



APPLICATION FOR ADMISSION

Entry Year:		Entry Term:		Entry Year Group:	
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Student's Photo
(within last 6 months)

Kindly complete all sections of the form accurately, and as per passport//BC (where applicable).

Put a (✓) to the applicable box, where required. PLEASE USE BLOCK LETTERS THROUGHOUT.

SECTION A: STUDENT DATA (as in birth certificate/passport)

Child's Full Name:							
Surname:				Preferred Name:			
Date of Birth: (DD/MM/YYYY)				Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Nationality:	<input type="checkbox"/> Sri Lankan <input type="checkbox"/> Non Sri Lankan (Please specify)			Religion:			
Passport No:				Issue Date:		Expiry Date:	
Language spoken at Home:				Other spoken Languages:			
Home Address:					Postcode:		
		State:		Country:			
Email:			Tel:				
Student resides with: <input type="checkbox"/> Both Parents <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Other (Please specify)							

SECTION B: PREVIOUS SCHOOL(S) ATTENDED

School	Country	Medium of Instruction	Period (MM/YYYY)		Year	Reason for Leaving
			From	To		
1.						
2.						
3.						

SECTION C: SIBLINGS (if any)

Name	School	Year
1.		
2.		
3.		

SECTION D: PARENTS' DETAILS

Relationship to the student (for guardian only):				Father's/ Guardian's Photograph (within last 6 months)
Name:		Please underline surname		
Email Address:				
Occupation/ Designation:			Passport/ NIC No.:	
Place of work (Name & Address):				
Mobile No.:		Tel:		
Home Address:		(If different from child's home address)		
Relationship to the student (for guardian only):				Mother's/ Guardian's Photograph (within last 6 months)
Name:		Please underline surname		
Email Address:				
Occupation/ Designation:			Passport/ NIC No.:	
Place of work (Name & Address):				
Mobile No.:		Tel:		
Home Address:		(If different from child's home address)		
Marital status of parents		<input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Others (Please specify)		
Please indicate, in order of priority (1-3), the person to contact: Address for correspondence: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian			Mails to be sent to: <input type="checkbox"/> Home <input type="checkbox"/> Office	

SECTION E: STUDENT'S INFORMATION *if the child is joining after Year 1

1. Has your child ever been placed in a class above or below his/her chronological age?*		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, please give details:			
2. Does your child have any special skill/talent or interest (e.g. performing arts, sports, etc)?*		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, please give details:			
3. Has your child been involved in any serious disciplinary action?*		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, please give details:			
4. Does your child have any learning difficulties?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, please give details:		<input type="checkbox"/> Dyslexia <input type="checkbox"/> Autism <input type="checkbox"/> Speech/Language <input type="checkbox"/> Hearing impairment <input type="checkbox"/> Asperger's Syndrome <input type="checkbox"/> Motor Development Difficulties <input type="checkbox"/> Sight Impairment <input type="checkbox"/> Others (please specify) _____	

SECTION F: STUDENT'S MEDICAL RECORD

1. State any health or medical condition that requires the attention of the institution. (e.g. epilepsy, asthma, migraine, allergies)		<i>If any, please attach a doctor's report.</i>	
2. Does your child suffer from any major illness?		<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please attach a doctor's report.</i>	
3. Has your child been admitted to any hospital in the last 3 years?		<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please attach a doctor's report.</i>	
4. Is your child currently taking long term medication?		<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please attach a doctor's report.</i>	
5. Name any food that your child is allergic to:			
6. Persons to contact in case of an emergency:		<i>If the below information changes at any point, kindly inform the institution within a week.</i>	
(i) Name:		(i) Name:	
Relationship to the child:		Relationship to the child:	
Tel (Home/Hp):		Tel (Home/Hp):	
Tel (Office):		Tel (Office):	

SECTION G: WHY IMAN ACADEMY?

Why do you choose Iman Academy for your child?

What are your aspirations towards your child's education?

In what ways would you be willing to help develop Iman Academy, in order to benefit your child and our community as a whole?





