



PLEASE ATTACH  
1 RECENT  
PHOTOGRAPH HERE

## SUMMER CAMP APPLICATION FORM

### SECTION A: STUDENT INFORMATION

Name (as in passport): \_\_\_\_\_

Passport / IC No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_ Gender: \_\_\_\_\_

Race: \_\_\_\_\_ Age: \_\_\_\_\_

### CORRESPONDENCE DETAILS

Corresponding  
Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

### SECTION B: PARENT / GUARDIAN DETAILS

Name (as in passport): \_\_\_\_\_

Passport / IC No.: \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact No: \_\_\_\_\_

Email Address: \_\_\_\_\_

### SECTION C: HEALTH INFORMATION

Allergies: \_\_\_\_\_

Blood Type: \_\_\_\_\_

All students at Holiday Camp must be in possession of their own medical insurance policy prior to attending.

Any dietary requirements: \_\_\_\_\_

Please list down health/ medical condition that requires attention of the School, physical/ audio/ visual impairments (temporary/ permanent), special needs (Dyslexia, Attention Deficient Disorder, Autism). If not, please write "Nil".

Is there anything further that the school needs to be aware of that may impact the suitability of the student as a participant in this camp? If no, please write "Nil".

Does the student have any learning or behavioural difficulties requiring extra school support or services? If no, please write "Nil".

List up to 1 other people (other than parent/guardian) who are authorised to pick up the camper and should be contacted in case of a medical emergency or emergency pick-up if parent/guardian cannot be reached.

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact No.: \_\_\_\_\_

## CODE OF CONDUCT

All programme/camp participants are required to conduct themselves according to the following standards of behaviour. This Code of Conduct is to ensure the safety and well-being of all participants and applies to all participants as well as their parents/guardians.

### Guiding Principles:

- To ensure that the rights of all individuals are protected while attending the programme
- To establish the safest and best possible learning environment for all participants

### Expectations:

- Respect and adhere to programme/activity rules and guidelines.
- Act in a courteous manner and treat other participants, parents, volunteers, staff, and others with respect. Appropriate language and behaviour are expected at all times.
- Follow all instructions and directives given by programme Staff.
- Obey school policies and local laws.
- Students are expected to attend all meals, classes and organised activities and excursions.
- Students are required to keep their rooms tidy and to make their own beds.
- Consumption or possession of alcohol is not permitted.
- Drug taking or possession of drugs will result in instant dismissal from the programme.
- Smoking or vaping is not tolerated at the schools and this includes activities and excursions off-site.
- Racist or intimidating behaviour towards staff and students will not be tolerated and will result in dismissal from the course.
- Within the school accommodation, male and female students are only permitted to mix in designated recreation areas, not in bedrooms.
- All personal electronic devices including mobile phones must be switched off during organised activities.

Behaviour not permitted:

- Improper language, e.g., profanity
- Destruction of property
- Possession or consumption of alcohol and illegal drugs, including the use of tobacco
- Possession or use of harmful objects (i.e. firearms, weapons, knives)
- The stealing of personal, programme, or other property is prohibited. Destruction of property
- Violation of established curfew, when applicable
- Disrespect of adults, other participants, volunteers, staff and/or those in leadership positions
- Bullying, belittling others/putting down and being disrespectful of individuals' differences
- Aggressive physical behaviour
- Leaving programme space or boundaries without permission
- Unchaperoned activity on campus without proper permission and supervision
- Behaviour that is deemed distracting or disruptive to school operations
- Unacceptable, irresponsible, or inappropriate use of technology
- Other conduct determined to be inappropriate. This list of infractions is not all-inclusive.

Please discuss these important points with your child. Participants who fail to adhere to this Code of Conduct are subject to a range of disciplinary actions. When appropriate, immediate corrective action will be taken to ensure the safety and welfare of all participants. Failing to adhere to this Code of Conduct may subject participants to disciplinary action, without refund of camp tuition, up to and including removal from the programme/activity and future programmes/activities offered at USCI Schools Springhill Campus.

I declare that the information contained in this application is true and complete. I agree to the conditions of acceptance I agree to the terms and conditions and programme expectations.

I understand that any false or incomplete information submitted in support of this application may invalidate this application and may result in the withdrawal of an offer of enrolment. We agree that we have received sufficient information to make an informed decision about enrolment at the camp.

I have read and reviewed the Code of Conduct with my child, and understand that by signing I accept the consequences for my child's actions if they choose not to follow the code of conduct. I understand that USCI Schools Springhill Campus reserves the right to withdraw a student due to behaviour which is considered inappropriate or in violation of the programme expectations. Such an event will result in the withdrawal of any offending student immediately without refund of any portion of the Holiday Camp fee.

