

STUDENT ADMISSION APPLICATION FORM

SECTION 1 – CHILD’S DETAILS

Child's Name <i>(as per IC/Passport)</i>			
Surname <i>(If Applicable)</i>			
Child's Name in Chinese Text <i>(If Applicable)</i>			
Preferred Name			
Date Of Birth <i>(dd/mm/yyyy)</i>		Gender	
IC Number / Passport Number		Nationality	
Ethnicity		Religion <i>(If Applicable)</i>	
Home Address <i>(Malaysia)</i>			
Home Address (Home Country) <i>(For International Student Only)</i>			
Main Language		2nd Language	
Hobbies			
Extra Curriculum Lessons			
Year Group Applied For			
Joining Year		Term <i>(Please circle)</i>	1 2 3 4

Sibling's Details			
No	Name	Age	Current School
1.			
2.			
3.			
4.			

Previous School Details					
Name Of School	Country	From (Year)	To (Year)	Level Completed	Reason For Leaving

SECTION 2 – FAMILY BACKGROUND WALDORF EDUCATION

1. Why do you wish for your child(ren) to have a Waldorf Education?

2. Waldorf Education is sometimes referred to as “education towards freedom”. What do you understand by this statement?

3. Are you open for home visit from the teacher? If NO, please explain

4. Have you been exposed to any resources (such as books, talks, or training courses) that can inform you about Waldorf education or similar educational philosophies?

5. Do both child’s parents normally live together with the child?

☐ Yes

☐ No, they live together with _____

6. If your child(ren) does not live with both parents together, how often and for how long do the parents and child(ren) spend time together?

7. What time does your child usually wake up and go to bed?	
Wake up time: _____	
Bed time: _____	

8.	If it is determined that your child requires additional learning support over and above what ECE is able to resource, are you prepared to provide what is needed (e.g. additional fees, help with homework or routines at home referral to external agencies etc)?

9. How do you respond to challenging behaviour at home?

10. Do you set limits / boundaries at home around certain things (eg. Access to computers, smart phones, TV, bed-time or completion of certain tasks?)

[illegible]

SECTION 3 - HEALTH

1. Has your child ever been assessed by an educational psychologist or other child specialist for any of the following:

ADD / ADHD		
Autism / Asperger's		
Dyslexia		
Dyscalculia		
Eyesight / Visual Processing difficulties / Colour Blindness		
Hearing / Auditory Processing difficulties		
Obsessive Compulsive Disorder (OCD)		
Physical Limitations		
Others		
Note to us:		

2. Has your child been diagnosed with or suffered from any of the following?

Asthma		
Chicken Pox		
Hay Fever		
Heart Disease		
Measles		
Mumps		
Seizures		
Anaphylaxis		
Others		
Note to us:		

3. Does your child take any medication on a regular basis? If yes, please indicate

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4. Does your child allergic to any medication? If yes, please indicate

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5. If your child has had a history of surgeries, injuries and accidents which required hospitalisation, please declare them below.

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6. Is your child vegetarian or on a plant-based diet or have a particular diet for religious reasons? If yes, please indicate

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7. Are there any particular things that have happened in the previous school or kindergarten that we should know about in order to better support your child(ren)'s journey?

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SECTION 4 – PARENT / GUARDIAN INFORMATION

Section 4A, 4B, 4C – One form per child

Note: If both parents are legal guardians, mother and father should complete sections 3A and 3B below. If the child lives with a legal guardian other than the parents, then please complete the Guardian's details on section 3C.