APPLICATION CHECKLIST

No	Checklist Item	Description	Student	Both Parents/ Guardian (if applicable)
1.	Photographs	A recent coloured passport-size photograph	<input type="checkbox"/> (2 copies)	<input type="checkbox"/> (1 copy each)
2.	Birth Certificate	A copy of student's birth certificate (BC)	<input type="checkbox"/>	Not Applicable
3.	Passport & Visa	A copy of the pages with holder's name and details, photo and visa (if applicable). Note: Application of visas is the responsibility of parents; refer to section 2.8 of Terms and conditions governing enrolment and admission.	<input type="checkbox"/>	<input type="checkbox"/>
4.	National Identity Card (Sri Lankan only)	A copy of the national identity card (NIC)	<input type="checkbox"/> (if issued)	<input type="checkbox"/>
5.	Proof of Income	Employed – Latest three Salary Slips Self-Employed/Business – Six months Bank Statements along with Business Registration Private Limited Company – Updated Form 15 / 20 and Form 2A	Not Applicable	<input type="checkbox"/>
6.	School Reports & Testimonials	A copy of the student's official School leaving certificate and testimonial regarding the student's character and ability from the current School's Principal or Class Teacher; and/or 3 years past academic records. Any specialist reports that may relate to your child's learning, such as an assessment completed by an Educational Psychologist, Occupational Therapist or Speech and Language Therapist (if available).	<input type="checkbox"/>	Not Applicable
7.	Year 9 Subject Option Form	Year 9 subject option form signed by parents (as applicable)	<input type="checkbox"/>	Not Applicable
8.	Vaccination Record	A copy of the student's vaccination record	<input type="checkbox"/>	Not Applicable
9.	Registration Fee	The non-refundable registration fee (refer to Fee Schedule)		
10.	Letters of Objections			

FOR OFFICE USE ONLY

Application received on: _____ Status: <input type="checkbox"/> App <input type="checkbox"/> Dfr <input type="checkbox"/> Off <input type="checkbox"/> Cxl <input type="checkbox"/> Rej	Assessor: _____ Assessment Date: _____ Decision: <input type="checkbox"/> Accept <input type="checkbox"/> Conditional <input type="checkbox"/> Reject Payment Date: _____ <input type="checkbox"/> Enrolment Fee <input type="checkbox"/> Academy Dev. Fund <input type="checkbox"/> Material Fee <input type="checkbox"/> Tuition Fee	Admission Date: ____ / ____ /20____ Admission No: _____ Notes:
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Payment to be made by Online Transfer.

	Iman Academy, Preschool	Iman Academy, Pre-primary (Years 1 -3)	Iman Academy, Upper primary / Secondary (Years 4 -13)
For payment made Online or via Telegraphic Transfer, please use the following bank details:			
Account name:	IMAN ACADEMY	IMAN ACADEMY	
Account no:	001-0488580-001	1000603789	
Bank:	Amana Bank – Dehiwala	Commercial Bank - Islamic Banking Unit	
Swift code:	AMNALKLX	CCEYLKLX	
<i>Note: Kindly include the required bank charges and foreign exchange fluctuation (if foreign currency is used). Please forward a copy of the transaction report to the Academy's Admission Office with Sender and Student's name and Admission Number.</i>			
Contact details:	Iman Academy, DAP Centre No. 145, Kawdana Road, Dehiwala, Sri Lanka T: +94 71 9992020 E: elc@iman.academy	Iman Academy, Pre-primary No. 145, Kawdana Road, Dehiwala, Sri Lanka T: +94 71 9992020 E: primary@iman.academy	Iman Academy No. 37/1, Watarappola Road, Mount Lavinia, Sri Lanka T: +94 71 6111999 E: girls.section@iman.academy / boys.section@iman.academy
<div>  www.iman.academy    @imanacad </div>			

TERMS AND CONDITIONS GOVERNING ENROLMENT AND ADMISSION

We, here at Iman Academy, would really enjoy having your child(ren) with us. In order that your child will fully benefit from our environment, we have laid down certain policies and conditions. All parents/guardians are advised to read the policies and the terms and conditions governing the admission to the “Academy” and the child’s continued enrolment as a student of Iman Academy, as set out below. Tick against each point after reading.

Definitions

The following definitions apply when used herein:

1. “**Parent**” is either parent of the child or legal guardian and the provisions herein shall be binding on them jointly and severally. ☐
2. “**Academy**” shall mean Iman Academy. For the purposes of the Registration Fee, Enrolment Fee, Academy Dev. Fund, Tuition Fees, Material Fee and any other related issues on transfers between the Institute, the Institutes are treated as separate entities. ☐
3. “**Head of School**” shall collectively mean the person given the delegated responsibility to lead the Academy, irrespective of their actual job title. ☐
4. “**Student**” and “**Child**” may be used interchangeably in this document, which refers to the child named on the Application Form. ☐
5. “**Application Form**” shall mean the Application/Admission forms of Iman Academy. ☐

