



# Sri Sedaya Primary and Secondary School

Lot 4891, Jalan SS 13/4, 47500 Subang Jaya, Selangor

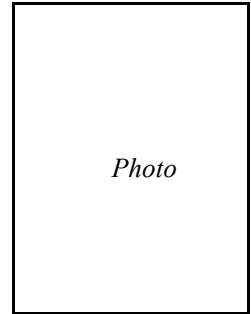
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Email: srisedaya@sedaya.edu.my Web Site: www.sedaya.edu.my/srisedaya

Quality Education with Genuine Care

## STUDENT REGISTRATION FORM

<i>For Office Use Only</i>		Level
Student Number	<input type="text"/>	<input type="checkbox"/> Primary ____
Admission Date (dd/mm/yy)	<input type="text"/>	<input type="checkbox"/> Secondary ____
Registration Date (dd/mm/yy)	<input type="text"/>	<input type="checkbox"/> EduSmart



### A. STUDENT'S PARTICULARS

Full Name as in NRIC / Birth Certificate / Passport

<input type="text"/>
<input type="text"/>

Preferred Name	Age	Date of Birth (dd/mm/yy)
<input type="text"/>	<input type="text"/>	<input type="text"/>
NRIC / Passport Number	Place of Birth	
<input type="text"/>	<input type="text"/>	
Birth Certificate Number	Nationality	
<input type="text"/>	<input type="text"/>	
Gender	Race	Religion
<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="text"/>	<input type="text"/>

Diet  Non-Vegetarian  Vegetarian

Fluency in Language(s) \_\_\_\_\_

### B. PREVIOUS SCHOOLING

Kindergarten	Year (From-Till)	Highest Level of Study
		N/A
Primary School Name	Year (From-Till)	Highest Level of Study
Secondary School Name	Year (From-Till)	Highest Level of Study

### C. SIBLING, if any

Name	Name of School	Class / Age

### D. MEDICAL INFORMATION, if any

Please list down health/medical condition that requires attention of the School, physical/audio/visual impairments (temporary/permanent), drug/food/drink allergies, special needs (Dyslexia, Attention Deficient Disorder, Autism):

**E. PARENTS' / GUARDIAN'S DETAILS**

Full Name of Father / Guardian

(Tan Sri / Dato' / Dr / Encik / Mr / etc)

Preferred Name ..... Race .....

NRIC / Passport Number ..... Nationality .....

Occupation ..... (Please provide business card, if any)

Home Address .....

Home Telephone ..... Handphone Number .....

Office Address .....

Office Telephone ..... Fax Number .....

Email Address ..... Specimen Signature

Full Name of Mother / Guardian

(Puan Sri / Datin / Dr / Puan / Mrs / Madam / etc)

Preferred Name ..... Race .....

NRIC / Passport Number ..... Nationality .....

Occupation ..... (Please provide business card, if any)

Home Address .....

Home Telephone ..... Handphone Number .....

Office Address .....

Office Telephone ..... Fax Number .....

Email Address ..... Specimen Signature

Relationship to the student

(for guardian only)

Attention Correspondence and Bills to .....

Send to: Home  Father's Office  Mother's Office  Other

Emergency Contact (if parents are not reachable in case of an emergency)

Name ..... Telephone Number .....

Relationship to the student ..... Handphone Number .....

**F. DRIVER'S DETAILS**

Full Name of Driver

Contact Number

Mode of Transport

Registration Number

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**G. PAYMENT (to be completed only if payment of school fees is not made by parents )**

Name .....

Address .....

Home Telephone ..... Handphone Number .....

Office Telephone ..... Fax Number .....

Relationship to the student ..... Email .....

**TERMS & CONDITIONS**

1. Admission to the School is subject to the **Age Regulations** as stipulated by the **Ministry of Education**.
2. Admission to the School is dependent upon the School's belief that the student will benefit from the curriculum offered and that his/her admission will not have a detrimental effect upon the education of existing students.
3. The School reserves the right to deny the student the right to attend classes in instances where the student requires specialised personal attention not within the scope and expertise of the staff at the School.
4. The School reserves the right at any time to determine the withdrawal of a student from the School for any reason at the discretion of the Principal of the School. Reasons may include serious disciplinary/behavioural problems.
5. The School reserves the right to revoke the acceptance and terminate enrolment of the student should any information provided in this application form be withheld or incorrect.
6. All fees must be paid in full two weeks before the commencement of each academic term.
7. Late payments are subject to a late payment charge of 2%.
8. Payment of fees can be made in cash or by crossed cheque made payable to **Sekolah Sri Sedaya**. Post-dated cheque will not be accepted.
9. The School reserves the right to bar the student from attending class until all fees are fully paid and received.
10. All fees paid are neither refundable nor transferable.
11. The **Deposit** is refundable with six-month written notice prior to the withdrawal of the student.
12. The **Deposit** will **NOT** be refunded if the student is expelled from the School.
13. The **Deposit** will **NOT** be refunded if the term fees due is not paid.
14. All fees and terms & conditions are subject to change without prior notice.
15. The School shall not be responsible for ensuring the compliance with Malaysian Immigration Laws of any foreign student enrolled with the School.
16. The School cannot be held responsible for any personal injury or liable for any loss or damage of any kind whatsoever which the student may sustain at any time either within the School premises or elsewhere which is not attributable to the negligence of the School, its officers or employees.
17. In the event of emergency, the school is hereby authorised to seek medical treatment for the student and the School staff shall not be held responsible for whatsoever medical treatment that is administered or any medical charges involved.

**AGREEMENT**

I agree that my child shall abide by the school's disciplinary rules and regulations and that the school reserves the right to expel my child in accordance with the school's disciplinary procedure. In such a case, I understand that all fees paid to the school including the refundable deposit shall be non-refundable.