Parents' Marital Status	<input type="checkbox"/> Married	<input type="checkbox"/> Divorce	<input type="checkbox"/> Widowed	<input type="checkbox"/> Separated
	Others _____			

Section 4A Father's Details:

Preferred contact person	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Title		Name
Home Address		
Nationality		NRIC / Passport No
Type of Visa		Date of Birth
Contact Number		Alternate Number
Email		

Employment Details:

Occupation	
Company Name	
Office Address	
Office Phone	

Acknowledgement

I hereby state that the information and documents provided for purposes of this application are true and accurate to the best of my belief and I undertake to forthwith notify you of any deviation. I understand that the acceptance of this application is partly based on and reliant upon the representation made here by me / us and that any misrepresentation will entitle the terms and / or the enrolment to be reviewed and / or revoked.

Signature

Date

Section 4B Mother's Details:

Preferred contact person	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Title		Name
Home Address		
Nationality		NRIC / Passport No
Type of Visa		Date of Birth
Contact Number		Alternate Number
Email		

Employment Details:

Occupation	
Company Name	
Office Address	
Office Phone	

Acknowledgement

I hereby state that the information and documents provided for purposes of this application are true and accurate to the best of my belief and I undertake to forthwith notify you of any deviation. I understand that the acceptance of this application is partly based on and reliant upon the representation made here by me / us and that any misrepresentation will entitle the terms and / or the enrolment to be reviewed and / or revoked.

Signature

Date

Section 4C Guardian's Details:			
Preferred contact person	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Title		Name	
Home Address			
Nationality		NRIC / Passport No	
Type of Visa		Date of Birth	
Contact Number		Alternate Number	
Email			
Employment Details:			
Occupation			
Company Name			
Office Address			
Office Phone			
Acknowledgement			
<i>I hereby state that the information and documents provided for purposes of this application are true and accurate to the best of my belief and I undertake to forthwith notify you of any deviation. I understand that the acceptance of this application is partly based on and reliant upon the representation made here by me / us and that any misrepresentation will entitle the terms and / or the enrolment to be reviewed and / or revoked.</i>		Signature	Date

SECTION 5 – EMERGENCY CONTACT INFORMATION	
In the event that you cannot be contacted, please provide us with the name of a trusted relative/next of kin/friend who knows you and your child.	

Emergency Contact 1

Name	
Relationship	
Mobile No	
Home No	

Emergency Contact 2

Name	
Relationship	
Mobile No	
Home No	

SECTION 6 – ENROLMENT ITEM CHECKLIST

The documents listed below must be submitted together with the application form. We reserve the right to request to view the originals and/or have the documents certified by the appropriate personnel, institutions, or authorities.

Item	Description	Please tick
1	Father's NRIC / Passport	
2	Mother's NRIC / Passport	
3	Guardian's NRIC / Passport	
4	Child's Latest Photo	
5	Child's NRIC (MyKid / MyKad / ID card / Passport)	
6	Child's Birth Certificate	
7	Child's Vaccination Records	
8	Copies of child's School Report over the last two (2) years	
9	Examples of some of your child's work in main lessons (if transferring from another Waldorf school), arts and crafts.	
10	Any relevant reports or assessments on your child relating to their learning (if applicable)	
11	Application fee payment slip <i>Application fee is payable to "Sasana Education Sdn Bhd" (Account details: 3203413629 Public Bank Berhad)</i>	

SECTION 7 – TERMS AND CODITIONS OF ADMISSION AND ENROLMENT

1. Definitions:

- 1.1. An **Applicant** of Sasana Early Childhood Education (Sasana ECE) is one whose parents / legal guardians have registered / enrolled him/her at Sasana ECE and are deemed to have met the provisional entry criteria when the registration fee and enrolment deposit are paid and accepted.
- 1.2. A **Student** of Sasana ECE is one whose registration fee, enrolment deposit and program fees and dues have been paid in full by the due dates advised by ECE. A child's placement shall only be confirmed once all payments have been received.
- 1.3. **The details of Fees Payable** will be listed in the ECE Program Fee Structure.
- 1.4. A **Provisional Enrolment Period** applies to all newly enrolled students and gives a period of 21 schooling days (extendable by ECE for a further 21 schooling days with justification) for the Parent(s) / Legal Guardian and ECE to monitor how the child settles into ECE and ascertain that they are willing to work together to support the child's learning progress. A child's enrolment shall be considered complete after the Provisional Enrolment Period unless the parents have decided to withdraw during this provisional period or Sasana ECE has requested a meeting with the parents to discuss concerns regarding the child's adjustment to the learning environment.