1. Application

- 1.1 A Parent intending to enroll his/her child to the Academy, must submit the Application for Admission (the “**Application Form**”), duly and accurately completed and signed. **False, inaccurate or misleading information could lead to rejection** of the applications of admission to the Academy. **The parent must at all times inform the Academy of any changes to such information.** The Academy further reserves the right and the parent hereby authorizes the Academy to contact the previous School (if applicable and relevant) or such medical officers or other relevant persons for further information relating to the child in considering the child for admission. ☐
- 1.2 An application processing fee is payable in full with each submission of the Application Form. The Application Fee covers an application for admission to the Academy for the Term and Academic Year applied for. The Application Fee is non-transferable and non-refundable regardless whether the child is successfully admitted to the Academy or otherwise. The receipt of the Application Fee by the Academy does not oblige the Academy to assess and/or admit the child. The Academy has the final decision. ☐
- 1.3 Upon payment of the application fee, the application may be put in a wait pool depending on space availability of place. ☐
- 1.4 Putting in a wait pool means adding the student’s name onto the application list where the application will be handled as per the application process, which takes into account various criteria as stipulated in the Admission Policy. ☐
- 1.5 If there is no vacancy in the applied Year Group for the proposed enrolment Term and Academic Year, the application will automatically proceed to the following term unless application is withdrawn by the parent in writing or by default. ☐
- 1.6 A new Application Fee will be imposed if any of the following occurs: ☐
 - 1.6.1 The Application is withdrawn by parent with or without an offer of place.
 - 1.6.2 The Application is unsuccessful for the second time due to unsatisfactory assessment outcome.
 - 1.6.3 Parent does not accept the offer by the stipulated date in the Letter of Offer (05 working days).
 - 1.6.4 Parent is no longer in contact with the Academy and not contactable at the last known address.

2. Acceptance or Rejection of Application

- 2.1 If the assessment results are not satisfactory, the Parent shall inform Admissions personnel should Parent decide to re-apply or otherwise, within the stipulated date as stated in the Rejection letter. Parents may re-apply for the future, with at least four (4) months’ gap from the last assessment, with no additional cost involved. ☐
- 2.2 If an offer is declined by the Parents in writing or by default, the application will automatically be cancelled. ☐
- 2.3 Should the Parent wish to re-apply after the Application is cancelled, the application will be treated as a fresh application and the then prevailing Application Fee is applicable according to the Fee Schedule of the Academic Year, at the time of the re-application. The Application shall be placed in a wait pool again in relevant Year Group, Term and Academic Year and the application process shall apply (refer to section 2). ☐
- 2.4 The placement of the child is also at the absolute discretion of the Academy and in this regard, the Academy generally takes into consideration various factors, including the child’s age, academic ability, level of achievement relative to the Academy’s current students and the child’s behavior. ☐
- 2.5 The admission of the child is at the absolute discretion of the Academy and the Academy is not obliged to offer any justification for the rejection of any application. ☐
- 2.6 On being offered a place, the Parent shall pay the required Academy fees at the rate applicable for the term for which the place is offered within and no later than the stipulated deadline as stated on the letter of offer. (See fee schedule for details).

Please note that **fees are normally reviewed on an annual basis** and that the fees indicated on the current fee schedule may not be the fees applicable for subsequent academic year. For the avoidance of doubt, the Academy reserves the right to revise the fee when deemed necessary and the latest fee schedule would be available at the Academy's office. □

- 2.7 The Academy reserves the right to place the child in a class which the Head of School deems academically and developmentally suitable to the child's needs at any time and from time to time whilst the child is enrolled at the Academy. This may include requiring the child to repeat one or more academic year(s). □
- 2.8 For non-Sri Lankan citizens, admission to, and continued status as a student at the Academy, is conditional on the child possessing a valid visa issued by the Immigration Department. The parent shall undertake to keep the Academy informed of any change in the status during the child's enrolment at the Academy. □

3 Fees and Payment

- 3.1 **Fees** for subsequent terms are payable in **advance**, to be paid on or before the commencement of each term. The Academy reserves the right not to allow the student to attend class until all outstanding fees have been paid. □
- 3.2 **Children who have fee arrears MAY NOT be selected for any activities involving representing Iman Academy at other School events or for extracurricular activities.** □
- 3.3 Tuition fees are to be paid on a term-by-term basis in advance, however installment payment of Tuition fees is a concession, which should be made on or before **the 10th of each month. If the student has arrears of two instalments, The Academy reserves the right NOT to allow the student to attend class until arrears are settled.** Repeatedly delaying payment of Tuition fees will result in **assessment reports not being issued and possible suspension and/or expulsion** of your child from the Academy. □
- 3.4 All fee payments are **NOT REFUNDABLE.** □
- 3.5 **The Parent undertakes to pay, or arrange payment of all Fees by the due date.** If the parent/guardian fails to pay any payment due and payable, a student may be excluded from the Academy at any time when fees are unpaid and will be deemed withdrawn without notice thirty (30) days after exclusion. The Academy also reserves the right to withhold all examination results, certificates and academic records of the child including restrict parent and/or student access to the Academy's information systems. □

