

APPLICATION FOR ADMISSION FORM

Year of Commencement in Victory Academy:

1 STUDENT DATA (as in NRIC/Passport) Please write in BLOCK LETTERS



Full Name:

Surname: Preferred Name:

Date of Birth (DD/MM/YYYY): Gender: Male Female

Birth Certificate Number:

NRIC/Passport Number:

Nationality: Race:

Religion: Tel:

Primary Spoken Language:

Other Spoken Languages:

Permanent Address:

City/Town: Postcode:

State: Country:

Correspondence Address: Check here if your permanent address is the same with your correspondence address

Postcode:

City/Town: State:

Country: Student's Mobile Number:

Student's Email:

2 STUDENT EDUCATIONAL DETAILS

No.	Previous Schools (begin with most recent)	City/Country	Dates Attended		Completed Grade/Level	Reason for Leaving
			From (MM/YY)	To (MM/YY)		
1						
2						
3						

3 SIBLINGS

No.	Name	Age	Gender	Current School	Class/Level
1					
2					
3					

4 DETAILS OF PARENTS/ GUARDIAN

Parent's Marital Status: Married Divorced Separated Widowed
 Others, please specify: _____

Student's Living Status: Both Parents Father Mother Guardian
 Others, please specify: _____

Father's Details

Title: Name:
(Mr / Dr / Tan Sri / Dato' / etc.) (as in NRIC/Passport)

NRIC/Passport Number: Nationality:

Company Name: Designation/Occupation:

Work Address:

Office Number: Mobile Number:

Email: Contact Priority: 1st 2nd

Church/Denomination: Name of Pastor/Minister:

Mother's Details

Title: Name:
(Mr / Dr / Tan Sri / Dato' / etc.) (as in NRIC/Passport)

NRIC/Passport Number: Nationality:

Company Name: Designation/Occupation:

Work Address:

Office Number: Mobile Number:

Email: Contact Priority: 1st 2nd

Church/Denomination: Name of Pastor/Minister:

Guardian's Details (If Applicable)

Title: Name:
(Mr / Dr / Tan Sri / Dato' / etc.) (as in NRIC/Passport)

NRIC/Passport Number: Nationality:

Company Name: Designation/Occupation:

Work Address:

Office Number: Mobile Number:

Email: House Number:

Correspondence Address:

5 EMERGENCY CONTACT (If persons listed above are not reachable in case of an emergency)

Name: Home/Office Number:

Relationship to student: Mobile Number:

6 PAYMENT DETAILS

The student's school fees will be borne by

Father Mother Guardian Company Direct Others

Billing Details

Name:

Billing Address:

City/Town: Postcode:

State: Country:

Tel: Fax:

Relationship to student: Email:

All monies or qualified deposit refundable under the terms and conditions governing enrolment and admissions shall be made payable in a crossed cheque to

7 STUDENT INFORMATION

1 Please confirm whether the student has been diagnosed with any of the following:

- Autism Extreme Hyperactivity Dyslexia ADD/ADHD
 Others, please specify _____ None of these (please proceed to Section 8)

2 Please indicate the support that the student has been receiving:

- SEN/Support Teacher Ongoing Counselling Hearing-impaired Services
 Speech Therapy Educational Psychologist Visual Services
 Physical Therapy English as Additional Language Support
 Others, please specify _____

3 If the student received or was enrolled in a Special Education Programme, please provide all the necessary documents.

- i Has the student been placed out of the age group for his/her age? Yes No
If yes, please give details _____
- ii Has the student been involved in any serious disciplinary action? Yes No
If yes, please give details _____
- iii Has the student repeated a grade level? Yes No
If yes, please give details _____
- iv Does the student have any physical disabilities, learning difficulties or psychological needs? Yes No
If yes, please give details _____
- v Has the student received any learning support? Yes No
If yes, please give details _____
- vi Has the student been in an English as a Second Language Programme? Yes No
If yes, please give details _____
- vii Does the student have special skills or interests (sports, music, drama, dance, art, etc.)? Yes No
If yes, please give details _____
- viii Has the student represented his/her school in sports or any other events? Yes No
If yes, please give details _____
- ix Has the student ever been asked to leave school? Yes No
If yes, please give details _____
- x List of other interests/hobbies: _____