2. Admission and Entry into ECE

- 2.1. Acceptance (by Sasana ECE issuing a Letter of Offer, permanent or conditional) and enrolment (by the parent/guardian signing this document) constitute a contract to pay the entire fees as specified in the invoice and in the Fee Schedule.
- 2.2. Parents/Guardians accept that a Student's entitlement to begin or continue classes at Sasana ECE is conditional upon payment in full of all the fees for which the parents/guardians are liable. Parents/Guardians have the primary responsibility to ensure that payment is made punctually and in its entirety.
- 2.3. Sasana ECE reserves the right to decide the year group and class in which the Student shall be enrolled. Such decision is final. The placement of the Student is also at the absolute discretion of Sasana ECE. In this regard, Sasana ECE will strive to take into consideration various factors, including but not limited to the Student's age, academic ability, level of achievement relative to the ECE's current students as well as the Student's behaviour.
- 2.4. Sasana ECE reserves the right to place the Student in a class that is deemed academically suitable to the Student's needs at any time and from time to time whilst the Student is enrolled at the ECE.

- 2.5. The Parents/Guardians agree that, if the Student is identified by the ECE as having additional learning needs, then an external assessment of the Student by a professional of the ECE's choice shall be supported and paid for by the Parents/Guardians. Following review of the external assessment by a professional of the ECE's choice and on being offered a place, the Parents/Guardians shall pay all necessary fees as indicated and all additional costs of an additional Assistant Support Teacher/Shadow Aide selected by the ECE

3. Responsibility for Legal Residency Status of the Student/Parents/Guardians

- 3.1. Parents/Guardians must obtain and at all times maintain valid legal documents (including but not limited to visas, residence permit and/or such other approvals) of the Student and/or themselves for purposes of the Student's education at Sasana ECE.
- 3.2. Parents/Guardians represent that they are the legal Parents/Guardians of the Student and that at least one of them has a valid residency permit in Malaysia.
- 3.3. Parents/Guardians must notify ECE immediately of any changes in the Parents'/Guardians' or Student's nationality, citizenship or visa status.
- 3.4. Students who lose eligibility to attend ECE will be removed, and fees paid may be forfeited at the sole discretion of the ECE.

4. Student Wellbeing

- 4.1. Sasana ECE will do all that is reasonable to safeguard and promote a Student's wellbeing and to provide pastoral care to at least the standard required by law in the particular circumstances and often to a much higher standard. We will respect your child's legal rights and freedoms which must, however, be balanced with the lawful needs and rules of our ECE community and the legal rights and freedom of others.
- 4.2. Physical Contact : Parents give their consent to such physical contact as may accord with good practice and be appropriate and proper for teaching and instruction and for providing comfort to a Student in distress or to maintain safety and good order, or in connection with the Student's health and welfare.
- 4.3. Disclosure : It is important that parents declare in the Application Form all medical, behavioural, emotional and other issues that might affect the Student's life at the ECE.
- 4.4. If the Student has been previously asked to leave another school, this information must be provided.
- 4.5. If it subsequently becomes apparent that information considered reasonable for consideration for entry to the ECE has been withheld, or falsified, it will lead to the immediate withdrawal of the Student by ECE without refund of any fees paid.
- 4.6. Student's Legal Rights: Under Malaysian law, a person under 18 years of age is considered a minor and the Parents/Guardians are responsible for the Student. The decision-making rights of a minor rest with the Parents/Guardians. Where parents of the Student are divorced/separated, ECE will follow an order of court to determine the party/parties that has/have custody of the Student and therefore, is responsible for making decisions for the Student.
- 4.7. Student Photographs : Photographs, films or video clips of students and prospective students may appear in the ECE or Sasana International School's materials, brochures, websites, advertisements, or press releases, and such photographs may be used before, during or after the Student's enrolment with ECE. Parents/guardians who would not like their child to appear in any or all of these formats howsoever must notify ECE in writing at the time of admission.
- 4.8. Parents/Guardians acknowledge that some sporting and play activities are a beneficial part of a Student's education and developmental needs, but these activities may involve the risk of physical injury even though all precautions will be taken to minimise such risks.