I understand that once an application is accepted, no refunds or transfer of funds will be made for withdrawal, dismissal, failure to attend, or incomplete attendance, for any reason.

By signing below, the Parents or Legal Guardians (as applicable) confirm that they have read the Agreement and agree to be bound by it in all respects.

Signature of Parent/Guardian: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

## PARENTAL AGREEMENT

I hereby agree that:

### 1. Fees and Payment:

- 1.1. The application fee of RM1,000 is strictly NON-REFUNDABLE and NON-TRANSFERABLE under any circumstances.
- 1.2. Registration is confirmed upon receipt of the required fees as published in the official Holiday Camp brochure.
- 1.3. To secure a place, fees must be paid in full by the stipulated deadline of **30 April 2025**. The place is not guaranteed if payment is made after the deadline.

### 2. Cancellation and Refund:

- 2.1. Cancellations made in writing via email or letter before **30 June 2025** will be eligible for a 50% refund of the Summer Camp Fee only.
- 2.2. No refunds will be provided for cancellations made after **30 June 2025**.
- 2.3. The application fee is non-refundable.

### 3. Health/Medical Condition & Special Needs Declaration:

- 3.1. Parents must provide accurate health/medical information, including physical/ audio/ visual impairments and special needs.
- 3.2. Falsification, withholding, or adjustment of admission documents will result in the withdrawal of the Holiday Camp place, with forfeiture of all fees and deposits.

### 4. Supervision and Conduct:

- 4.1. Participants are expected to follow instructions at all times.
- 4.2. Any disruptive or inappropriate behaviour may result in disciplinary action, including dismissal from the Holiday Camp without a refund.
- 4.3. All participants are expected to participate in all camp activities with no exceptions.
- 4.4. In case of a medical emergency, camp staff will arrange for medical treatment and then inform the parents.

### 5. Media Release:

- 5.1. USCI Schools may use photographs, videos, or other media featuring participants for promotional purposes unless expressly notified in writing not to do so.

6. **Programme Changes:**

- 6.1. UCSI Schools reserves the right to modify the programme, including activities, schedules, and venues, as necessary. Participants will be notified of any changes promptly.
- 6.2. UCSI Schools reserve the right to reschedule or cancel the Holiday Camp. A full refund, including the application fee, will be processed.

**DECLARATION (ALL PARENT/ GUARDIAN / STUDENTS):**

1. I hereby declare that all information herein provided is complete, accurate, and true.
2. I hereby agree that:
  - 2.1. UCSI Schools reserves the right to verify the same, and I also further agree that UCSI Schools reserves the right to vary or reverse any decision(s) in respect of the registration in the event that the said information is found to be false, incorrect or incomplete; and
  - 2.2. I hereby undertake and agree that in the event that UCSI Schools shall exercise its rights to forfeit all/any fees, I shall not have any claim whatsoever against the UCSI Schools.
3. I further agree that UCSI Schools reserves the right to alter, amend, change or modify the current published fees, and all fees payable shall be the published fees at the time of payment.
4. I hereby understand and / or agree that:
  - 4.1. All personal data or information collected on/ via this form are utilised in respect of the UCSI Schools' administrative processes and procedure, and / or to ensure compliance with immigration obligation under the Malaysian Immigration requirement generally; and that the UCSI Schools can release the information provided, and shall not be limited for the purpose of verifying qualifications and checking references, financial standing, immigration status or any action similar or relevant in nature;
  - 4.2. UCSI Schools hereby reserves the right to make use of the said personal data or information by me, its related companies or selected parties;
  - 4.3. I will not hold UCSI Schools liable for any breach and/ or unauthorised use/ access and/ or any loss or damage suffered as a result hereof.
5. I hereby acknowledge that all document(s) submitted shall become the absolute property of UCSI Schools.
6. I hereby understand and agree that it shall be my responsibility to read, understand, and therein to abide, at all times, with all relevant and applicable rules and regulations of UCSI Schools.
7. I hereby grant the exclusive right to the UCSI Schools to use, distribute and allow or license others to make use of and distribute its registered student name, portrait and pictures, in connection, but not limited to the advertising and/or publicity of UCSI Schools, however, I agree that all Intellectual Property Rights (IPR) arising there from shall belong solely and exclusively to UCSI Schools, at all times.

Signature of Parent/Guardian: \_\_\_\_\_ Passport / IC No.: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION CHECKLIST**

1.	Completed Application Form	
2.	1 Copy of Student's Passport Info Page	
3.	1 Copy of Parent's Passport Info Page	
4.	Proof of payment slip	
5.	Proof of travel insurance (to submit upon arrival)	

**Note: Any false or incomplete information submitted in support of this application may invalidate this application and may result in the withdrawal of an offer of enrolment.**

**For Office Use Only**

Application Received on:		Approved by:
Remarks:		