4 Friendship Pattern

- Makes friends easily and quickly
 Prefers a small group of close friends
 Is initially shy with people
 Seems to prefer older/younger children
 Has difficulty in making friends

5 Any other information you would like the School or Class Teacher to take note of about the student:

8 GENERAL INFORMATION

1 How did you find out about Victory Academy?

- Friends/Relatives Newspaper / Magazine advertisement Exhibition / Open Days
 Nearby to home Website / Online Billboard/Bunting
 Others, please specify: _____

2 Why did you choose Victory Academy? (Tick as many as applicable)

- Australian Curriculum Location Safety/Security Facilities & resources
 Quality of teaching Academic results Class sizes After-school programme
 Founded by Acts Church A Christian school
 Others, please specify: _____

9 ADMISSION CHECKLIST

- 2x student's recent passport-sized photograph
 1x father's and mother's (or guardian's, if applicable) recent passport-sized photograph
 1x copy of student's birth certificate
 1x copy of student's passport or NRIC
 1x copy of father's and mother's (or guardian's, if applicable) passport or NRIC
 1x copy of student's valid visa (for non-Malaysians)
 1x copy of student's most recent school report
 1x copy of student's school leaving certificate
 1x original copy of Guardian's Letter of Appointment (if applicable)
 1x copy of student's medical and health record
 Non-refundable Application fee
 Application for Admission Form

10 BANK ACCOUNT DETAILS

Payable to	DREAM VILLAGE LEARNING CENTRE SDN BHD
Bank A/C No.	MBB 5122 2262 3258

Please fax/email a copy of the supporting bank payment or advice of any payments made through the bank to admin@victory.org.my.

FOR OFFICE USE ONLY

Entry Assessment Date:

- Accepted Not Accepted Conditional Acceptance

Student No.:

Level:

Application Fee: RM _____

Deposit : RM _____

Checked by:

Pending Documents:

Staff Name:

Date:

VICTORY ACADEMY ADMISSION CONTRACT

All parents/guardian must obtain, read and accept this Admission Contract governing the admission of a child to Victory Academy (hereinafter referred to as "Victory") and his/her enrolment as a student of Victory as set out herein below.