4 Withdrawal from Academy and Deposit

- 4.1 A parent/guardian may withdraw the child from the Academy by giving to the Academy **ONE (1) full academic term's notice.** The said notice shall set out the date of such withdrawal ("**Withdrawal Date**"), failing which the same shall be deemed as insufficient notice. For avoidance of doubt, please note that the notice of withdrawal must straddle ONE (1) FULL ACADEMIC TERM to be considered "**sufficient firm notice**". □
- 4.2 In amplification hereof the following are illustrations of what constitute insufficient notice – if it is intended that the child will leave the Academy during or at the end of an academic term, notice of withdrawal must be received by the Institute not later than the **first day of the same academic term.** In the case of a student leaving the Academy mid-term, the full term's fee will be applicable. □
- 4.3 Provisional or conditional notice of withdrawal is not accepted. If the child is not withdrawn from the Academy on the Withdrawal Date, a fresh notice of withdrawal of not less than ONE (1) full academic term must be received by the Academy. The provisions of clause 4.6 will apply in the case of a prolonged absence of the child from the Academy. □
- 4.4 **Where a Student has been withdrawn from the Academy and applies for re-admission, no Admission fee will be payable if the Student is re-admitted (subject to availability of a place) within ONE (1) academic Term from the date the child left the Academy. The Admission Fee, tuition fee and other fees are payable, all at the then prevailing rate, are required to be paid prior to such re-admission.** □
- 4.5 At the point of withdrawal, the Student must also be an ACTIVE student at the Academy. In the event the Student has a long-term absence of 30 consecutive calendar days or more without informing the Academy in writing, the Student shall be deemed automatically to have withdrawn from the Academy and condition (clause 5.1) above shall apply. □
- 4.6 In the event the Student requests for a leave of absence in writing, the Academy reserves the right to take this request into consideration subject to full term fee is paid. The term fee will not be refunded if Student does not attend the Academy after the period of "leave of absence". □
- 4.7 All fees paid upon confirmation of enrolment will not be refunded or shall not be transferable, if, after being confirmed a place the Student does not attend the Academy. □

5 Discipline, Suspension and Termination

- 5.1 The Academy reserves the right to suspend or expel a Student in a case of misconduct or a serious breach of discipline, particularly if this has a detrimental effect (in the opinion of the Academy) on the other students in the Academy. □
- 5.2 The Academy may require, at any time the withdrawal of a Student from the Academy for any reason at the discretion of the Head of School. Reasons may include but not limited to matters related to the Student's inability to participate in or benefit fully from the Academy's curriculum or if there is a breach by the Parent or the Student of any matters or things not mentioned herein. The Academy's decision is final. □
- 5.3 In the event of the Student having a contagious or infectious disease or illness or in the event of an outbreak of a contagious or infectious disease or illness at the Academy regardless whether the Student is infected or otherwise, the Head of School may at his/her discretion prohibit the Student from attending the Academy for such period as the Head of School deems

necessary. The parent or child shall have no claim against the Academy arising from any such safety action taken by the Head of School. ☐

- 5.4 Student must attend all classes regularly, participate in all relevant extracurricular activities and sit for all relevant examinations applicable to the student unless excused on medical grounds or other compelling cogent reason. Failure to attend classes, shall entitle the Academy to take such actions as may be required, including without limitation, requiring the student to repeat (an) academic term(s) or to be withdrawn from the Academy. ☐

6 Emergency and Liability

- 6.1 In case of medical emergency, where parent cannot be contacted to give consent, the Parent hereby agrees and consents to authorize the Head of School to arrange for the medical examination of the Student by a registered doctor, or send the Student to a clinic/medical centre. Parent agrees to indemnify the Academy fully for all expenses thereby incurred on such account. ☐
- 6.2 The Parent agrees that the Academy shall not be liable for any death, personal injury or any loss of any kind whatsoever which the Student may sustain at any time either within the Academy premises, authorized field trip or elsewhere, which is not attributable to the negligence of the Academy, its officers, agents or employees. ☐

