



Garden International School

Bringing Out The Best In You Since 1951

Application For Admission



APPLICATION CHECKLIST

Please enclose the following items with this *Application for Admission Form*:

Photograph

A recent colour passport-size photograph (with a white background) for each of the following:

- Student
- Father
- Mother
- Guardian (if applicable)

Birth Certificate

A copy of the Student's Birth Certificate which includes parents' names

Passport & Visa

A copy of the Passport pages with holder's name, photograph, passport number, date of birth, date of issue, date of expiry and Visa for each of the following:

Please note that the application of visas to the Malaysian authority is the responsibility of parents.

- Student
- Father
- Mother
- Guardian (if applicable)

National Identity Card (Malaysians only)

A copy of the National Identity Card for each of the following:

- Student (if issued)
- Father
- Mother
- Guardian (if applicable)

School Reports & Testimonials

- A copy of the Student's most recent school report
- A written testimonial regarding the Student's character and academic ability and potential, from the current school's Principal or Class Teacher
- Any recent specialist reports that may relate to the Student's learning, such as an assessment conducted by an Educational Psychologist, Occupational Therapist or Speech and Language Therapist

Subject Options Form (for Students applying into Years 10 to 13)

Please ensure this form is signed by both the Student and a Parent

Application Fee

Payment by Cheque: The non-refundable Application Fee may be paid via a cheque/bank draft in favour of:-

GARDEN INTERNATIONAL SCHOOL SDN BHD

Online/Telegraphic Transfer: Should payments be made Online or via Telegraphic Transfer (TT), kindly include an additional amount in view of bank charges and foreign exchange fluctuation (if foreign currency is used) as these charges must be borne by the sender. Kindly include the Student's name as a reference on the transaction. A copy of the transaction document must be forwarded to the School's Admission Office with the sender and student's name.

The School's bank details are as follows:

Account Name : GARDEN INTERNATIONAL SCHOOL SDN BHD
Account No. : 187-100136-3
Swift Code : OABBYMYKL (-or- OCBCMYKL)
Bank : OCBC AL-AMIN

As the Ringgit Malaysia (MYR) is not an international tradable currency, please use another currency for overseas transfers. eg. US Dollars, Sterling Pounds, Euro, Australian Dollars, etc.



Student's
Photo

APPLICATION FOR ADMISSION

Kindly complete all sections of the form accurately. PLEASE USE BLOCK LETTERS THROUGHOUT.

*please provide a colour photograph with a white background

SECTION A : STUDENT DATA (as in passport)

Applying to start in Term 1 (Aug to Dec 20 _____) Term 2 (Jan to Mar 20 _____) Term 3 (Apr to Jun 20 _____)

Legal Surname _____ Legal Forename _____

Preferred Surname _____ Preferred Forename _____

Date of Birth _____ DD _____ MM _____ YY Gender Male Female

Nationality _____ Passport No. _____

Country of Birth _____ Birth Certificate No. _____

Ethnicity (Malaysians only) _____ Religion _____

Home Language _____ How long has your child been studying English? _____ years

Other Spoken languages _____

Please select the languages to study in GIS and indicate the number of years your child has already been studying that language.

Please note that Malaysians MUST select Malay in Years 1 to 9.

Applying into Years 1 to 4 : Choose one Asian language with 4 lessons a week ~or~ both Asian languages with 2 lessons a week for each language
 Applying into Years 5 to 6 : Choose one Asian language with 4 lessons a week ~or~ two Asian languages with 2 lessons a week for each language ~or~ one Asian and one European language, with 2 lessons a week for each language
 Applying into Years 7 to 9 : Choose any two languages with 3 lessons a fortnight for each language

Asian Languages: Malay ___ years Mandarin ___ years European Languages: French ___ years Spanish ___ years

Student resides with Both Parents Father Mother Other _____

Home Address _____ Home Tel No. _____

Student's Mobile No. _____

Student's Email Address _____

SECTION B : SIBLINGS

Siblings applying into -or are currently in- Garden International School

1) Name _____ Class _____ 3) Name _____ Class _____

2) Name _____ Class _____ 4) Name _____ Class _____

FOR OFFICE USE

<input type="checkbox"/> Mainstream	<input type="checkbox"/> EAL	<input type="checkbox"/> SEN	Asst _____	Date _____	Date _____	Adm Date _____
<input type="checkbox"/> Accept	<input type="checkbox"/> Conditional	<input type="checkbox"/> Reject	HoS _____	Date _____	Yr Grp _____	Student No. _____
<input type="checkbox"/> App _____	<input type="checkbox"/> Dfr _____	<input type="checkbox"/> Off _____			Vrb _____	Class _____
<input type="checkbox"/> Cxl _____	<input type="checkbox"/> Rej _____	Head _____			Qntve _____	House _____
					NVrb _____	Fam ID _____
					Spa _____	Class of _____
					Mean _____	
					Wr _____	
					RA _____	

SECTION C : PARENTS DATA

Attention bills and correspondence to Father Mother Guardian

Send to Home Address Work Address

FATHER

Title _____ Nationality _____ Priority to contact for school matters 1st 2nd
(eg. Tan Sri / Dato')

Legal Surname _____ Legal Forename _____

Mobile No. _____ Email Address _____

Occupation/Position _____

Company Name _____

Work Address _____

Work Tel No. _____ Work Fax No. _____

Home Address _____
(if different from child's home address)