1. A parent/guardian intending to enrol his/her child to Victory must submit the Application for Admission Form, which has been duly, accurately and properly completed, signed and witnessed. The parent/guardian must at all times inform Victory of any changes to such information. Victory further reserves the right and the parents hereby authorise Victory to contact relevant persons for further information relating to the child for admission.
2. Each submission of the Application for Admission Form must be accompanied with a crossed cheque made payable to "DREAM VILLAGE LEARNING CENTRE SDN BHD" for an application fee and an assessment fee at the prevailing rate. The following terms and conditions shall be applicable in relation to the application/assessment fee:-
 - 2.1 The application/assessment fee is non-transferable and non-refundable irrespective of whether the child is successfully admitted to Victory or otherwise.
 - 2.2 The difference of the application/assessment fee that remains unpaid (if any), shall be payable prior to a scheduled entry assessment test, failing which the child may be barred from taking the test.
 - 2.3 The application/assessment fee shall cover one (1) application for admission and shall be valid for a period of one month from the date of receipt by Victory.
 - 2.4 If a parent/guardian wishes to re-apply for admission of the child to Victory after the period stated in Item 2.3, a further payment of the application/assessment fee at the then prevailing rate shall be made prior to a scheduled entry assessment test.
 - 2.5 Payment of application/assessment fee does not guarantee admission of the child to Victory.
3. Completing an application form shall not entitle a child to a placement in Victory. A place will not be reserved until all entry requirements are fulfilled, which will include but not limited to an entry assessment test to determine the level of English and academic ability of the child. The placement of the child is at the absolute discretion of Victory, which shall generally be determined by various factors, including the child's age, academic ability, level of achievement relative to Victory's current students and the child's behaviour.
4. A child with known behavioural issues and/or special educational needs shall be considered on a case-to-case basis. The parent/guardian of such a child must provide Victory with detailed information and records prior to making a formal application to ensure that Victory is in a position to cater to the needs of the child. Failure to accurately and fully declare all relevant details at the time of application, may result in the parent/guardian being asked to subsequently withdraw his/her child because Victory is unable to meet his or her needs.
5. Victory reserves the right to place the child in a class which the Management deems to be academically and developmentally suitable to the child's needs at any time and from time to time during the child's enrolment in Victory. This includes requiring the child to repeat an academic year or more.
6. Victory also reserves the right to refuse admission of a child after the interview and/or completion of the entry assessment test without having to render any justification and/or reasons whatsoever for such refusal of admission or the rejection of any application.
7. Once the child has been accepted by Victory, all required documents must be provided to the Administration Office before he/she enrolls in Victory.
8. For successful applicants, a formal Invoice setting out the deposit, fees and charges payable will be issued immediately when a place is available or becomes available. Upon being offered the place, the parent/guardian of the child shall pay the required fees, including a deposit at the rate set out in the Fee Schedule applicable to the place that is being offered within seven (7) days from the date of such acceptance in order to confirm reservation of the place in Victory. This deposit is refundable subject to the fulfillment of terms and conditions as provided herein below. It shall not be refundable should the student does not join the school when the term begins.
9. The parent/guardian may withdraw his/her child from Victory by giving Victory a written notice of a minimum of six (6) months from the date of such intended withdrawal/discontinuation of studies (hereinafter referred to as "the Written Notice"), failing which the deposit fee shall be forfeited in full. There will be an Administration Fee charged upon withdrawal.
10. Provisional or conditional notice of withdrawal is not accepted. If the Written Notice is received by Victory less than six (6) months, the school fees of the subsequent instalment has to be paid in order to qualify for the refund of the deposit. This is regardless of whether the child attends the subsequent school term.
11. In amplification hereof the following illustrates what constitutes as sufficient notice:-
 - (a) The Written Notice must be received by Victory as per stated in terms 9-11.
 - (b) All outstanding fees and charges due and payable by the parent/guardian to Victory must have been fully settled on or before the due dates;
 - (c) The Written Notice must be delivered by hand or sent by Registered Post to the Administration Office of Victory at the address set out in the Application for Admission Form or any other address, which may be applicable from time to time. The parent/guardian must ensure that the receipt of the Written Notice is duly acknowledged by Victory;
 - (d) The Written Notice shall only take effect from the date of its actual receipt by Victory.
 - (e) The Written Notice shall set out the date and reason of the withdrawal.
12. The following criteria shall apply for payment and refund of all fees, charges and deposit:
 - (a) All fees and charges must be paid in accordance with the Fee Schedule applicable at the material time and within the dates specified by Victory regardless of whether the child is physically present at Victory.
 - (b) All fees and charges are to be paid by cash, credit card or cheque made payable to "DREAM VILLAGE LEARNING CENTRE SDN BHD".
 - (c) No refund of fees can be made for prolonged absence due to illness or any other cause.
 - (d) For tuition fees paid, no refund of such tuition fees shall be made available for early withdrawal of the child from Victory.
 - (e) All monies refundable under the Admission Contract herein shall be refunded free of interest and must be claimed by the parent/guardian of the child within three (3) months from the date the child ceases to be a student of Victory, failing which the parent/guardian shall have no further claim in respect of such monies against Victory.
 - (f) A 4% per month surcharge on a compounding basis shall be charged on fees which have not been fully paid by the due date indicated on the invoice and this surcharge shall continue to be imposed until full payment is made.
 - (g) The child shall not be allowed to attend classes unless and until all fees due and payable are fully settled.
 - (h) All deposits paid shall under no circumstances be treated as payment of tuition fees or any other charges or fees and shall not be used to offset any sums due and payable by the parent/guardian.
 - (i) Victory reserves the right to revise all fees, charges and deposits payable from time to time.
 - (j) Victory also reserves the right to withhold all examination results, certificates and school records of the child if the parent/guardian fails to fully settle any fees or charges due and payable.
13. In the event of any emergency, where neither the parent nor the guardian can be contacted to give consent, the parent/guardian expressly agrees that the Management may authorise the medical examination of the child and/or the calling of further medical or specialist advice and/or the removal of the child to a clinic/medical centre, with all costs and expenses thereby incurred by the parent/guardian. The parent/guardian further agrees and undertakes to fully indemnify Victory of such costs and expenses.