I agree that before I withdraw my child/ward out of the School for whatsoever reasons, a six-month notice in writing must be given to the School six months before the month in which I intend to withdraw my child/ward from the School. Failure to give the required notice will result in the forfeiture of the deposit.

I fully understand and accept the terms and conditions contained herein and agree to be bound by all such terms and conditions

Signature of Parent / Guardian

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Name ..... Date .....

NRIC / Passport Number .....

**APPLICATION CHECKLIST (FOR OFFICE USE)**

	PRI	SEC	REMARK
1 Photocopy of Birth Certificate			
1 Photocopy of Identity Card (if any) / Passport			
1 Photocopy of Student Visa (only for foreign student)			
1 Photocopy of each Parents' Identity Card / Passport			
1 Business Card of each Parent			
1 Photocopy of Guardian's Identity Card / Passport (if any)			
1 Business Card of Guardian (if any)			
1 Child's Academic and Co-curricular Report for the last three years			
1 Photocopy of School Leaving Certificate and Testimonial			
4 Recent Colour Passport-Size Photographs			
Registration Fee			
Deposit			
School Fee			
Special Fee			
Entrance Test			
Mandarin Test			

**Additional Remark**

**Received by**

Name .....

Signature

Date .....

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Admitted into class .....

**Application reviewed and accepted**

Name .....

Signature

Date .....

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Application Status     Approved     Conditional     Decline

If Conditional, please specify .....

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## **AGREEMENT AND DECLARATION BY PARENT/GUARDIAN UPON REGISTRATION WITH SEKOLAH SRI SEDAYA SDN.BHD.**

1. **Sekolah Sri Sedaya Sdn.Bhd.** hereinafter referred to as **Sekolah Sri Sedaya** which unless otherwise informed shall also be referred to as the **School** in all transactions, notifications, business dealings, notices, documentation, announcements in respect of the same to all parties.
2. This registration form shall not establish a contractual relationship between the parties herein mentioned unless this part of the form is duly completed and shall only be limited to the fact that the details herein contained shall allow the herein mentioned to enjoy the benefits provided by the School based on the herein mentioned details which shall be condition precedent in defining the herein mentioned as a registered student of the School accordingly.
3. In respect of FEES, it is hereby expressed and agreed upon that the said fees shall be paid in full **NOT** later two weeks before the commencement of each academic term. The School hereby further reserves the right to levy a late payment charge of not less than **2%**.
4. All FEES are subject to change and all parties are to acknowledge that the School reserves the right to alter, change, amend, modify the said FEES and thus it shall be the current date FEES that shall be applicable, however the School shall ensure that any such occurrence shall be duly brought to the attention of the relevant parties not later than three months from the due date applicable.
5. The definition of FEES shall include but not limited to the following, whereby inter alia the Registration Fees, School Fees, Special Fees, Examination related Fees and Deposits. (All parties are requested to obtain a copy of the current approved fees before making a payment, which inter alia where applicable, shall include the breakdown of the same.)
6. The School hereby without prejudice to its rights, reserves the right to refuse to permit entry to the student that is in FEES ARREARS as per the definition in paragraph 5 above, no course of action shall be taken against the School in the exercise of the rights herein contained.
7. All payment of FEES shall either be in cash or by current dated cheque made payable to Sekolah Sri Sedaya. All FEES paid are neither refundable nor transferable.
8. The School shall only be liable to refund any deposit collected if all FEES due have been paid. Further in the event of a withdrawal where notice of the same is LESS than six months from the date of the withdrawal, the School hereby reserves the right not to refund the said deposit. In the event a student is expelled from the School after the relevant due process any deposit held by the School will be forfeited without any further notice.
9. In respect of admission, the school reserves the right to admit or reject and is not under any obligation to extend any reason for the said decision, further all admission shall be subject to all terms, condition and regulations as stipulated by the laws of Malaysia and also approved criteria by the Ministry of Education, Malaysia.
10. The School reserves the right to reject the application of any student that prior or after admission may require specialized personal attention not within the scope and expertise of the School. Both parties shall discuss and arrive at a mutually agreeable terms and conditions for a settlement without prejudice to the rights of the School.
11. The School hereby reserves the right to expel a student by reason, which may include but not limited to serious disciplinary matters, behavioral problems and criminal activity.
12. The School hereby also reserves the right to revoke the enrollment and determine the relationship of the student with the School, should any information herein contained or provided is found to be either not true or incorrect.
13. In respect of International students, the School hereby excludes all liability in respect of any compliance with laws of Immigration applicable in Malaysia and it shall be the sole responsibility of the parent/guardian to ensure the same prior to the registration of the student at the School.
14. The School shall not be held responsible and neither its employees, teachers and agents shall be held responsible in respect of any personal injury, death or liable for any loss or damage to property of any kind whatsoever which may occur at any time within the School premises or elsewhere.
15. It is hereby agreed that the School, in the event of a medical emergency is hereby authorized to seek the medical treatment that is normally administered for the student and the School, its employees, teachers and agents shall NOT be held responsible for the said medical treatment that is administered or any medical charges incurred.
16. The School hereby reserves the right to add, alter, change, modify and amend any of the aforementioned with or without notice, further it is agreed that any such changes shall be notified by way of written notice and duly addressed to the parent/guardian as per the details herein contained by way of registered post or by way of notice posted on the School notice board, the School reserves the right to decide on the manner and form of notification and shall not be liable if the parent/guardian does not have knowledge of the same.

It is hereby stated and acknowledged that the below mentioned parent/guardian has read and understood all of the abovementioned terms and conditions and hereby agree to abide and be bound by the same.

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

Name:

NRIC/Passport Number:

Address:

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Date: