

PARENT OR GUARDIAN DETAILS

Name of Parent/
Guardian : _____

Relationship : _____

Occupation : _____

Company : _____

Contact Address : _____

Contact No. : (Home) _____ (Mobile) _____

Fax : _____ E-mail : _____

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

EMERGENCY CONTACT

Name of Contact
Person : _____

Relationship : _____

Contact No. : (Home) _____ (Mobile) _____

Fax : _____ E-mail : _____

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 which may be of concern (include details of medications required):

CHECKLIST

I hereby enclose the following with this application:

Select ONE payment mode for the SIS House Application & Processing Fee (RM500)

- Cash Telegraphic Transfer Cheque
- Two passport-size photographs
- Certified true copy of IC (both sides) for Malaysian Students / Passport Identification Page for International Students

TERMS AND CONDITIONS

The terms and conditions listed here is not a comprehensive listing of Rules and Regulations for SIS House residents. Residents are required to read and agree to abide by the SIS House Rules which is provided with the SIS House Application Form, and submit their acknowledgement upon submission of the SIS House Application Form.

1.0 SEMESTER TENANCY

1.1 The minimum tenancy is for a period of **one (1) semester based on Academic Start and End Date**. Residents are required to pay rental on a semester basis, at least one week prior to Check-in. **Failure to comply will result in automatic cancellation of the SIS House Application and the RM500 SIS House Application Fee forfeited.**

1.2 Request for cancellation or early termination of tenancy after check-in will only be considered if the student is moving out to live with a Malaysian Guardian. In this situation, the following procedures must be strictly complied:-

- Student's parent(s) are required to sign a Statutory Declaration on the Appointment of a Guardian (Guardian must have valid visa)
- Complete and submit all documents required by the Malaysian Immigration Department.
- Present **all** documents to a Commissioner of Oaths for endorsement and submit the endorsed forms to the Admin Office, Sunway International School.

1.3 The rental is inclusive of water and electricity with a cap of RM550 per unit. Any amount exceeding this cap will be equally divided and charged among the residents of the unit.

1.4 The SIS House Authority reserves the right to revise the current rates from time to time by giving one month's advance notice.

2.0 CHECK-IN

2.1 Students may check in on these days:

Monday to Friday 8.30a.m. to 5.30p.m.
Saturday 8.30a.m. to 1.00p.m.

**Briefing: 10.00am & 2.30pm only*

2.2. In the event a student wishes to check-in on a day/time other than those specified above, a formal written notice must be submitted to the SIS House Authority **SEVEN (7) DAYS** before the expected arrival to facilitate the necessary arrangements.

2.3 SIS House Authority 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.

3.0. CHECK-OUT

3.1 Residents are required to remove all belongings and vacate the unit by 12.00p.m. on the specified check-out date.

3.2 **The SIS House Authority 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.**

4.0 REFUND OF DEPOSIT

4.1 The deposit refund/disbursement will be processed on submission of the prescribed **'Withdrawal Form for Refund of Deposit'**, which is obtainable from the SIS House Master/Residence Executive.

4.2 The deposit refund/disbursement can only be processed **AFTER** the hostel unit has been vacated; the Keys and SIS House Card returned, and all other monies due to the SIS House Authority settled.

4.3 Refund/disbursement of deposit will take approximately 5 - 8 weeks processing time. The refund can be collected personally from the Finance Department. Residents may request for delivery by mail, at their own risk.

PAYMENT

- Cheques must be crossed and made payable to **SUNWAY EDUCATION GROUP SDN BHD**.
- Fees are correct at time of printing and subject to change. All fees are in Ringgit Malaysia (MYR).
- For Cheque, please include the student's name, MyKad or Passport number and contact telephone number on the reverse side of the Cheque.
- For Telegraphic transfer (TT)/direct Bank-In, please email a copy of the Bank-In slip/TT slip with the following information to Sunway International School infosis@sunway.edu.my for confirmation:-

Bank Name : Malayan Banking Berhad (Maybank)
30-32, Jalan PJS11/28A
Bandar Sunway
46150 Petaling Jaya
Selangor, Malaysia

Account No. : 012 316 401 449
Swift Code : MBBEMYKL
Beneficiary ID : 146440K

For more information, please contact **SUNWAY INTERNATIONAL SCHOOL** at infosis@sunway.edu.my or call (+60)3 7491 8070.

SIS HOUSE RENTAL RATE - TWIN SHARING BASIS (2019 FEES SCHEDULE)

DETAILS	Semester 1	Semester 2
	(RM)	(RM)
Deposits - Key, card & rental (refundable)	1,500	-
Application & Processing Fee (non-refundable)	500	-
SIS House Fees per semester	10,000	10,000
Meal Plan (excluding Sundays, public & school holidays) Mondays - Fridays : • Breakfast & Dinner Saturdays: • Breakfast & Lunch	3,000	3,000

Note: SIS reserves the right to revise the fees as and when the School deems necessary.

SIS House 40% Bursary (please tick below)

Yes, I want to apply for the SIS House 40% Bursary (applicable for Boarding Fee only)

DECLARATION

I, (student name) _____, having read the SIS House Rules attached, agree to abide by them and wish to apply for a place at SIS HOUSE. By signing this document, I understand and fully agree:-

- That my application will be rejected, or my semester tenancy agreement will be nullified if I provide false information or fail to disclose pertinent medical and other relevant information.
- That the application fee will be totally forfeited if I fail to take up accommodation within **eight (8) days after the start of the school.**
- To update the SIS House authority immediately upon any change(s) to my personal and/or parents'/guardians' details.
- To accept and pay the current rates of SIS House rental on a **semester basis.**

Signature of Student : _____ Contact No. : (Mobile) _____

Signature of Parent/Guardian : _____ E-mail : _____

Name of Parent/Guardian : _____

DECLARATION OF PERSONAL DATA PROTECTION NOTICE

I have read the Personal Data Protection Notice provided by Sunway International School pursuant to Section 7 of Personal Data Protection Act 2010 (http://sunway.edu.my/pdpa/notice_english), which includes purposes for which my/the student's personal data is collected/processed and classes of third parties to whom Sunway International School may disclose my/the student's personal data to.

I hereby give consent to Sunway International School to process my/the student's personal data in accordance with the Personal Data Protection Notice.

Signature of Parent/Guardian : _____ Signature of Student : _____

Date _____ (DD/MM/YY) Date : _____ (DD/MM/YY)