5. Health and Medical Matters

- 5.1. Medical Declaration: Parents must complete a medical declaration form on application concerning the Student's health and must inform Sasana ECE in writing if the Student develops any known medical condition, health problem or allergy, or is unable to take part in games or sporting activities, or has been in contact with infectious diseases.
- 5.2. Medical Care: Parents must comply with ECE's quarantine regulations which shall vary from time to time. Parents are to inform ECE if they or the Student have travelled to or have been in transit in a country with a known contagious or communicable disease, illness or virus, particularly when the Parent or the Student have been at risk of exposure to such.
- 5.3. Medical Information: Throughout a Student's time as a member of ECE, ECE shall have the right to disclose information about the Student if considered to be in the Student's own interests or necessary for the protection of other members of ECE community. Such information will be given and received on a "need-to-know" basis.
- 5.4. Medical Closure: In the event of a medical event or circumstance within or affecting Malaysia that requires ECE to be closed by the relevant authorities of the Malaysian government, ECE will not be obliged to refund all or any part of the Fees for any period of closure before or after any such event. In this situation ECE will make arrangements, where practicable, to ensure continuity of your child's education.
- 5.5. Insurance: Sasana ECE maintains insurance for customary insurable risks including comprehensive liability and coverage for school property. ECE maintains a limited Personal Accident insurance policy for every Student for program-based activities and needs. It is the responsibility of Parents to provide any additional comprehensive medical and accident insurance, as well as personal property insurance, for their children and their possessions.
- 5.6. Sasana ECE shall not be liable or responsible for any personal or other injury or loss that a Student, Parent/Guardian or any other person may sustain

- outside ECE gates and premises, notwithstanding that a staff member may be present.
- within ECE gates and premises, when such injury or loss is not directly and fully attributable to the fault or negligence of ECE, or its staff.

6. Behaviour and Discipline

- 6.1. Student Behaviour and Conduct : Students must at all times abide by the policies and procedures, rules and regulations of ECE currently in force or which hereafter are made or varied from time to time. Such policies and procedures, rules and regulations currently in force or amended from time to time shall be available on ECE website at www.sasana.edu.my or on another online platform which will be made known to parents. The Student and the Parents/Guardians are deemed to have read and are aware of them.
- 6.2. Parent/Guardian Behaviour and Conduct : Parents/Guardians accept that they have a responsibility to act as role models for their children and those of ECE community. Parents/Guardians confirm that they accept the role, responsibility and ultimate authority of the Head of School within ECE community. As role models, Parents/Guardians must act in a reasonable manner toward any member of ECE community.
- 6.3. ECE reserves the right to suspend or expel immediately any Student found in violation of ECE's policies, rules or regulations.
- 6.4. Should suspension/expulsion occur, the Fees for the term paid are not refundable and any expenses incurred by ECE in remedying the Student's actions shall be deemed payable by the Student's Parents/Guardians. A written warning stating the consequences of further misbehaviour will normally precede any such expulsion.

