

INSTRUCTIONS

Step 1: Save this form on a Computer

Step 2: Fill in the details

Step 3: Save it

Step 4: Send this form back to us at
youthleadershipcamp@tanarata.net

OR

Step 1: Print this form.

Step 2: Fill In & Scan

Step 3: Send your form back to us at
youthleadershipcamp@tanarata.net

REGISTRATION FORM

Student Registration Details:

Dec 16th – 20th, 2019 (AGES 14-17 years)

First Name _____ Family Name _____

Boy Girl Date of birth Nationality/ Country _____

ID Document MyKad MyKid Passport

Spoken Languages _____ ID Number _____

Parent / Guardian Booking Contact Information:

Please provide the details of the main contact for this booking.

Title (Mr/Mrs/D etc.) _____ First Name _____ Family Name _____

Relation to the student: Mother Father Other relative /Guardian (please specify) _____

House Name /Number _____ Street Name _____

Town /City _____ Country _____ Postcode _____

Phone number + country code _____ Email _____

How did you hear about us?

Recommendation from friend /family. If so, who? _____ Internet search

Your child has stayed with us before Sibling has stayed with us before Other, please give details _____

Camp Options and Fees:

Camp Option	Course Price	Select
Full Boarding (International Student)	600 USD	<input type="checkbox"/>
Full Boarding (Malaysian Resident student)	1600 MYR	<input type="checkbox"/>
Full Day Scholar (Malaysian Resident student)	1400 MYR	<input type="checkbox"/>

Kindly make the payment via direct transfer or internet transaction to :

A/c name: Tanarata International Schools. Sdn. Bhd
SWIFT CODE : HBMBMYKL
Account No. : 202-562492-101(HSBC)
Branch : HSBC Bank Malaysia Berhad
Address : No 1, Jln KP ½, Tmn Kajang Prima, KM 5 Jalan Kajang
– Semenyih, 43000, Selangor, Malaysia

Pls quote student's name in full and email proof of payment to youthleadershipcamp@Tanarata.net

By cheque in favour of Tanarata International Schools Sdn. Bhd. (Cash is not accepted)

Camp fees cover:

- Full Board/ meals/ laundry
- T-shirt & course certificate
- Sporting / all trips
- All course/ Project materials
- Mentors/ coaches/ instructors

Tick Lunch Preference:

Vegetarian	<input type="checkbox"/>
Non-Vegetarian	<input type="checkbox"/>

Do you have any food allergies?

Tick T-Shirt Size:

Small	<input type="checkbox"/>
Medium	<input type="checkbox"/>
Large	<input type="checkbox"/>
X-Large	<input type="checkbox"/>

Rank Sport choice (1,2,3,4):

Football	<input type="checkbox"/>
Badminton	<input type="checkbox"/>
Swimming	<input type="checkbox"/>
Kayaking	<input type="checkbox"/>

Medical Data:

Do you have any allergies? _____

Any medical conditions that we need to be aware of? _____

Transfer Information:

Pls select: Arrival / Departure – Camp Coach Transfer Service

Options	Pick-up/ Drop off	Pick up from KLIA / KL Sentral	Drop-off to KLIA / KL Sentral
Parent Transfer (no coach required)	-	<input type="checkbox"/>	<input type="checkbox"/>
Camp Coach Transfer Service	50MYR	<input type="checkbox"/>	<input type="checkbox"/>

Visa Information:

Does your child require a visa to travel to Malaysia?

Yes No

Do you require the original visa letter sent by courier? (20USD charge):

Yes No

Payment Details:

Upon receipt of your booking, we will issue you with a confirmation e-mail, invoice and payment details. For international borders please do not send payment or make any travel arrangements until you have received your invoice. Please ensure that you cover any bank charges you incur from your bank when making payment

Would you like to hear from us?

We would love to send you the latest information, events and offers by email. We always treat your personal details with the utmost care and will not share your personal data with any third parties.

Yes please, I would like to hear about offers, future programs via Email. **No thanks**

Agreement:

I declare that the information provided in this form is correct. In consideration of Tanarata International Schools agreeing to organize, arrange and carry out the above-mentioned event, I, the parent/guardian of the participant whose name and particulars are set out above, agree to the following terms and conditions, stated below:

Print Name _____

Date _____

We will process all bookings within two working days once receipt is confirmed. Please keep a copy of this booking form for your own reference.

