



## Enrolment Application Form

*A non-refundable RM200 Application Fee is payable upon lodgement of an Enrolment Application.  
For any enquiries please email [admin@victory.org.my](mailto:admin@victory.org.my)*

### Student information

Full name		Surname
Preferred name	D.O.B    ____ / ____ / ____	Gender:    Male / Female
Current school / kinder		Current year level
Years of previous education		
Intended start date at Victory    ____ / ____ / ____		Intended year level at Victory
Country of birth	<input type="checkbox"/> Malaysia <input type="checkbox"/> Other – please specify _____	Nationality

### Special needs

Does the student have a diagnosed medical condition	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide details		
Office use only:	Date received ____ / ____ / 20 ____	ENR Fee: <input type="checkbox"/> Yes <input type="checkbox"/> No    Initial: _____

### Sibling details

Name	D.O.B	Gender	School & year level (if applicable)
	__ / __ / ____		
	__ / __ / ____		
	__ / __ / ____		
	__ / __ / ____		

**Parent / Guardian details**

	Father / male Guardian	Mother / female Guardian
Relationship (eg father, stepfather)		
Title (Mr, Mrs, Ms, Ps, Dr, etc)		
Full name		
Preferred name		
Residential address	P/Code:	P/Code:
Postal address (if different from residential)	P/Code:	P/Code:
Home phone number		
Mobile phone number		
Business phone number		
Preferred contact number	<input type="checkbox"/> Home <input type="checkbox"/> Mobile <input type="checkbox"/> Business	<input type="checkbox"/> Home <input type="checkbox"/> Mobile <input type="checkbox"/> Business
Email		
Occupation		
Marital status		
Main language spoken at home	<input type="checkbox"/> English <input type="checkbox"/> Other – please specify _____	<input type="checkbox"/> English <input type="checkbox"/> Other – please specify _____
Other languages spoken at home		
Are you actively involved in a church?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Church / Denomination		
Pastor / Minister name		

**Correspondence and account information**

Correspondence is to be addressed to:	<input type="checkbox"/> Both parents / guardians	<input type="checkbox"/> Mother / female guardian only
	<input type="checkbox"/> Father / male guardian only	<input type="checkbox"/> Other – please specify _____
Accounts are to be invoiced to:	<input type="checkbox"/> Both parents / guardians	<input type="checkbox"/> Mother / female guardian only
	<input type="checkbox"/> Father / male guardian only	<input type="checkbox"/> Other – please specify _____
If other, name	_____	
Address	_____	

I / We, the undersigned, being the parent/s or legal guardian/s of the student named in this application, hereby apply to Victory Academy for the enrolment of my/our son/daughter.

I / We hereby confirm that all details on the form are correct and I/we will advise Victory immediately should any of the information change.

I / We have read and understood the information contained in Victory's Enrolment Policy.

I / We understand that Victory Academy is a Christian school and that enrolment of children into Victory is conditional upon acceptance and agreement with:

- An initial probationary period may be set by the Principal
- The Academic Committee varying its policies and procedures from time-to-time in accordance with the statement of aims and objectives of Victory.

\_\_\_\_\_  
Signature of father or legal guardian

\_\_\_\_\_  
Signature of mother or legal guardian

Date \_\_\_\_/\_\_\_\_/20\_\_\_\_

Date \_\_\_\_/\_\_\_\_/20\_\_\_\_

**Enrolment Information**

1. Should parents wish to apply for enrolment, an Application Form is lodged along with a non-refundable application fee of RM200 per application. A Privacy Statement is given to the family.
2. A deposit of one term's fees is to be lodged upon confirmation of enrolment. This is a security deposit which will be returned with six months' notice prior to withdrawal from Victory or upon graduation as specified in the Fee Policy.

## Privacy Policy

1. Victory Academy collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at Victory. The primary purpose of collecting this information is to enable Victory to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy Victory's legal obligations, particularly to enable Victory to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected and maintained. These include all Malaysian Health and Child Protection Laws.
4. Health information about students is sensitive information within the terms of the Data Protection Act 2010. We ask you to provide medical reports about students from time to time.
5. Victory from time to time discloses personal and sensitive information to others for administrative and educational purposes. This can include other schools, government departments, medical practitioners, and people providing services to Victory, including specialist visiting teachers, sports coaches and volunteers.
6. Victory requires the information referred to above to be able to continue the enrolment process of your son/daughter.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasion information such as academic and sporting achievements, student activities and other news or photographs are published in Victory's newsletters, magazines and the media.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting Victory. Students may also seek access to personal information about them. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of Victory's duty of care to the student, or where students have provided information in confidence.
9. Victory from time to time engages in fundraising activities. Information received may be used to make an appeal to you. It may also be disclosed to organizations that assist in Victory's fundraising activities solely for that purpose. Victory will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. Victory will seek to make emergency contact information available to staff members at all times. This may include your contact details on class lists and with medical kits.
11. If you provide Victory with the personal information of others, such as doctors or emergency contacts, please inform them that you are disclosing that information to Victory and why. Information about them can be accessed if they wish. Victory does not usually disclose the information to third parties.

DECLARATION : Please sign here to indicate you have read the above Privacy Policy.

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Signature of Father / Male Guardian

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Signature of Mother / Female Guardian