7. Parental Consent

- 7.1. If a Parent/Guardian of a Student consents to or approves a course of action, both Parents/Guardians will be deemed to have given such consent or approval, and ECE shall not be obliged to obtain the consent of both Parents/Guardians.
- 7.2. Parents/Guardians give consent that in case of emergency, where neither Parent nor Guardian can be contacted or contacted in time, ECE may authorise the medical examination of the child, the calling of further medical or specialist advice, or send the child to a clinic/medical centre/hospital. All costs for the emergency medical treatment shall be borne by the Parents/Guardians wholly or in such event indemnify ECE for such payment.
- 7.3. Under such circumstance where the safety of the child is top priority, the Parents/Guardians shall not hold ECE or related companies or its staff responsible for such medical treatment administered for whatever consequences.

8. Fees Structure

Registration Fee:

- 8.1. The registration fee is payable within 7 days of receipt from ECE of the Enrolment Offer Letter for the Student. It is non-refundable and non-transferable.

Enrolment Deposit:

- 8.2. Upon receipt of the Enrolment Offer Letter from ECE, full payment of the Enrolment Deposit should be made by the due date stated in the letter. This is to confirm a place for your child at ECE. If ECE does not receive full payment of the Deposit by the due date stated in the Enrolment Offer Letter, ECE reserves the right to offer the place to another Applicant without further reference to you.
- 8.3. The Enrolment Deposit is non-interest bearing and has to be maintained throughout the tenure of the Student at ECE and shall under no circumstances be treated as payment for school fees or any part thereof or for any other payments required and may not be used to off-set any amount due and payable by the Parents/Guardians.
- 8.4. For Students who have completed the program or have reached the age of 6, the Enrolment Deposit will be refunded at the end of the academic year, provided there is no outstanding amount owed by such Students or to ECE.

School Fees:

- 8.5. The Parents/Guardians undertakes to promptly pay all fees applicable by the due date. If the Parents/Guardians defaults on payment due and payable, strictly without prejudice to the rights of ECE in respect of any other term enumerated herein, and in the prevailing policies, Sasana ECE reserves the right to refuse the Student's entry to ECE. In such circumstances ECE reserves the right to suspend the Student and review their enrolment if ECE Fees remain unpaid upon commencement of the new term.
- 8.6. Late payment of fees may be subjected to a surcharge of 6% on the outstanding amount.
- 8.7. Any deviation from payment of School Fees is subject to ECE Fees Policy. Any decision to review/deviate from/defer Program Fees payments due is entirely at the discretion of the ECE and must be kept confidential between the Parents/Guardians and ECE.
- 8.8. ECE also reserves the right to withhold assessment results and Student records and refund of the Enrolment Deposit until such a time when all payments due in respect of the Student are received from the Parents/Guardians.
- 8.9. Parents/Guardians of the Student are jointly and severally liable for the payment of fees and dues, save where written agreement to the contrary has been obtained. School fees must be paid even in the case of absence due to injury, illness or any other cause.

Discount:

- 8.10. A Sibling Discount is offered to parents with two or more children enrolled at ECE at the same intake and/or attending ECE at the same time subject to the following:
 - This discount will be applicable to the Term Fee only.

- This discount will be applicable to the second, third and subsequent sibling of the Student enrolled or attending Sasana International School
- Students entitled to the Sibling Discount are not eligible for any other discount or bursary.
- For siblings who enrol
 - at the same intake, the Sibling Discount will be credited to the sibling(s) paying the lower Term Fees.
 - at a different intake, the Sibling Discount will be credited to the second or subsequent sibling (s) provided that the first or second sibling (if more than two siblings) is still studying at Sasana ECE at the time of ascertaining the Sibling Discount

9. Enrolment

- 9.1. In accordance with the Enrolments Policy, parents shall be required as a condition of ongoing enrolment to work supportively with ECE with regard to any interventions that ECE deems necessary for their child's ongoing learning progress and support. Where parents choose not to engage with and support ECE's recommendations and referrals regarding Students with specific educational or behavioural needs, ECE reserves the right to review the enrolment of the Student and may decide, with reference to policy and School records, to terminate enrolment, considering the child's ongoing educational and pastoral needs. Such concerns may also be grounds for ECE for not confirming full enrolment during the Provisional Enrolment Period.
- 9.2. You must declare essential information relating to your child(ren) at enrolment and you must attend an enrolment induction workshop within 2 terms of enrolment. Failure to do so may be grounds for future review of the enrolment status of your child(ren).
- 9.3. Otherwise, notwithstanding aforementioned terms and conditions regarding fees and dues, a child shall be considered fully enrolled at the conclusion of the Provisional Enrolment Period.

