



Steps to Admission



- 1 Prospective Parents to express interest- given-Steps to Admission , School Prospectus/Information, Fees Structure and given a tour of the school
- 2 Prospective Parents to confirm interest-Collection & Submission of Application Forms which includes submission of Student t Data, Family Data, Medical Data, Family Questionnaire and Home/School Agreement-Payment of Application Fee: RM500
 - a) Attach two recent colour passport size photographs of student
 - b) Bring in original Birth Certificate for sighting
 - c) Provide a copy of the student's Birth Certificate/Passport/My Kid Identity Card for file
 - d) Provide a copy of both parents' and guardians' passport/ID Card
 - e) Attach most recent school Report/any relevant documentation to aid placement (An educational psychological report should be supplied in cases where SEN is known)
- 3 Await call for Assessment
- 4 Pay Assessment Fee: RM50 on day of assessment
- 5 Assessment/Feedback Meeting with Head of Kindergarten/Primary/Secondary
- 6 If successful Head of Kindergarten/Primary/Secondary, under the direction of the School Principal, assigns a year/class placement and sports house and advises the Admin Office and the parents. If the school does not offer a placement (with exception of parental agreement for students to be placed on a wait list) then the Application Fee is refunded.
- 7 If placement is offered and accepted, parents pay the Registration Fee: RM1,000
- 8 After Assessment and Placement-Parents arrange fittings for uniform.
- 9 All payments as regards uniform, school fees and books are made.
- 10 After all payments are made parents are given a Woodlands International School Welcome Pack, containing:
 - A Full Personal Supplies List as pertains to their child's Year Group
 - A School Calendar
 - A Student Diary
 - A formal Acceptance/Conditional Acceptance Letter (required for all admissions, particularly essential for locally situated families to show existing school for smooth and immediate school transfer)
- 11 Actual placement/entry into school takes place ONLY after **all** formalities have been completed:
 - Completed Application Forms received and copied to Class/Form Teacher and School Nurse, which includes submission of Student Data, Family Data, Medical Data, Family Questionnaire and Home/School Agreement
 - Full payment of all school fees
 - Full payment of School Children Accidental Coverage (annual): RM20
 - Purchase of school uniform/PE uniform
 - Purchase of textbooks (where relevant)/Collection of Exercise Books

Information Relating to Payment of School Fees

- 1 Cheques are to be crossed and made payable to: PINE HARVEST SDN BHD
- 2 A monthly penalty will be imposed on all late payments of 1.5%
- 3 Discount given for payment of a year's fees by 1st March 3% (Tuition Fees Only)
- 4 Discount for 2nd sibling attending the school (at the same time) of 2% (Tuition Fees Only)
- 5 Discount for 3rd sibling attending the school (at the same time) of 5% (Tuition Fees Only)
- 6 Discount for 4th and subsequent sibling attending the school (at the same time) of 10% (Tuition Fees Only)
- 7 Staff of Woodlands International School are entitled to a 50% discount as regards deposit and actual school fees

Storage of Student Data

- 1 Student/Family Data – Original for Office File/iSchool
 Copy to Class/Form Teachers
- 2 Medical Data – Original for Office File/iSchool
 Copy to School Nurse
 Teaching Staff notified of **All** known medical conditions/allergies of students in their care