**Father's
Photo**

*please provide a
colour photograph with
a white background

MOTHER

Title _____ Nationality _____ Priority to contact for school matters 1st 2nd
(eg. Mdm, Mrs, Ms, Puan Sri, Datin)

Legal Surname _____ Legal Forename _____

Mobile No. _____ Email Address _____

Occupation/Position _____

Company Name _____

Work Address _____

Work Tel No. _____ Work Fax No. _____

Home Address _____
(if different from child's home address)

**Mother's
Photo**

*please provide a
colour photograph with
a white background

PARENTS' MARITAL STATUS Married Divorced Separated Widowed Other _____
(please specify)

STEPPARENT

GUARDIAN

Title _____ Nationality _____ Priority to contact for school matters 1st 2nd
(eg. Mr, Mrs, Dr)

Legal Surname _____ Legal Forename _____

Mobile No. _____ Email Address _____

Occupation/Position _____

Company Name _____

Work Address _____

Work Tel No. _____ Work Fax No. _____

Home Address _____
(if different from child's home address)

**StepParent/
Guardian's
Photo**

*please provide a
colour photograph with
a white background

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

Surname _____ Forename _____

Relationship to student _____ Mobile _____ Home/Work Tel _____

SECTION D : SCHOOL HISTORY

MOST RECENT SCHOOL

Name of School _____ Name of Principal _____
School Address _____ Principal's Email _____
_____ School Tel No. _____
Admission Date _____ Joined in Grade/Year Group _____ Currently in Grade/Year Group _____
Reason/s for leaving this school: _____

PREVIOUS SCHOOLS

Name of School	Country	Length of time in school	Reason for leaving

1. Has the student ever been placed out of the age group for his/her age? YES NO
If YES, please give details _____
2. Has the student ever been involved in serious disciplinary action? YES NO
If YES, please give details _____
3. Does the student have a learning difficulty (diagnosed or otherwise)? YES NO
If YES, please give details _____
4. Does the student have any physical disabilities or psychological needs? YES NO
If YES, please give details _____
5. Has the student ever received any learning support from school? YES NO
If YES, please give details _____
6. Has the student received support from any outside agencies? e.g. Occupational Therapy, Speech Therapy YES NO
If YES, please give details _____
7. Has the student ever been in an English as an Additional Language Programme? YES NO
If YES, please give details _____
8. Has the student any special skills or interests (sports, music, drama, dance, art, etc.)? YES NO
If YES, please give details _____
9. Has the student ever represented his/her school in sports or any other events? YES NO
If YES, please give details _____
10. Please indicate if there is another information you would like the School or Teachers to know about the student:

SECTION E : PAYMENT INFORMATION

Attention bills to Father Mother Guardian Other _____
Billing Address Home Work Other _____
Fees are paid by Parents Parent's Employer Grandparents Guardian Other _____

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

SECTION F : CHOICE OF SCHOOL

1. How did you hear of Garden International School? _____
2. Why did you choose Garden International School? _____
3. Have you applied for a place in another international school in Kuala Lumpur? YES NO
If YES, which school/s _____
4. What is the likely duration of your stay in Kuala Lumpur, Malaysia ? _____

SECTION G : HOME-SCHOOL AGREEMENT

As parent or guardian, I will support my child/ward and the School by:

Being prepared for school

- Sending my child to school in the correct uniform at all times
- Ensure my child has the correct equipment for learning
- Ensure my child has sufficient snack, lunch and/or money to buy food during the school day

Attendance and Punctuality

- Making sure my child attends school on time each day
- Letting the school know straight away of any absence
- Seeking consent from school for pre-arranged absences and avoiding family holidays in school time wherever possible

Learning at school and home

- Taking an interest in my child's work
- Encouraging my child to always do their best
- Supporting my child in the completion of any set homework
- Checking my child's contact book/homework diary regularly and signing it weekly
- Supporting my child's engagement in all areas of the curriculum

Behaviour

- Encouraging my child to have high standards of behaviour at all times
- Supporting the school if sanctions are necessary
- Encouraging my child to treat everyone with respect at all times

Technology

- Supporting the school's policies by ensuring my child only uses technologies, including phone and the internet (social networking and e-mail) in a positive manner both in school and at home
- Having an awareness of my child's social networking profiles and use
- Ensuring my child has his/her own iPad that is registered with Apple, up-to-date, and brought to School fully charged each day; and to use it as a learning tool appropriately and according to the Student iPad Acceptable Use Policy

Pastoral Support

- Letting the school know of anything likely to affect my child's learning, including medical issues or changes to normal home circumstances
- Ensuring that appropriate care is provided for my child, including informing the school of contact details for the assigned responsible adult, should I/we (the parents/guardians) be absent
- Helping my child develop independence and resilience by avoiding unnecessary visits and contact during the school day
- Protecting and nurturing my child's emotional development by supporting the school's policy of non-physical punishment

Communication with School

- Attending Parent/Teacher Conferences and other relevant meetings, as far as possible
- Ensuring that my school (FAM) e-mail account is set up and that I access it regularly
- Reading letters/e-mail communications from school and replying as requested
- Ensuring that I am actively using SIMS Learning Gateway as a way to keep track on my child's progress in school
- Communicating with the school in an open, polite and positive manner

Education Outside the Classroom

- Actively encouraging my child to take advantage of the Co-Curricular Activity opportunities available
- As far as possible, supporting events that the school is involved in
- Committing to my child's participation in residential and trip programmes

Safety and Security

- Observing the safety and security procedures operated by the school, including wearing a security tag at all times on site and driving, dropping off and parking appropriately
- Ensuring that all passengers travelling in cars to/from school are wearing seatbelts
- Ensuring my child understands how they are getting home and are clear on the supervision procedures for the end-of-the-day

STUDENT MEDICAL & HEALTH RECORD

Please complete this form fully and accurately. Please note: the information submitted on this form will be kept confidential, and only shared with relevant school personnel on a need-to-know basis.