VICTORY ACADEMY ADMISSION CONTRACT

14. The parent/guardian expressly agrees that neither Victory nor the management shall be held responsible for any death, personal injury, loss or damage of any kind whatsoever the child may sustain at any time; either during any extracurricular activity within Victory's premises or during authorised field trips or elsewhere which is not attributable to the negligence of Victory, its teachers or employees.
15. The parent/guardian consents to the use of photographs, recordings or the work of the child, free of charge, in any media and for whatever purpose Victory shall deem fit and proper including but not limited to the website of Victory, advertising and/or Victory's printed materials.
16. Victory's website and printed materials describe the broad principles on which Victory is currently operated. Although believed correct at the time of printing, neither of the above is part of the agreement between parent/guardian and Victory. Parents/guardians wishing to place specific reliance information should seek written confirmation of that matter before entering this agreement.
17. Victory shall be entitled to add, amend, delete, revise or vary any rules and regulations in respect of the admission and enrolment of the child at Victory or the conduct of the child in Victory or any matters incidental thereto at any time or from time to time. Victory will inform the parent/guardian of the child of such addition, amendment, deletion, revision or variation by way of a letter mailed by ordinary post to the parent/guardian 's address as set out in the Application for Admission Form or hand delivered to the child.
18. All correspondence, letters and notices from Victory will be addressed to the parent/guardian of the child at the postal address(es) or e-mail address(es) stated in the Application for Admission Form and shall be deemed sufficiently served:-
 - (a) if personally delivered to the child, on the date of delivery; or
 - (b) if sent by e-mail, on the date of e-mail transmission; or
 - (c) if sent by ordinary post, in the ordinary course of post.
19. No change in the address of the parties howsoever brought about shall be effective or binding on either party unless that party has given to the other a notice in writing of such change of address.
20. It shall be the parent/guardian's responsibility to notify Victory of any changes to their contact details or address. Time, wherever mentioned, shall be of the essence of this Admission Contract.
21. In this Admission Contract, unless there is something in the subject or context inconsistent with such construction or unless it is otherwise expressly provided:
 - (a) words importing the masculine gender only shall include the feminine and neuter genders and vice versa;
 - (b) words in the singular number only include the plural number and vice versa;
 - (c) all references to "Victory" herein shall collectively refer to Victory Academy, wholly owned by Dream Village Learning Centre Sdn. Bhd. (1117616-D); and
 - (d) all references to "parent" herein shall be construed as either parent of the child or the legal guardian of the child and agreements, covenants and undertakings expressed to be made by or binding upon such parent shall be deemed to be made by or binding upon both parents of the child jointly and severally.
 - (e) Guardians: In the event that both parents are residing either outside Malaysia or outstation locally; Parental Responsibility must be delegated to a suitable adult resident in Malaysia who has agreed to take full responsibility for the child when not at school; and to whom Victory can apply for authorities when necessary and who can, if necessary, come to Victory at short notice. Victory would accept no responsibility during exeats, half holidays or holidays for the child whose parents are residents abroad or outstation locally; and the parents or guardians of such children must make holiday arrangements, including travel to and from school, well in advance. The responsibility for choosing an appropriate guardian rests solely with the parents.

ACKNOWLEDGEMENT AND AGREEMENT

By lodging this Application for Admission Form, I/we hereby acknowledge that I/we have received, read and understood the terms of the Admission Contract. I/we hereby accept and consent to all items in the Contract, and commit myself/ourselves to support Victory in the achievement of its aims and objectives. We further accept that any offer of placement is conditional on the accuracy of information provided. False, inaccurate or misleading information could lead to the child's termination from Victory.

Name of Student: _____

Class: _____

Signature of Father/Guardian:

Name: _____

NRIC/Passport: _____

Date: _____

Signature of Mother/Guardian:

Name: _____

NRIC/Passport: _____

Date: _____

Signature of Witness:

Name: _____

NRIC/Passport: _____

Date: _____