BOOKINGS

- 1 It is advised that you make your booking application as early as possible as places for your preferred course are strictly limited.
- 2 All booking applications must be made by the Parent of the Participant being booked onto the Course.
- 3 All refunds for a cancellation made by us or you are subject to the Cancellation terms outlined in clause "CANCELLATION".
- 4 Your application for a booking on a course is an offer to enter into a binding contract with us to purchase a place on the Course. Your offer is only accepted when we send you written confirmation that your application is accepted or that we are able to offer you a place on the Course (the "Confirmation").
- 5 From the date on the Confirmation, a contract will come into existence between us and you (the "Contract"). The Contract will continue until the Course Finishing Date, unless it is cancelled earlier in accordance with these Terms.
- 6 The Contract will be subject to these Terms and the booking form. These Terms and the booking form set out the entire agreement between you and us in relation to the Course.
- 7 Please check that the details in these Terms and the booking form are complete and accurate. If you think that there is a mistake in the Terms or the booking form or that they do not contain relevant information that you are relying on, please notify us and ask us to confirm any agreed changes in writing before you submit your application.
- 8 Sometimes, due to circumstances outside of our control, we may have to change the location of the Course. Should this happen, we will notify you at the earliest opportunity of the change in location. We accept no liability for any losses suffered due to a change of location in accordance with these Terms.
- 9 We will do our best to meet accommodation requests where they have been expressed. Unless explicitly specified as a condition for booking in writing, it will ultimately be at the discretion of the organizer whether to accept these requests. Where accommodation arrangements are made, we do this in the interests of mixing students from various nationalities, which means that the common-spoken language is English.

MALAYSIA CONTACT DATA

- 1 If you will be accompanying the Participant who is travelling from overseas, we may need to contact you in the two weeks prior to the Course Start Date. You must include your contact details in Malaysia when you submit your application. You should wait to receive our Confirmation before making any travel arrangements. We will not be responsible for any travel or accommodation costs you incur if we have not sent you a Confirmation.. If you submit your application within 10 working days of the Course Start Date and you do not receive confirmation or a response from us with joining instructions within 48 hours, please contact us at youthleadershipcamp@tanarata.net

DEPOSIT, COURSE FEES AND PAYMENT

- 1 The fees payable for each Course (the "Fees") are published on our website: www.tanarata.net and may vary from time to time. Once we have accepted your booking and sent you a Confirmation, no variation of these Terms shall be effective unless it is in writing and agreed by you and us.
- 2 When paying the Deposit and Fees please quote your unique statement number ("Unique Statement Number"), which shall be issued to you on the Confirmation.
- 3 Fees and Deposit are payable in Malaysia Ringgit (MYR) for Malaysian Students and in USD for all international students.
- 4 You must pay the Deposit within 48 hours of receiving the invoice or the Confirmation, whichever is sooner. If you do not pay the Deposit on time then we reserve the right to cancel your booking and offer your place to someone else. The balance of Fees must be received by us no later than the Payment Due Date. Any booking made after this date must be paid in full within 48 hours of the invoice or the Confirmation whichever is sooner. No Course payment should be made to until you have received either our invoice or a Unique Statement Number and Confirmation of a place on the Course. If for any reason we cancel or reject your booking, we will refund to you any Fees you have paid within 14 days of cancellation or rejecting your booking. If you do not pay the Fees in accordance with these Terms, you will not be entitled to start the Course and we may cancel your booking.
- 9 Fees can be paid by bank transfer only. Our bank details for the purpose of paying the Fees are available on the statement issued to you along with the Confirmation.

CANCELLATION

- 1 Subject to the provisions of this clause, you have a right to cancel your booking.
- 2 All cancellations must be made in writing and take effect from the date we receive such notice. Where a cancellation is made after 15th November 2019, a refund will be made minus the admin fees which is 50 USD for international and 100 MYR for Malaysian residents.
- 3 Due to the requirement to arrange staffing, transport, airport transfers, accommodation and other aspects of the Course in advance of the Arrival Date, where a cancellation is made after 30th November 2019, there will be no refund.
- 4 Should you cancel within the Cancellation Period after the Arrival Date we are under no obligation to offer a refund.
- 5 Notwithstanding the above, we may cancel a Course no later than 10 Business Days before the Course Start Date if there is low demand for the Course in which case you will receive a refund of any Fees that you have paid.
- 5 We may cancel your booking if an event outside our control prevents us providing your selected Course, in which case we will refund any fees paid in accordance with clause 4 above under DEPOSIT, COURSE AND PAYMENT.