Student's Name _____

STUDENT'S HEALTH HISTORY (to be completed by Parents)

Is your child taking medication regularly? YES NO

If YES, please give details _____

Does your child have a history of any health concerns or medical conditions?

	YES	NO		YES	NO
Neurological <i>(e.g. Seizures, Headaches, Syncope)</i>			Endocrinology/Hormonal <i>(e.g. Diabetes, Thyroid)</i>		
Heart Problems <i>(e.g. Rhythm & Sounds)</i>			Mouth <i>(e.g. Teeth, Gums, Braces)</i>		
Breathing or Lungs <i>(e.g. Asthma, TB, Cystic Fibrosis)</i>			Nose <i>(e.g. Congestion, Nose bleeds)</i>		
Muscles, Joints, Bones			Ears <i>(e.g. Infections, Grommets, Hearing)</i>		
Stomach, Digestion			Blood Disorders <i>(e.g. Anaemia, G6PD, Haemophilia)</i>		
Skin Problems <i>(e.g. Eczema, Rashes, Scars, Psoriasis)</i>			Gynaecological		
Kidney, Bladder			Psychological/Development <i>(e.g. Depression, Bipolar, Anxiety)</i>		
Attention Deficit Disorder			Nutritional Status <i>(e.g. Over/Underweight, Eating disorder)</i>		
Vision, Eyes			Hospitalizations/Surgeries		

Describe, in detail, any conditions marked YES above and the dates involved:

In the case of asthma, diabetes or epilepsy, please complete a Care Plan. This is available from the GIS Medical Centre.

1. _____

2. _____

3. _____

ALLERGIES (If your child has allergies please indicate below)

Allergy to : Food _____	Slight <input type="checkbox"/> Mild <input type="checkbox"/> Severe <input type="checkbox"/>	Insect bites/stings _____	Slight <input type="checkbox"/> Mild <input type="checkbox"/> Severe <input type="checkbox"/>
Allergens		Allergens	
Food _____	Slight <input type="checkbox"/> Mild <input type="checkbox"/> Severe <input type="checkbox"/>	Insect bites/stings _____	Slight <input type="checkbox"/> Mild <input type="checkbox"/> Severe <input type="checkbox"/>
Allergens		Allergens	
Food _____	Slight <input type="checkbox"/> Mild <input type="checkbox"/> Severe <input type="checkbox"/>	Others _____	Slight <input type="checkbox"/> Mild <input type="checkbox"/> Severe <input type="checkbox"/>
Allergens		Allergens	
Medication _____	Slight <input type="checkbox"/> Mild <input type="checkbox"/> Severe <input type="checkbox"/>	Others _____	Slight <input type="checkbox"/> Mild <input type="checkbox"/> Severe <input type="checkbox"/>
Allergens		Allergens	
Medication _____	Slight <input type="checkbox"/> Mild <input type="checkbox"/> Severe <input type="checkbox"/>		
Allergens			

Describe allergen, reaction/symptoms and treatment: _____

If your child's allergies are severe, please complete an Allergies/Anaphylaxis Care Plan. This is available from the GIS Medical Centre.

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

While at school, all medications must be dispensed from the Health Centre. With the exception of asthma inhalers and EpiPens, students are not allowed to carry medication with them at school.

Please list any medication your child takes on a regular or as-needed basis.

1) Name of medication _____ Dosage _____ Time Taken _____
Purpose _____

2) Name of medication _____ Dosage _____ Time Taken _____
Purpose _____

3) Name of medication _____ Dosage _____ Time Taken _____
Purpose _____

PLEASE NOTE:

To ensure the safety of all students at our School, the following guidelines should be followed when medications are to be administered by the School:

1. All medications (**prescription and non-prescription**) must be brought directly to the School Health Centre by the parent/guardian in the **original container** with the **original labels** intact for safe storage. The labels must legibly detail the name of the student, name of the drug, dosage and frequency of administration.
2. Medication not in its original packaging/container **will not** be administered.
3. Written permission from the parent/guardian requesting the School to administer the medication according to the physician's order.
4. Written order(s) from the physician confirming the School can administer the medication prescribed by them, with details of the drug, dosage and time intervals the medication must be given.
5. The student must have been given one dose of the prescribed medication at home with no adverse reaction seen by the parent/guardian.
6. If the medication is to be administered at the Health Centre, the student's teacher must be informed of when the student needs to attend the Health Centre to receive medication.

IMMUNISATION HISTORY

My child's scheduled vaccinations are up to date according to the requirement of my country.

YES NO

If NO, please explain why: _____

Please provide a copy of the student's immunisation schedule and attach the copy to this Medical Health Record.

I certify that all information provided in this document is complete and correct to the best of my knowledge.

Signature _____

Name _____

Relationship to Student _____

Date _____

FOR OFFICE USE ONLY

_____ Admission Date

_____ Class

_____ Student Number

TERMS AND CONDITIONS GOVERNING ENROLMENT AND ADMISSION

In order that your child will fully benefit from our environment, we have laid down certain policies and conditions. All parents/guardians are advised to read the policies and the terms and conditions governing the admission to the "School" and the child's continued enrolment as student of the School, as set out below.

