

DALAT INTERNATIONAL SCHOOL

COVID-19 FINANCIAL ASSISTANCE APPLICATION FORM

Details of Application

Monthly payment Monthly payment by 7th of every month / 18th of every month
of RM _____ per payment for _____ months.

Partial waiver of fees Percentage: _____ (max. 25%) Please tick if you wish to secure an appointment
to speak to a Financial Assistance Committee Member

Name of student(s) applying for financial assistance

Grade(s):

Intake: January intake August intake

Contact Information

Phone no. (local): Phone no. (home country):
Fax.: E-mail:

Address (local address):

Family Information

Name (father): Passport/NRIC No. :
Occupation: Company:

Name (mother): Passport/NRIC No. :
Occupation: Company:

Marital status of parents: Married Single parent Widowed

Total number of children in family for which you are financially responsible:

Name	Age

Financial Information (household)

INCOME	Yearly (please state currency)
(a) Gross wages (household)	
(b) Interest and dividend income	
(c) Other income (business, alimony, pensions, financial assistance etc.)	
Total household income (a)+(b)+(c)	

All information is used for the sole purpose of assessing and approving your application and will be kept strictly confidential.

DALAT INTERNATIONAL SCHOOL

EXPENSES		
(d) Educational expenses of children (children not under in this application)		
(e) Loan instalments and other financial commitments (receipted items only)		
i.	Housing loan	
ii.	Car loan	
iii.	Other loans	
iv.	House rental	
v.	Insurance premium (self paid only)	
(f) Medical expenses for chronic illnesses and long-term medical needs/support (for core family members only)		
Total household expenses (d)+(e)+(f)		
ASSETS (to be completed by those applying for partial waiver of fees ONLY)		
Balance in savings account(s) (savings and fixed deposits of household)		
Value of investments		
Value of house(s) owned		
1.	Market value:	
2.	Market value:	
3.	Market value:	
Vehicle(s) owned		
1.	Model of vehicle:	Purchase price:
2.	Model of vehicle:	Purchase price:
3.	Model of vehicle:	Purchase price:

Checklist of documents to be submitted

(Kindly ensure that the following documents are enclosed with this form)

- | | | |
|-------|--|--------------------------|
| i. | Latest salary slip/letter from employer to stating present monthly salary (for both parents if both are in employment). | <input type="checkbox"/> |
| ii. | Latest EA form/BE/B return (for Malaysian parents) or IRS Form1040 (for U.S. citizens) or equivalent tax returns for parents from other countries. | <input type="checkbox"/> |
| iii. | Receipts for educational expenses (where applicable). | <input type="checkbox"/> |
| iv. | Receipts for medical expenses (where applicable). | <input type="checkbox"/> |
| v. | Receipts for instalment payments (where applicable) | <input type="checkbox"/> |
| vi. | Receipts for house rental payment (where applicable) | <input type="checkbox"/> |
| vii. | Latest annual statement from insurance company (where applicable) | <input type="checkbox"/> |
| viii. | Letter/explanation on any other extenuating circumstances (optional) | <input type="checkbox"/> |

DALAT INTERNATIONAL SCHOOL

TERMS AND CONDITIONS

1. Dalat International School Sdn. Bhd. (the School) reserves the right to approve/reject the application for financial assistance. Such decisions are final and conclusive and shall not be contested in any court of law. Approvals for financial assistance given can be withdrawn by the School upon serving a written notice to the parent(s)/guardian.
2. As the financial assistance is a need-based assistance, priority will be given to those in greater financial need.
3. Financial assistance only covers tuition fees. It does not apply to Building Fees, Boarding fees, and/or other fees chargeable by the School.
4. The School sets a maximum amount of financial assistance that can be awarded in any one academic year (for the purpose of fee waiver).
5. All applications for financial assistance must be submitted before the end of the first week of school to be considered for that semester.
6. If the financial aid has not been awarded yet the parents at the beginning of the school year parents will be asked to pay the full fees while waiting for the approval of the financial assistance. Excess monies will be refunded upon approval of the application.
7. Applicants must ensure that the application form is correctly and completely filled. Incomplete applications will not be considered.
8. Supporting documents must be enclosed with the application form. Missing documents will slow the process and may reduce the chance of approval.
9. Approvals for financial assistance are only tenable for one academic year. Applicants will need submit a fresh application in the next academic year. Approval granted in one year does not guarantee approval for the next year.
10. The financial assistance can and will be terminated if the School later discovers a fraud/error in the application/approval process. Such decision will be made if the School is reasonably convinced on the existence of fraud/error.
11. All information/documents submitted to the School for the application process will be treated with the highest level of confidentiality. It will not be shared nor used for other purposes except for the purposes of assessing and approving this application.

