this testing without advance parental notification, it will be at the school's expense. All other expenses will be borne by us and/or our insurance company.

Signature of Parent(s):

Name(s):

Date:

DD - MM - YYYY

3. We hereby grant permission for this child to participate in all regular teacher or parent-supervised school activities and outings. We understand that this release form is in lieu of individual release forms being used throughout the school year. We release the school from liability when this child is participating in such activities.

Signature of Parent(s):

Name(s):

Date:

DD - MM - YYYY

4. We hereby give consent to the school to publish my child's name, images, class work, academic achievements and testimonials in the media such as newspapers, brochures, banners, social media, etc.

Signature of Parent(s):

Name(s):

Date:

DD - MM - YYYY

5. We certify that all of the information in this form is true and complete.

Signature of Parent(s):

Name(s):

Date:

DD - MM - YYYY

H. Terms & Conditions

- All parents/guardians are advised to read the policies and the terms and conditions governing the admissions to Charis International School.
- A parents/guardians intending to enroll his/her child to the School must submit the Admissions Form, duly and accurately completed and signed. The parents/guardians must at all times inform the School of any changes to such information.
- The School further reserves the right and the parent hereby authorizes the School to contact the previous school (if applicable and relevant) or such medical officers or other relevant persons for further information relating to the child in considering the child for admissions.
- An application fee (please refer to the fee schedule for details) (the "Application Fee") is payable in full with each submission of the Admissions Form. The Application Fee shall be payable by either a crossed cheque or bank draft made payable to Charis Education Sdn. Bhd. At the time of submission of the Admissions Form.
- The Application Fee covers an application for admissions to the School for the Term and Academic Year applied for. The Application Fee is non-transferable and non-refundable regardless 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.
- Upon payment of the application fee, the application may be put on queue depending on availability of place.
- If there is no vacancy for the Year Group, Term and Academic Year applied for, the application will automatically proceed to the following term unless application is withdrawn by the parent in writing or by default.
- If an offer is declined by the parents/guardians in writing or by default, the Application will automatically be cancelled.
- The placement of the child is also at the absolute discretion of the School and in this regard, the School generally takes into consideration various factors, including the child's age, academic ability, level of achievement relative to the School's current students and the child's behavior.
- The admissions of the child is at the absolute discretion of the School and the School is not obliged to offer any justification for the rejection of any application.
- On being offered a place, the parents/guardians shall pay the required school fees (including the refundable deposit) 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 offer. (See fee schedule for details). Please note that fees are normally reviewed on an annual basis and that the fees indicated on the current fee schedule may not be the fees applicable for subsequent terms. For the avoidance of doubt, the School reserves the right to revise the fee payable.
- 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 anytime 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).
- Fees for subsequent terms are payable in advance, to be paid on or before the commencement of each term. Students are not allowed to attend class unless all fees payable have been paid. The parents/guardians undertakes to pay, or arrange payment of all the fees applicable in each term in respect of each School year directly to the School.

We hereby acknowledge that we have completely read and fully understand and agree to the Terms & Conditions of this form.

Signature of Parent(s):

Name(s):

Date:

DD - MM - YYYY

I. Admissions Instructions and Requirements

1. Meet our admin staff about Charis.
2. Complete the enquiry form: indicating your interest for school tour / admissions test / trial class.
3. Book an appointment for school tour / admissions test / trial class.
4. Attend the scheduled school tour / admissions test / trial class.
5. Wait for the response from School on your application for admissions.
6. Complete the admissions form and attach relevant supporting documents.
 - a) 4pcs of child's recent passport size photos
 - b) A copy of at least a year of previous academic report
 - c) A copy of Child's birth cert / mykid / passport
 - d) A copy each of parents' mykads / passports
 - e) For boarding applicants, a completed boarding application form.
7. Submit your admissions form to the School office or email to admissions@charis.edu.my
8. Receive letter of offer.
9. For Malaysian Students:
 - a) Pay school & misc fees
 - b) Buy and collect your books and uniforms from the School office
 - c) Collect Academic Calendar, time table, name tag & Club activity form.
 - d) Download the School2me app.

For Non-Malaysian Students:

 - a) Apply for student visa with visa centre (6 to 8 weeks processing time)
 - b) Book flight ticket and arrive school
 - c) Pay school & misc fees
 - d) Buy and collect your books and uniforms from the School office
 - e) Collect Academic Calendar, time table, name tag & Club activity form.
 - f) Download the School2me app.
10. Orientation & start your Charis learning life.