1 Definitions

The following definitions apply when used herein:

- 1.1 "Parent" is either parent of the child or legal guardian and the provisions herein shall be binding on them jointly and severally.
- 1.2 "School" shall mean Garden International School (GIS) wholly owned by Garden International School Sdn Bhd (3211-T).
- 1.3 "Head of the School" shall collectively mean the person given the delegated responsibility to lead the School by the Board of Governors, irrespective of their actual job title.
- 1.4 "Student" and "Child" may be used interchangeably in this document, which refers to the child named on the Application for Admission Form.
- 1.5 "Application Form" shall mean the Application for Admission Form for Garden International School.

2 Application

- 2.1 A Parent intending to enroll his/her child to the School, must submit the Application for Admission Form (the "Application Form"), duly and accurately completed and signed. False, inaccurate or misleading information could lead to rejection of the application of admission to the School. The parent must at all times inform the School of any changes to such information. The School further reserves the right and the parent hereby authorises 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 admission.
- 2.2 An application fee (please refer to the fee schedule, the "Application Fee") is payable in full with each submission of the Application Form. The Application Fee shall be payable by either cash, a crossed cheque, bank draft or bank transfer made payable to Garden International School Sdn Bhd, at the time of submission of the Application Form. ("Please refer to payment instructions stated in the Application Checklist).
- 2.3 The Application Fee covers an application for admission 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.
- 2.4 Upon payment of the application fee, the application may be put in a wait pool, depending on availability of place and is subjected to terms and conditions as stipulated in 2.6 - 2.7.
- 2.5 Putting in a wait pool, means adding the student's name onto the application list where the application will be handled as per the application process, which takes into account various criteria as stipulated in the Admission Policy.
- 2.6 If there is no vacancy in the applied Year Group for the proposed enrolment Term and Academic Year, the application will automatically proceed to the following term unless the application is withdrawn by the parent in writing or by default.
- 2.7 A new Application Fee will be imposed if any of the following occurs:
 - A deferment of an Application to a future Term/Academic Year for more than (1) one time.
 - The Application is withdrawn by parent with or without an offer of place.
 - The Application is unsuccessful for the second time due to unsatisfactory assessment outcome.
 - Parent does not accept the offer by the stipulated date in the Letter of Offer.
 - Parent is no longer in contact with the school and not contactable at the last known address.
 - Any other terms and conditions not mentioned herein, governing Enrolment and Admission.

3 Acceptance or Rejection of Application

- 3.1 If the assessment results are not satisfactory, the Parent shall inform Admissions personnel should Parent decide to re-apply or otherwise, within the stipulated date as stated in the Rejection letter. Parents may re-apply for the future, with at least six (6) months' gap from the last assessment, with no additional cost involved.
- 3.2 If an offer is declined by the Parents in writing or by default, the Application will automatically be cancelled.
- 3.3 Should the Parent wish to re-apply after the Application is cancelled, the Application will be treated as a fresh application and the then prevailing Application Fee is applicable according to the Fee Schedule of the Academic Year, at the time of the re-application. The Application shall be placed in a wait pool, again in a relevant Year Group, Term and Academic Year and the application process shall apply (refer to section 2).
- 3.4 The placement of the child is 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 behaviour.
- 3.5 The admission 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.
- 3.6 On being offered a place, the Parent shall pay the required school fees (including the refundable deposit) at the rate applicable for the Term and Academic Year for which the place is offered within and no later than the stipulated deadline as stated on the letter of offer. 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 academic years. For the avoidance of doubt, the School reserves the right to revise the fees when deemed necessary and the latest fee schedule would be on the website. (See fee schedule for details)
- 3.7 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).

4 Fees and Payment

- 4.1 Fees for subsequent terms are payable in advance, to be paid on or before the commencement of each term. The School reserves the right not to allow the Student to attend class until all outstanding fees have been paid. For avoidance of doubt, "outstanding payment" would likely refer to the outstanding [unpaid] balance.
- 4.2 Late payment - There is a Surcharge added to any outstanding balance past due. Please refer to the fee schedule or invoice for the chargeable surcharge. The School further reserves the right to apply any monies received, first for payment of the surcharge and the balance, if any, shall be deemed towards the payment of the outstanding amount due.
- 4.3 The Parent undertakes to pay, or arrange payment of all fees by the due date. If the Parent fails to pay any payment due and payable, a Student may be excluded from the School at any time when fees are unpaid and will be deemed withdrawn without notice twenty eight (28) days after exclusion. The School also reserves the right to withhold all examination results, certificates and school records of the child including restrict parent and/or student access to the school's information systems.