7 Photography and Images

- 7.1 The Academy may and the Parent hereby gives consent to the Academy to take such photographs, images, recordings, works or derivative works including examination results of the child and to use, free of charge, such photographs, images, recordings, works or derivative works including examination results in any media and for whatever purpose as the Academy shall deem fit, including without limitation for any promotional materials within Iman Academy, including website of the Academy and other educational Institutes within. ☐
- 7.2 In case of disagreement of clause 7.1, the parent/guardian must request so in writing to the Head of School as an attachment to the Application Form. ☐

8 General

- 8.1 Changes at the Academy: A successful Institute must initiate and respond to change. The acceptance of a place by the parents is given on the basis that, in the best interests of the Academy as a whole, reasonable changes may be made from time to time. ☐
- 8.2 The Academy shall be entitled at any time to amend, add or delete any terms and conditions in respect of the admission of the child, the child's continued enrolment at the Academy or any matters related thereto by way of letter sent by ordinary post or handed over to the child. ☐
- 8.3 The Academy may at any time review, amend or make such rules and regulations relating to the conduct of students in the Academy and all such matters that the child and/or parent may be required to do or comply with as a Student of the Academy. A breach of any such rules and regulations in force, whether recently enforced, reviewed or amended shall be deemed to be breach of the terms and conditions herein. ☐
- 8.4 All notices, letters and correspondence from the Academy to the Parent shall be deemed sufficiently served if sent via an electronic communication tool/app to the Parent at the address and/or email address set out in the Application Form or the Family email address as provided to the Academy or if handed over to the child. ☐
- 8.5 The prospectus and Academy website describes the broad principles on which the Academy is currently run and gives an indication of our history and core values. Although believed correct at the time of printing, neither the prospectus nor the website is part of any agreement between the Parents and the Academy. Parents wishing to place specific reliance on a matter given in the prospectus or website should seek written confirmation of that matter before entering this agreement. ☐
- 8.6 The offer of a place and its acceptance by the Parents give rise to a legally binding contract on the terms and conditions in the Application Form, these Terms and Conditions and any future terms and conditions notified to the parent in writing. ☐

- 9 Third Party Excluded:** Only the Academy and the Parent / Guardian are parties to this contract. Subject to notification in writing to the Academy by the Parent / Guardian, the Student is not a party to it and neither is a third party sponsoring the Student. The acts and omissions of Parents are binding on the Student and vice versa as to any matter of behaviour, discipline and fees. All requests and authorisations by the Parent are treated as being made on behalf of the Student and vice versa. ☐

- 10 Alumni:** All graduates or Academy leavers who have spent at least five academic years in Iman Academy shall automatically be included as the Academy's Alumni, where the said student may be contacted or notified of any Academy Alumni activities/updates unless the student chose otherwise and inform the Academy in writing. ☐

- 11 Data Protection:** By signing the Acceptance Form or by agreeing to be bound by these terms and Conditions, I, the Parents and on behalf of the Student, authorise the Academy to process personal information including financial and sensitive personal information as is deemed necessary for the legitimate purposes of the Academy within Iman Academy. I understand that the Academy holds information about my child including but not limited to exam results, forecast results, parent contact, financial information and details of medical conditions. I understand that the Academy processes information about my child in order to safeguard and promote the welfare of my child, promote the objects and interests

of the Academy, facilitate the efficient operation of the Academy and ensure that all relevant legal obligations of the Academy are complied with. ☐

ACKNOWLEDGEMENT AND AGREEMENT

I have read and I fully understand the above policies, terms and conditions and the nature and effects thereof. I hereby expressly confirm my agreement thereto. I further undertake to perform all such obligations and/or comply with all terms and conditions set out above on my part to be performed or complied with, particularly but not limited to payment of all monies payable.

I acknowledge that the withholding or non-disclosure of any relevant information relating to my child's/ward's physical, medical or educational needs may affect my child/ward being offered or maintaining a place with the Academy. I agree that any offer of placement is conditional on the accuracy of the information provided by me.

I acknowledge that any third party sponsor is not a party to this agreement and agree to convey the same to the third party sponsor involved. I agree to be fully responsible to give sufficient firm notice of withdrawal or indemnify and hold the Academy not liable in any way, in the event such sufficient firm notice is not given as per Clause 5.1 above.

I acknowledge that the Academy corresponds with me to share updates and information about the Academy from time to time. I agree that if I do not wish to receive any of the information, I will notify the Academy in writing.

I give permission for my child, named in this application form, to receive counseling services while attending Iman Academy. I understand that I may withdraw this consent at any time by signing and dating a written notice requesting termination of counseling service.

Signature of Father/Guardian

Signature of Mother/Guardian

Name: _____

Name: _____

Date: _____

Date: _____