10. Terms of Withdrawal:

- 10.1. A written notice of one full term is required for student withdrawals.
- 10.2. Any notice of withdrawal shall only take effect from the date of the receipt of a withdrawal form by the ECE Admin Office. Receipt shall be acknowledged by return email.
- 10.3. Parents/Guardians may withdraw their child(ren) from ECE by giving the ECE Administrator a written and signed withdrawal form (scanned and emailed or hand delivered). The required period of notice for this shall be **at least one full term** before the child's last day of school.
 - Registration Fee: Non-refundable
 - Enrolment Deposit: If a notice of one full term is given for any withdrawal, the full Enrolment Deposit shall be refunded within 21 schooling days, provided there are no outstanding dues owing to ECE. If a Student's family has outstanding payments with Sasana International School, then ECE may deduct the amount owed to ECE from the Enrolment Deposit before refunding the balance. If the amount owed to ECE exceeds the value of the Enrolment Deposit held, then no refund shall be paid, and ECE shall request Parents/Guardians to promptly settle any arrears. ECE reserves the right to refer any outstanding amount due to a debt collection agency.
 - Refund of Annual Material Fee will be prorated based on the number of months the child has attended for the year.
 - School Fees: If a family has paid program Fees beyond the required notice period of 1 term (e.g. a full-year fee has been paid), then the balance paid program fees for the remaining terms will be refunded.
- 10.4. Please note that a Student's last day refers to the Student's last day of paid program Fees, which is normally the last day of term.

Withdrawal During the Application Process

- 10.5. In the event that the applicant decides not to enrol in ECE, prior to the commencement of classes then the following applies:
 - If the Registration Fee has been paid, then it is non-refundable.
 - If the Enrolment Deposit has been paid, then it is refundable.
 - If the Annual Materials fees have been paid, then it is refundable less the cost of any materials already provided.
 - If ECE program Fees have been paid, then it is refundable.

Withdrawal During the Provisional Enrolment Period

- 10.6. In the event that the applicant decides to withdraw during the Provisional Enrolment Period (see definitions above), a signed notification of withdrawal (scanned and emailed or hand delivered) must be provided by the Parents/Guardians to the ECE Administrative before confirmation of enrolment. In such circumstances,
 - If the Registration Fee has been paid, then it is non-refundable.
 - If the Enrolment Deposit has been paid, then it is refundable.
 - If the Annual Materials fee have been paid, then it is refundable less the cost of any materials already provided.
 - If the ECE Program Fees have been paid, and if the Student's last day of school is not at the end of the month, then the Fees for that month will be prorated accordingly.

- 10.7. In the event that ECE decides not to proceed to full enrolment, ECE will notify the parents via phone call or in writing before the Provisional Enrolment Period ends (i.e. by the 20th day of provisional enrolment, or the 40th day if ECE has extended the Provisional Enrolment Period). Under such circumstances, a meeting will be called to discuss ECE's concerns regarding the child's adjustment to the learning environment and to agree on the next steps. If this results in a decision not to proceed further with the enrolment, the following applies:
- The Registration Fee is non-refundable
 - The Enrolment Deposit is refundable
 - Annual Materials and Science Lab fees are refundable less the cost of any materials already provided.
 - If ECE Fees have been paid, and if the Student's last day of school is not at the end of the month, then ECE Fees for that month will be prorated accordingly.

Termination of Enrolment due to Misconduct

- 10.8. In the event that a Student is expelled from ECE due to misconduct, the family is still eligible to receive the refund of the Enrolment Deposit provided there are no arrears owing to the school. No other fees paid shall be refundable or transferable.