5 Withdrawal from School and Deposit

- 5.1 A parent/guardian may withdraw the child from the School by giving to the School ONE (1) full academic term's notice, failing which the fee deposit SHALL be forfeited in full. The said notice shall set out the date of such withdrawal ("Withdrawal Date"), failing which the same shall be deemed as insufficient notice. For avoidance of doubt, please note that the notice of withdrawal must straddle ONE (1) FULL ACADEMIC TERM to be considered "sufficient firm notice".
- 5.2 In amplification hereof the following are illustrations of what constitute insufficient notice -
 - if it is intended that the child will leave the School during or at the end of an academic term, notice of withdrawal must be received by the School not later than the first day of the same academic term, failing which the fee deposit shall be forfeited;
 - if the child is withdrawn from the School prior to the withdrawal notice
- 5.3 Provisional or conditional notice of withdrawal is not accepted. If the child is not withdrawn from the School on the Withdrawal Date, a fresh notice of withdrawal of not less than ONE (1) full academic term must be received by the School. The provisions of clause 4.3 will apply in the case of a prolonged absence of the child from the School.
- 5.4 The Parent agree and consent that the fee deposit SHALL be forfeited in full, notwithstanding such monies are paid by parent or third party sponsor, in the event insufficient notice, provisional or conditional notice of withdrawal is given. Parent agrees and consents to indemnify the School for any such incidental loss or damage.
- 5.5 All deposits paid shall under no circumstances be treated as payment of tuition fees or any part thereof or any other payments required to be paid and may not be used to set-off any amount due and payable by the Parent.
- 5.6 The Parent shall pay such additional monies as are necessary to top up the deposit to maintain its equivalence to one term's tuition fee on or before the commencement of the relevant academic term.
- 5.7 All monies refundable under the conditions hereof shall be refunded free of interest and must be claimed by the Parent within one (1) year from the date the child ceases to be a Student of the School, failing which the Parent consents and authorises the School to immediately transfer the said monies into the School Improvement Fund, whereupon the Parent shall have no claim in respect of such monies thereafter. The School shall be entitled to utilise such monies in the School Improvement Fund as the School deems fit.
- 5.8 Where a Student has been withdrawn from the School and applies for re-admission, no registration fee will be payable if the Student is re-admitted (subject to availability of a place) within three (3) academic years from the date the child left the School. The Application Fee, Tuition Fee, Deposit and other fees payable, all at the then prevailing rate, are required to be paid prior to such re-admission.
- 5.9 At the point of withdrawal, the Student must also be a registered school going student at the School. In the event the Student has a long-term absence of 30 consecutive days or more without informing the School in writing, the Student shall be deemed automatically to have withdrawn from the School and condition (clause 5.1) above shall apply.
- 5.10 In the event the Student requests for a leave of absence in writing, the School reserves the right to take this request into consideration subject to full term fee and deposit (top up deposit when applicable) are paid. The term fee and security deposit will not be refunded if the Student does not attend school after the period of "leave of absence".
- 5.11 The Security Deposit and all fees paid upon confirmation of enrolment will not be refunded or shall not be transferable, if, after being confirmed a place the Student does not attend school thereafter. This security deposit shall be forfeited if the place is not taken up.

6 Discipline, Suspension and Termination

- 6.1 The School reserves the right to suspend or expel a Student in a case of misconduct or a serious breach of discipline, particularly if this has a detrimental effect (in the opinion of the School) on the other students in the School.
- 6.2 The School may require, at any time the withdrawal of a Student from the School for any reason at the discretion of the Head of School. Reasons may include but not limited to matters related to the Student's inability to participate in or benefit fully from the School's curriculum or if there is a breach by the Parent or the Student of any matters or things not mentioned herein. The School's decision is final.
- 6.3 Student must attend all classes regularly, participate in all relevant school or extra curriculum activities and sit for all relevant examinations applicable to the Student unless excused on medical grounds or other compelling cogent reason. Failure to attend classes, shall entitle the School to take such actions as may be required, including without limitation, requiring the Student to repeat (an) academic term(s) or to be withdrawn from the School.

7 Medical

- 7.1 The Student will participate in the preventive health screening programme conducted by the school nurses. All information is kept confidential and parent can view his/her child's record at a mutually convenient time. A complete student health/medical record will be completed upon acceptance of a place and before commencing classes.