DECLARATION

I HEREBY CERTIFY THAT THE INFORMATION AND DOCUMENTS THAT I HAVE PROVIDED ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I HAVE READ, UNDERSTOOD AND AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF THIS APPLICATION.

DATE: _____

PARENT SIGNATURE: _____

OFFICE USE:

Received by: _____ Date: _____

Status of application:

Monthly payment: APPROVED REJECTED

Tuition fee waiver:

Name: _____ Approved _____%

Name: _____ Approved _____%

Name: _____ Approved _____%

Remarks:

All information is used for the sole purpose of assessing and approving your application and will be kept strictly confidential.

Approved by (name and signature): _____

Date: _____

DALAT INTERNATIONAL SCHOOL

GUIDELINE

Please read this section before completing the application form. Failure to correctly complete this form may result in your application being delayed or rejected.

DO NOT leave any sections blank. Write **N/A** where it is not applicable.

1. **Details of application**

You may tick one or both of the options.

If you apply for *monthly payment*, you will be required to choose the last day for payment to be remitted in every month. You are also required to state the amount of payment for each month provided that the semester fees are paid in full by the end of that semester. It is imperative that the School receives the monthly payments on time. Failure to do so may result in the cancellation of the financial assistance programme and the owing balance becoming immediately due.

If you apply for *partial fee waiver*, you will be required to state the percentage of fee waiver that you are applying for (up to a maximum of 25% of the annual tuition fee). Generally, a stricter standard will be applied for the approval of higher percentage of fee waivers.

2. **Name of student(s) applying for financial assistance**

Please state the names and grades of the students for whom you are applying financial assistance. You may use a separate form if the number of students exceeds three. The School may decide to approve financial assistance at a different rate for the students. The amount of assistance may also reduce as the number of students in this application increases.

3. Tick the intake which the student is joining.

4. **Contact information**

State the local phone number of the parent(s)/guardian **AND** the home country contact number of the parent(s). State the fax number of the parent(s)/guardian. State the e-mail address of the parent(s)/guardian.

Please state the local address where the student resides while they are in Penang. State 'Dalat Dorm' if the student is a boarding student at the School.

5. **Family information**

Name of father/mother - Please state the names of father and/or mother of the student(s). State their passport numbers or the NRIC numbers (for Malaysian parents).

State the occupation of the parents. State the company where the parents are working.

Tick the appropriate marital status of the parents.

State the number of children in the family that the parents are still financially responsible for.

State the names and ages of the children who are still financial dependant on the parent(s).

6. **Financial information (household)**

Gross wages – state the annual total gross wages received by the parent(s). Submit the latest EA form/BE/B return (for Malaysian parents) or IRS Form 1040 (for U.S. citizens) or equivalent tax returns for parents from other countries.

Interest and dividend income – State the annual total interest and/or dividends received by the parent(s).

Other income – state the annual total income received by the parent(s) from other sources not specified above.

Total household income – add all three sections above.

Educational expenses of children – state the annual education expenses (school fees ONLY) of other children not included in this application. Submit latest receipts/statements from the School(s).

Loan instalments and other financial commitments – state respective loan instalments. Submit receipts /supporting document for each sub-categories.

Medical expenses for chronic illnesses and long-term medical needs/support – state the estimated total amount for a year. Only include such expenditure for core family members ONLY.

Assets – this section is ONLY COMPULSORY for those applying for tuition fee waiver.

Balance in savings account(s) – state the amount of credit balance in the savings/fixed deposit account(s) of the parent(s) both in and out of Malaysia.

Value of investments – state total value of investments of parent(s) e.g. shares, bonds, etc.

Value of house(s) owned – state the estimated value of the house(s) owned by parent(s).

Vehicle(s) owned – state the model of vehicle(s) owned by parent(s) and the purchase price.

7. **Checklist** – check the documents which are to be enclosed with the application.

8. **Declaration**

Read, date and sign the declaration. Approvals for financial assistance will be immediately null and void if any of the information provided above is found to be fraudulent or untrue.