PAYMENT OF REFUNDS

- 1 Any refunds due to cancellation will only be given if it is permitted under clause Cancellation and subject clause STUDENT OBLIGATION. No refund shall be given after the Course Finishing Date.
- 2 We take complaints seriously and endeavour to reply to any formal complaint made in accordance with clause 17 below ("Complaint"). It is at our complete discretion to offer refunds should we feel that one is merited following a Complaint.
- 3 If you become entitled under these Terms to receive a refund then:
 - refunds will be paid in MYR and we will not be responsible for any losses you suffer as a result of currency exchange fluctuations or exchanges; and
 - we will endeavour to pay refunds by the same means as you paid the Fees.
 - Medical Cancellation: If a camper is unable to attend camp and seeks an early withdrawal due to medical reasons (accident or illness), the camp fees may be prorated/ returned, provided we receive a letter from the camper's physician (administrative fee still applies)

7. VISA SUPPORT & VISA REFUSAL

- 1 It is your responsibility to determine how far in advance you need to apply for a visa, and to allow sufficient time to obtain a visa including any delays caused by the issuing visa office. We strongly recommend applying for a visa as soon as possible. Should the Student require a visa to travel to Malaysia, we will issue a Visa support letter ("Visa Support Letter") for a Short Term visit (Child) visa application upon payment of the Deposit. Please note we require a copy of the Student's passport and visa.
- 2 Where a Course booking is made after the Payment Due Date:
 - we will only issue a Visa Support Letter once our Fees have been paid in full;
 - if the visa application is still being processed at the Course Start Date then we will offer you either:
 - a refund of any Fees paid less the Deposit; or a credit note in full for the following year.

If the visa is refused:
If the Short Term visit (Child) visa application is refused then provided you inform us of this and we receive a valid visa refusal letter no later than ten days prior to the Course Start Date, a full refund of any Fees paid will be issued, less the administration fee.

If the Visa is delayed and the delay is caused by the Embassy:
If the Student has not received their visa or a visa rejection letter, and the reason for doing so is due to Embassy delays, provided you inform us of this at least ten days prior to the Course Start Date with supporting evidence we will offer you a refund of any Fees you have paid less the admin fees. We will not offer you a refund if you fail to inform us within this time frame or if the Student does not attend the Course. If you receive the visa after the Course Start Date and the Student still wishes to attend, please contact us and let us know. We may be able to find a space for them on the Course but this is not guaranteed.

Reasons why you won't get a refund:

We will not offer a refund for a visa refusal or for a delay in the visa application where one or more of these criteria is not met:

- The visa application must be made with sufficient time prior to the arrival date to allow for the length of application time as indicated by Jabatan Imigresen Malaysia (JIM); All necessary documentation must be provided as indicated by Jabatan Imigresen Malaysia (JIM);
- The visa application is made after the Payment Due Date but before the Arrival Date; You must be able to demonstrate that all necessary steps were taken to obtain the correct visa and that the application form submitted for the visa was correct and did not contain any material mistakes; you notify us, at least ten days prior to the Course Start Date that the Student has not received their visa. We reserve the right to cancel a booking if a copy of the visa has not been received at least four weeks before the Course Start Date.

THIRD PARTY SERVICES

All accommodation, campuses, cleaning and meals are provided by third party providers which are hired in advance of the Course Start Date. We will use our reasonable endeavours to ensure that the facilities are suitable for the Course and Participants however the provision of the above are ultimately out of our control and we can give no guarantee as to the proper performance of the third parties. If you send us any feedback on the facilities or meals provided, we will endeavour to pass it on to the respective provider.

STUDENT OBLIGATIONS

The Student attending the Course agrees to:

- Maintain an immigration status that entitles them to undertake the Courses. Attend all classes and Course sessions regularly and on time; ensure they have a level of spoken and written English sufficient to allow participation on the Course; refrain from using any audio or visual recording equipment during classes or practical sessions; and comply with our health and safety rules and our Course Rules (as set out below).
- You agree and accept that you have informed the Student of their obligations under the Contract. You agree that you are responsible for the Student fulfilling their obligations and following the Course Rules.