- 7.2 Random drug screening is carried out routinely with students in Years 9 to 13. This is part of a supportive and preventative programme of drug education at the School. Screening is carried out by a GIS Nurse in our Health Centre. The primary purpose of drug testing is not to punish students who use illicit drugs but to prevent future illicit drug use and to help students already using become drug-free. If a student tests positive for drugs, schools can respond to the individual situation. If a student tests positive for drug use but has not yet progressed to addiction, the school can require counseling and follow-up testing. For students diagnosed with addiction, parents and a school administrator can refer them to effective drug treatment programmes to begin the recovery process.
- 7.3 In the event of the Student having a contagious or infectious disease or illness or in the event of an outbreak of a contagious or infectious disease or illness at the School regardless whether the Student is so infected or otherwise, the Head of the School may at his discretion prohibit the Student from attending at the School for such period as the Head of the School deems necessary. The Parent or Student shall have no claim against the School arising from any such safety action taken by the Head of School.
- 8 Emergency and Liability**
- 8.1 In case of medical emergency, where Parent cannot be contacted to give consent, the Parent hereby agrees and consents to authorise the Head of School to arrange for the medical examination of the Student by a registered doctor, or send the Student to a clinic/medical centre. Parent agrees to indemnify the School fully for all expenses thereby incurred on such account.
- 8.2 The Parent agrees that the School shall not be liable for any death, personal injury or any loss or damage of any kind whatsoever which the Student may sustain at any time either within the School premises, authorised field trip or elsewhere, which is not attributable to the negligence of the School, its officers, agents or employees.
- 9 Photograph and Images**
- 9.1 The School may and the Parent hereby gives consent to the School to take such photographs, images, recordings, works or derivative works including examination results of the child and to use, free of charge, such photographs, images, recordings, works or derivative works including examination results in any media and for whatever purpose as the School shall deem fit, including without limitation for any promotional materials within the Taylor's Education Group, including website of the School and other educational institutions within Taylor's Education Group.
- 10 General**
- 10.1 Changes at the School: A successful school must initiate and respond to change. The acceptance of a place by the Parent is given on the basis that, in the interest of the School as a whole, reasonable changes may be made from time to time.
- 10.2 The School shall be entitled at anytime to amend, add or delete any terms and conditions in respect of the admission of the child, the child's continued enrolment at the School or any matters related thereto by way of letter sent by ordinary post or email or handed over to the child.
- 10.3 The School may at anytime review, amend or make such rules and regulations relating to the conduct of students in the School and all such matters that the child and/or parent may be required to do or comply with as a Student of the School. A breach of any such rules and regulations in force, whether recently enforced, reviewed or amended shall be deemed to be breach of the terms and conditions herein.
- 10.4 Failure to satisfy all sections of the Home-School Agreement on several occasions will lead to a review of the place offered at the School for the subsequent academic year.
- 10.5 All notices, letters and correspondence from the School to the Parent shall be deemed sufficiently served if sent by ordinary post or email to the Parent at the address and/or email address set out in the Application Form or the Family email address as provided by the School or if handed over to the child.
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- 10.7 The offer of a place and its acceptance by the Parent give rise to a legally binding contract on the terms of conditions in the Application Form, these Terms and Conditions and any future terms and conditions notified to the parent in writing.
- 10.8 The following provisions are applicable in the case of the School being an international school:-
For Malaysian citizens, admission to, and continued status as a student of the School is conditional on the policies set by the Malaysian Ministry of Education. For non-Malaysian citizens, admission to, and continued status as a student of the School, is conditional on the Student possessing a valid visa issued by the Malaysian Immigration Department. The Parent shall undertake to keep the School informed of any change in the status during the Student's enrolment at the School.
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- 15 **Data Protection:**
I, the Parent and on behalf of the Student, authorise the School to process personal information including financial and sensitive personal information as is deemed necessary for the legitimate purposes of the School within Taylor's Education Group. I understand that the School holds information about my child including but not limited to exam results, forecast results, parent contact, financial information and details of medical conditions. I understand that the School processes information about my child in order to safeguard and promote the welfare of my child, promote the objects and interests of the School and Taylor's Education Group, facilitate the efficient operation of the School and ensure that all relevant legal obligations of the School are complied with.

ACKNOWLEDGEMENT AND AGREEMENT

I have read and I fully understand the above policies, terms and conditions and the nature and effects thereof. I hereby expressly confirm my agreement thereto. I further undertake to perform all such obligations and/or comply with all terms and conditions set out above on my part to be performed or complied with, particularly but not limited to payment of all monies payable.

I acknowledge that the withholding or non-disclosure of any relevant information relating to my child's physical, medical or educational needs may affect my child being offered or maintaining a place with the School. I agree that any offer of placement is conditional on the accuracy of the information provided by me.

I acknowledge that any third party sponsor is not a party to this agreement and agree to convey the same to the third party sponsor involved. I agree to be fully responsible to give sufficient firm notice of withdrawal or indemnify and hold the school not liable in any way, in the event such sufficient firm notice is not given as per Clause 5.1 above.

I acknowledge that the School corresponds with me to share updates and information about the school from time to time. I agree that if I do not wish to receive any of the information, I will notify the school in writing.

I give permission for my child, named in this application form, to receive counselling services while attending Garden International School. I understand that I may withdraw this consent at any time by signing and dating a written notice requesting termination of counselling service.

Signature of Father

Signature of Mother

Signature of StepParent/Guardian

Name _____

Name _____

Name _____

Date _____

Date _____

Date _____

FOR OFFICE USE

Application Fee	RM _____	Date _____	OR No. _____	Amount _____
Registration Fee	RM _____	Date _____	OR No. _____	Amount _____
Tuition Fee	RM _____	Date _____	OR No. _____	Amount _____
Technology Fee	RM _____			
Deposit	RM _____			
Other _____	RM _____			

TERMS AND CONDITIONS GOVERNING ENROLMENT AND ADMISSION

In order that your child will fully benefit from our environment, we have laid down certain policies and conditions. All parents/guardians are advised to read the policies and the terms and conditions governing the admission to the "School" and the child's continued enrolment as student of the School, as set out below.

1 Definitions

The following definitions apply when used herein:

- 1.1 "Parent" is either parent of the child or legal guardian and the provisions herein shall be binding on them jointly and severally.
- 1.2 "School" shall mean Garden International School (GIS) wholly owned by Garden International School Sdn Bhd (3211-T).
- 1.3 "Head of the School" shall collectively mean the person given the delegated responsibility to lead the School by the Board of Governors, irrespective of their actual job title.
- 1.4 "Student" and "Child" may be used interchangeably in this document, which refers to the child named on the Application for Admission Form.
- 1.5 "Application Form" shall mean the Application for Admission Form for Garden International School.