6 Years Old Class Graduation

- 10.9. Families in 6 Years Old Class do not need to give notice of withdrawal at the point of graduation.

11. Exclusion due to Non-Payment

- 11.1. ECE reserves the right to exclude a Student from School if Parents/Guardians fail to pay in full the Term Fees or any other sum for which the Parents/Guardians are liable by the first day of the commencement of the Student's participation in class.
- 11.2. It is the responsibility of Parents/Guardians to contact the Accounts & Finance Office for an invoice prior to the first day of term, when payment is due, if they have not received an invoice. Not receiving an invoice will not be accepted as a reason for not paying ECE Program Fees.
- 11.3. If the aforesaid circumstances persist or there are no reasonable prospects of payment by the Parents/Guardians, ECE reserves the right to exclude and/or remove the Student.
- 11.4. ECE may also withhold any information, character references or property in the aforesaid circumstances.
- 11.5. Precaution will be taken to ensure that there is no identifiable and unfair prejudice to the rights and interests of the Student.
- 11.6. A Student who has been excluded at any time when fees are unpaid will be considered removed, without notice, 14 days after exclusion.
- 11.7. Any Student, once removed, will have to be re-enrolled and re-registered upon payment of the applicable fees based on ECE's terms of registration and enrolment.

12. Terms of Re-enrolment

- 12.1. A student who has withdrawn from ECE and applies for re-enrolment at a future date shall be subjected to the following terms and conditions:
- Availability of places.
 - Providing valid reasons justifying re-enrolment.
 - Full settlement of any outstanding sums owed to ECE.
 - Full payment of fees chargeable in the current intake applies (i.e. any discounts or rates previously charged will no longer apply and fees will be as per current rate).
 - Particulars of further and/or additional applicable terms and conditions to be found in the Parents Handbook and school policies which may be revised from time to time.

13. Personal Data Protection

- 13.1. Sasana ECE is committed to comply with the Malaysian Personal Data Protection Act (PDPA 2010) in protecting our Students' and Parents'/Guardian's personal information with ECE.
- 13.2. The Parents/Guardians agree that their personal data may be collected, used and disclosed by ECE, and its staff for the purposes of delivering and administering its services. Furthermore, notwithstanding that such personal data (including but not limited to contact details, Student's health condition and/or family circumstances) may constitute confidential information, ECE and its staff shall be entitled to collect, use and disclose such personal data where reasonably necessary to ensure the safety and promote the welfare of the student or to avert a perceived risk or harm to the Student or to another person at ECE.
- 13.3. The Parents/Guardians agree that ECE may disclose their personal data to its affiliated entities, parent class representative, third party service providers and agents for the above purposes. For the avoidance of doubt, ECE may disclose the personal data of the Parents/Guardians and Students where required by any governmental authorities.
- 13.4. The Parents/Guardians further confirm that by signing this Contract, the Parents/Guardians are giving consent for themselves as well as on behalf of the student with respect to the collection, use and disclosure of personal data relating to them strictly on the conditions above but not beyond.

- 13.5. Parents/Guardians have the right to request for access to, request for a copy of and request to update and/or correct, their child's personal data held at ECE. Parents/Guardians also have the right at any time to request ECE to limit the processing and use of their and/or their child's personal data subject to ECE's privacy policy and rights to rely on any statutory exemptions and/or exceptions to collect, use and disclose their and/or their child's personal data policy.

14. Regular Updates

- 14.1. When a student is successfully enrolled, the Parent/Guardian has a duty to update the information given in the Application form, whenever changes occur, throughout the Forms or any of its components.

DECLARATION

I declare that I have read, fully understood and agree to the Terms and Conditions of Admission and Enrolment of Sasana Early Childhood Education as detailed above.

Parent's / Guardian's Name :

Date :

Child's Name :