COURSE RULES

- 1 We expect and hope that all students registered with Tanarata will have a time to remember and make every effort to show respect at all times to fellow students and members of Tanarata staff and any instructors or external staff members. The Course Rules outlined below are designed to ensure that all the students and staff of Tanarata are able to enjoy the camp free from any unpleasant, intimidating or aggressive behaviour and in safety.
- 2 The breach of any Course rule stated below by the Student may result in their dismissal from the Course. Furthermore if the Student breaks the law or displays aggressive, intimidating or racist behaviour they will face instant dismissal from the Course. Should the Participant face instant dismissal, the Participant will be withdrawn from the Course with immediate effect and will need to return home at your expense at the earliest possible opportunity. Participants are expected to attend all meals, classes and arranged activities and excursions provided.
- 3 All damage to property, equipment and rooms will be charged to the Participant. Gratuitous or wilful damage to school or college property, public property or other students' property may result in dismissal from the Course. Theft or suspected theft of school or college equipment or another student's possessions may result in dismissal from the Course.
- 4 Consumption or possession of alcohol by the Participant (irrespective of age) is not permitted and will result in dismissal from the Course. Drug-taking or possession of drugs including psychoactive substances by the Participant will result in instant dismissal from the Course. A person must be 18 years old to purchase or to smoke tobacco products in Malaysia. Consumption or possession of tobacco by a minor may result in dismissal from the course. (no Vaping products whatsoever are allowed in campus). Racist or intimidating behaviour towards another participants or member of staff will result in dismissal from the Course.
- 5 In the school or college accommodation, girls and boys may only mix in the designated recreation areas.
- 6 If the Participant leaves their house after lights out, they may be dismissed from the Course. Personal mobile phones must be turned off during all lessons and scheduled activities. Tanarata reserve the right to search a Participant's room if it is suspected they are breaking any of the Course Rules.

PROMOTIONAL MATERIALS

1 We and our organisers (Second Sigmoid) would like to use photographs, video clips and other media of participant during the Course for the purpose of promotional material, including but not limited to; future marketing; advertisements; our website and social media We would also like to use any feedback received from Parents or Students alike and end of Course surveys for the same purpose. When applying for a Course with us, you indicate your acceptance for us to be able to use such material for the purpose specified. Pls indicate while booking with us in writing if you don't accept this.

2 VISITING A STUDENT

- 1 Parents and friends are welcome to visit the Participant on camp. 24 hours' notice must be given in writing to your camp counsellor, prior to any visit to the camp. If the Student is to be taken out of the school or out of the care and responsibility of our staff during an excursion, you must provide written permission by signing an absence form.
- 2 Due to logistics and to ensure a smooth running of a preplanned itinerary, it is not possible to visit a participant whilst they are on an excursion or while they are attending classes / activities.

TRAVEL ARRANGEMENTS

1 All travel details need to be confirmed in writing as to any changes that may occur. The cost of excess baggage is entirely the responsibility of the Participant and Tanarata will not pay this charge under any circumstances. Please check the airline's policy before travelling.

INSURANCE

All students attending a course with Tanarata must have comprehensive travel insurance. Tanarata, provides no personal accident insurance while they are in the camp. If you like us to provide with personal accident / travel insurance kindly indicate this in your correspondence to us on email in writing.

LIABILITY & CHANGES

Tanarata land its organisers liability to you and the Student will not exceed the value of the Fees actually paid by you to Tanarata except where such limitation would be considered unfair or unreasonable in law. Nothing in these Terms shall operate to exclude any liability of Tanarata for fraud or fraudulent misrepresentation, personal injury or death caused by the negligence of the company or those employed by the company or anything else which Tanarata cannot by law exclude liability for. The details of the programme have been published in good faith. We reserve the right to make any changes or alterations to any aspect of the Course, in the event of unsuitable weather conditions or other factors beyond our control.

YOUR PRIVACY AND PERSONAL INFORMATION

Your privacy and personal information are important to us. Any personal information that you provide to us will be dealt with in line with our privacy policy, and if you have a query or complaint about the use of your personal information.

GENERAL

We may transfer our rights and obligations under any booking to another organisation, and we will always notify you in writing if this happens, but this will not affect your rights or our obligations under these Terms.

This Contract is between you and Tanarata. Except as expressly set out under these Terms no other person shall have any rights to enforce any of its Terms. It is also to be noted that Tanarata international school has given the contract to deliver the full services of running this camp to Second Sigmoid SDN BHD as the Organiser.

Each of the paragraphs of these Terms operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.

If we fail to insist that you perform any of your obligations under these Terms, or if we do not enforce our rights against you or a Student, or if we delay in doing so, that will not mean that we have waived our rights against you or a Student and will not mean that you or the Student does not have to comply with those obligations.

Tanarata shall not be in breach of the Contract nor liable for delay in performing, or failure to perform, any of its obligations under the Contract if such delay or failure result from events, circumstances or causes beyond its reasonable control for example, natural disaster, outbreak of war or terrorist attacks. The organizer will not be liable under any circumstance for any loss of property or injury sustained throughout the Tanarata Programme and thereafter. Participants are responsible for their own personal belongings.

GOVERNING LAW AND JURISDICTION

These Terms and Conditions are governed by the laws of Malaysia. Both parties agree to submit to the non-exclusive jurisdiction of Malaysia Court to determine any dispute in relation to these terms and conditions.

COMPLAINTS

If you have any complaints about the Course, please raise this with us by contacting us by email at: youthleadershipcamp@tanarata.net