2 Application

- 2.1 A Parent intending to enroll his/her child to the School, must submit the Application for Admission Form (the "Application Form"), duly and accurately completed and signed. False, inaccurate or misleading information could lead to rejection of the application of admission to the School. The parent must at all times inform the School of any changes to such information. The School further reserves the right and the parent hereby authorises 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 admission.
- 2.2 An application fee (please refer to the fee schedule, the "Application Fee") is payable in full with each submission of the Application Form. The Application Fee shall be payable by either cash, a crossed cheque, bank draft or bank transfer made payable to Garden International School Sdn Bhd, at the time of submission of the Application Form. ("Please refer to payment instructions stated in the Application Checklist).
- 2.3 The Application Fee covers an application for admission 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.
- 2.4 Upon payment of the application fee, the application may be put in a wait pool, depending on availability of place and is subjected to terms and conditions as stipulated in 2.6 - 2.7.
- 2.5 Putting in a wait pool, means adding the student's name onto the application list where the application will be handled as per the application process, which takes into account various criteria as stipulated in the Admission Policy.
- 2.6 If there is no vacancy in the applied Year Group for the proposed enrolment Term and Academic Year, the application will automatically proceed to the following term unless the application is withdrawn by the parent in writing or by default.
- 2.7 A new Application Fee will be imposed if any of the following occurs:
 - A deferment of an Application to a future Term/Academic Year for more than (1) one time.
 - The Application is withdrawn by parent with or without an offer of place.
 - The Application is unsuccessful for the second time due to unsatisfactory assessment outcome.
 - Parent does not accept the offer by the stipulated date in the Letter of Offer.
 - Parent is no longer in contact with the school and not contactable at the last known address.
 - Any other terms and conditions not mentioned herein, governing Enrolment and Admission.

3 Acceptance or Rejection of Application

- 3.1 If the assessment results are not satisfactory, the Parent shall inform Admissions personnel should Parent decide to re-apply or otherwise, within the stipulated date as stated in the Rejection letter. Parents may re-apply for the future, with at least six (6) months' gap from the last assessment, with no additional cost involved.
- 3.2 If an offer is declined by the Parents in writing or by default, the Application will automatically be cancelled.
- 3.3 Should the Parent wish to re-apply after the Application is cancelled, the Application will be treated as a fresh application and the then prevailing Application Fee is applicable according to the Fee Schedule of the Academic Year, at the time of the re-application. The Application shall be placed in a wait pool, again in a relevant Year Group, Term and Academic Year and the application process shall apply (refer to section 2).
- 3.4 The placement of the child is 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 behaviour.
- 3.5 The admission 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.
- 3.6 On being offered a place, the Parent shall pay the required school fees (including the refundable deposit) at the rate applicable for the Term and Academic Year for which the place is offered within and no later than the stipulated deadline as stated on the letter of offer. 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 academic years. For the avoidance of doubt, the School reserves the right to revise the fees when deemed necessary and the latest fee schedule would be on the website. (See fee schedule for details)
- 3.7 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).

4 Fees and Payment

- 4.1 Fees for subsequent terms are payable in advance, to be paid on or before the commencement of each term. The School reserves the right not to allow the Student to attend class until all outstanding fees have been paid. For avoidance of doubt, "outstanding payment" would likely refer to the outstanding [unpaid] balance.
- 4.2 Late payment - There is a Surcharge added to any outstanding balance past due. Please refer to the fee schedule or invoice for the chargeable surcharge. The School further reserves the right to apply any monies received, first for payment of the surcharge and the balance, if any, shall be deemed towards the payment of the outstanding amount due.
- 4.3 The Parent undertakes to pay, or arrange payment of all fees by the due date. If the Parent fails to pay any payment due and payable, a Student may be excluded from the School at any time when fees are unpaid and will be deemed withdrawn without notice twenty eight (28) days after exclusion. The School also reserves the right to withhold all examination results, certificates and school records of the child including restrict parent and/or student access to the school's information systems.

5 Withdrawal from School and Deposit

- 5.1 A parent/guardian may withdraw the child from the School by giving to the School ONE (1) full academic term's notice, failing which the fee deposit SHALL be forfeited in full. The said notice shall set out the date of such withdrawal ("Withdrawal Date"), failing which the same shall be deemed as insufficient notice. For avoidance of doubt, please note that the notice of withdrawal must straddle ONE (1) FULL ACADEMIC TERM to be considered "sufficient firm notice".
- 5.2 In amplification hereof the following are illustrations of what constitute insufficient notice -
 - if it is intended that the child will leave the School during or at the end of an academic term, notice of withdrawal must be received by the School not later than the first day of the same academic term, failing which the fee deposit shall be forfeited;
 - if the child is withdrawn from the School prior to the withdrawal notice
- 5.3 Provisional or conditional notice of withdrawal is not accepted. If the child is not withdrawn from the School on the Withdrawal Date, a fresh notice of withdrawal of not less than ONE (1) full academic term must be received by the School. The provisions of clause 4.3 will apply in the case of a prolonged absence of the child from the School.
- 5.4 The Parent agree and consent that the fee deposit SHALL be forfeited in full, notwithstanding such monies are paid by parent or third party sponsor, in the event insufficient notice, provisional or conditional notice of withdrawal is given. Parent agrees and consents to indemnify the School for any such incidental loss or damage.
- 5.5 All deposits paid shall under no circumstances be treated as payment of tuition fees or any part thereof or any other payments required to be paid and may not be used to set-off any amount due and payable by the Parent.
- 5.6 The Parent shall pay such additional monies as are necessary to top up the deposit to maintain its equivalence to one term's tuition fee on or before the commencement of the relevant academic term.
- 5.7 All monies refundable under the conditions hereof shall be refunded free of interest and must be claimed by the Parent within one (1) year from the date the child ceases to be a Student of the School, failing which the Parent consents and authorises the School to immediately transfer the said monies into the School Improvement Fund, whereupon the Parent shall have no claim in respect of such monies thereafter. The School shall be entitled to utilise such monies in the School Improvement Fund as the School deems fit.
- 5.8 Where a Student has been withdrawn from the School and applies for re-admission, no registration fee will be payable if the Student is re-admitted (subject to availability of a place) within three (3) academic years from the date the child left the School. The Application Fee, Tuition Fee, Deposit and other fees payable, all at the then prevailing rate, are required to be paid prior to such re-admission.
- 5.9 At the point of withdrawal, the Student must also be a registered school going student at the School. In the event the Student has a long-term absence of 30 consecutive days or more without informing the School in writing, the Student shall be deemed automatically to have withdrawn from the School and condition (clause 5.1) above shall apply.
- 5.10 In the event the Student requests for a leave of absence in writing, the School reserves the right to take this request into consideration subject to full term fee and deposit (top up deposit when applicable) are paid. The term fee and security deposit will not be refunded if the Student does not attend school after the period of "leave of absence".
- 5.11 The Security Deposit and all fees paid upon confirmation of enrolment will not be refunded or shall not be transferable, if, after being confirmed a place the Student does not attend school thereafter. This security deposit shall be forfeited if the place is not taken up.

6 Discipline, Suspension and Termination

- 6.1 The School reserves the right to suspend or expel a Student in a case of misconduct or a serious breach of discipline, particularly if this has a detrimental effect (in the opinion of the School) on the other students in the School.
- 6.2 The School may require, at any time the withdrawal of a Student from the School for any reason at the discretion of the Head of School. Reasons may include but not limited to matters related to the Student's inability to participate in or benefit fully from the School's curriculum or if there is a breach by the Parent or the Student of any matters or things not mentioned herein. The School's decision is final.
- 6.3 Student must attend all classes regularly, participate in all relevant school or extra curriculum activities and sit for all relevant examinations applicable to the Student unless excused on medical grounds or other compelling cogent reason. Failure to attend classes, shall entitle the School to take such actions as may be required, including without limitation, requiring the Student to repeat (an) academic term(s) or to be withdrawn from the School.

7 Medical

- 7.1 The Student will participate in the preventive health screening programme conducted by the school nurses. All information is kept confidential and parent can view his/her child's record at a mutually convenient time. A complete student health/medical record will be completed upon acceptance of a place and before commencing classes.

- 7.2 Random drug screening is carried out routinely with students in Years 9 to 13. This is part of a supportive and preventative programme of drug education at the School. Screening is carried out by a GIS Nurse in our Health Centre. The primary purpose of drug testing is not to punish students who use illicit drugs but to prevent future illicit drug use and to help students already using become drug-free. If a student tests positive for drugs, schools can respond to the individual situation. If a student tests positive for drug use but has not yet progressed to addiction, the school can require counseling and follow-up testing. For students diagnosed with addiction, parents and a school administrator can refer them to effective drug treatment programmes to begin the recovery process.
- 7.3 In the event of the Student having a contagious or infectious disease or illness or in the event of an outbreak of a contagious or infectious disease or illness at the School regardless whether the Student is so infected or otherwise, the Head of the School may at his discretion prohibit the Student from attending at the School for such period as the Head of the School deems necessary. The Parent or Student shall have no claim against the School arising from any such safety action taken by the Head of School.
- 8 Emergency and Liability**
- 8.1 In case of medical emergency, where Parent cannot be contacted to give consent, the Parent hereby agrees and consents to authorise the Head of School to arrange for the medical examination of the Student by a registered doctor, or send the Student to a clinic/medical centre. Parent agrees to indemnify the School fully for all expenses thereby incurred on such account.
- 8.2 The Parent agrees that the School shall not be liable for any death, personal injury or any loss or damage of any kind whatsoever which the Student may sustain at any time either within the School premises, authorised field trip or elsewhere, which is not attributable to the negligence of the School, its officers, agents or employees.
- 9 Photograph and Images**
- 9.1 The School may and the Parent hereby gives consent to the School to take such photographs, images, recordings, works or derivative works including examination results of the child and to use, free of charge, such photographs, images, recordings, works or derivative works including examination results in any media and for whatever purpose as the School shall deem fit, including without limitation for any promotional materials within the Taylor's Education Group, including website of the School and other educational institutions within Taylor's Education Group.
- 10 General**
- 10.1 Changes at the School: A successful school must initiate and respond to change. The acceptance of a place by the Parent is given on the basis that, in the interest of the School as a whole, reasonable changes may be made from time to time.
- 10.2 The School shall be entitled at anytime to amend, add or delete any terms and conditions in respect of the admission of the child, the child's continued enrolment at the School or any matters related thereto by way of letter sent by ordinary post or email or handed over to the child.
- 10.3 The School may at anytime review, amend or make such rules and regulations relating to the conduct of students in the School and all such matters that the child and/or parent may be required to do or comply with as a Student of the School. A breach of any such rules and regulations in force, whether recently enforced, reviewed or amended shall be deemed to be breach of the terms and conditions herein.
- 10.4 Failure to satisfy all sections of the Home-School Agreement on several occasions will lead to a review of the place offered at the School for the subsequent academic year.
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Signature of Father

Signature of Mother

Signature of StepParent/Guardian

Name _____

Name _____

Name _____

Date _____

Date _____

Date _____



Garden International School

Bringing Out The Best In You Since 1951

Garden International School Sdn. Bhd. (3211-T),
No. 16, Jalan Kiara 3, Off Jalan Bukit Kiara, 50480 Kuala Lumpur, Malaysia
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Email: admissions@gardenschool.edu.my • Website: www.gardenschool.edu.my