

Procedures for Registration

- Registration into Sri KDU Secondary School is on a first-come-first-served basis and is subject to approval and the availability of places.
- Complete all sections in the Registration Form in BLOCK LETTERS. The registration will be processed only upon receipt of complete and accurate disclosure of information in the following sections :

- | | |
|-----------|--|
| Section A | : Applicant's Details |
| Section B | : Academic History |
| Section C | : Details of Parents/Legal Guardians |
| Section D | : Sibling(s) Details |
| Section E | : Fee Payment (Billing Person) |
| Section F | : Main Contact Person |
| Section G | : Terms of Payment, Withdrawal and Re-admission |
| Section H | : Medical History and Special Needs |
| Section I | : Use of Personal Data |
| Section J | : Declaration and Acceptance by Registrant (Parent/Legal Guardian) |

- Submit the Registration Form together with supporting documents and a non-refundable and non-transferable Registration Fee to the Administration Office for processing.
- Payment can be made by either one of the following modes :
 - Cash
 - Major credit cards (Visa / MasterCard)
 - Crossed cheque
 - Bank draft
 - Postal/money order
 } payable to Sri KDU Sdn Bhd

SUPPORTING DOCUMENTS FOR SUBMISSION UPON REGISTRATION

General Documents :

<u>Malaysian Applicant</u>	<u>International Applicant (may enrol only with MOE approval)</u>
<input type="checkbox"/> One copy of student's Birth Certificate	<input type="checkbox"/> One certified copy of student's translated Birth Certificate
<input type="checkbox"/> One copy of student's MyKAD	<input type="checkbox"/> One copy of student's Passport (<i>whole book</i>)
<input type="checkbox"/> Four recent passport-sized photographs	<input type="checkbox"/> Four recent passport-sized photographs
<input type="checkbox"/> One copy of each parent's MyKAD / Passport (page on particulars only)	<input type="checkbox"/> One copy of each parent's MyKAD / Passport (<i>page on particulars only</i>)
<input type="checkbox"/> One copy of each parent's Business Card	<input type="checkbox"/> One copy of each parent's Business Card
<input type="checkbox"/> One certified copy of most recent school results	<input type="checkbox"/> One certified copy of most recent school results

Additional Documents :

(Only applicable for applicants from Government / Private National School at specific levels)

Level	UPSR	PT3	PBS	SEGAK	PAJSK
Secondary 1	✓	N/A	✓	Only for June Intake	Only for June Intake
Secondary 2	✓	N/A	✓	✓	✓
Secondary 3	✓	N/A	✓	✓	✓
Secondary 4	✓	✓	N/A	N/A	N/A
Secondary 5	✓	✓	N/A	N/A	N/A

Note:

UPSR - Ujian Peperiksaan Sekolah Rendah
 PT3 - Penilaian Tingkatan 3
 PBS - Pentaksiran Berasaskan Sekolah
 SEGAK - Standard Kecergasan Fizikal Kebangsaan
 PAJSK - Pentaksiran Aktiviti Jasmani, Sukan & Ko-Kurikulum
 N/A - Not Applicable

- Please turn overleaf for Guidelines on Entry Requirements -

GUIDELINES ON ENTRY REQUIREMENTS
 (Subject to Terms and Conditions of Enrolment*)

Programme	Requirements		Age in Calendar Year (regulation of the Ministry of Education)
Secondary 1	Primary 5 year-end examination results and Primary 6 first semester results	Minimum score of 60% for CORE subjects	13 years old
	Actual UPSR results and UPSR trial results	Minimum UPSR / Trial Grades for applicants from Sekolah Kebangsaan: Bahasa Malaysia (Pemahaman) - B Bahasa Malaysia (Penulisan) - B English Language (Comprehension) - A English Language (Writing) - A Mathematics - A Science - B Minimum UPSR / Trial Grades for applicants from Sekolah Jenis Kebangsaan (Cina): Bahasa Malaysia (Pemahaman) - B Bahasa Malaysia (Penulisan) - B English Language (Comprehension) - A English Language (Writing) - A Mathematics - A Science - B	
Secondary 2	Actual UPSR results and UPSR trial results	Minimum UPSR / Trial Grades for applicants from Sekolah Kebangsaan: Bahasa Malaysia (Pemahaman) - B Bahasa Malaysia (Penulisan) - B English Language (Comprehension) - A English Language (Writing) - A Mathematics - A Science - B Minimum UPSR / Trial Grades for applicants from Sekolah Jenis Kebangsaan (Cina): Bahasa Malaysia (Pemahaman) - B Bahasa Malaysia (Penulisan) - B English Language (Comprehension) - A English Language (Writing) - A Mathematics - A Science - B Bahasa Cina (Pemahaman) - B Bahasa Cina (Penulisan) - B	14 years old
	Secondary 1 first semester examination results	Minimum score of 60% for CORE subjects	
Secondary 3	Acceptance only with approval from Principal of Sri KDU Secondary School.		15 years old
Secondary 4	Secondary 2 year-end examination results and Secondary 3 first semester results (for admission purpose)	Minimum score of 60% for CORE subjects	16 years old
	Actual PT3 results (for subject package allocation)	Minimum Grades for Pure Science Package: - 6As including English Language, Mathematics, Science and Kemahiran Hidup; and - Grade B for other subjects	
		Minimum Grades for Sub-Science Package: - 4As including English Language, Mathematics and Science; and - Grade B for other subjects	
		Minimum Grades for Humanities Package: - Grade B for all subjects	
Secondary 5	Acceptance only with approval from Principal of Sri KDU Secondary School.		17 years old

***Terms and Conditions of Enrolment :**

1. All guidelines on entry requirements are subject to change.
2. The above provide guidelines for registration but meeting these requirements alone does not guarantee enrolment into Sri KDU Secondary School.
3. All registrations for all levels shall be subject to approval by the Principal.
4. All registrations for examination years are subject to approval by the Management.
5. Once the applicant is offered a place at the School, he/she will be issued an Acceptance Letter. To fully enrol your child/ward as a Sri KDU Secondary School student, full payment of the following fees should be made according to the due dates issued by the School :

- a) Fee Deposit
- b) Library Deposit
- c) School Fees
- d) Other fees/charges applicable (if any)



For Office Use						
S/N						

Date of Registration (dd/mm/yy)

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Year of Admission

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 Semester

Jan	Jun
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Academic Level

1	2	3	4	5
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(circle the level the student is applying for)

Kindly complete all sections of the form accurately and as per Birth Certificate / MyKAD / Passport (where applicable). Please Use BLOCK LETTERS throughout.
 Please check (✓) the applicable box, where required.

SECTION A - APPLICANT'S DETAILS

Full Name

Birth Cert. / MyKAD / Passport No.

Date of Birth (dd/mm/yy)

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 Gender

<input type="checkbox"/> Male	<input type="checkbox"/> Female
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Place of Birth _____ Race

Religion

Nationality Malaysian Non- Malaysian (Please Specify) _____

Current Home Address

City

State

 Postcode

Home Phone No.

 -

Mobile Phone No.

 -

E-mail Address (1 only)

Mailing / Billing Address
(if different from Home Address)

City

State

 Postcode

SECTION B - ACADEMIC HISTORY

Type of School	Full Name of School (please indicate which town and state)	Highest Level Completed	Year
Primary			
Secondary			



SECTION C - DETAILS OF PARENTS / LEGAL GUARDIANS

FOR LEGAL GUARDIAN(S), PLEASE ATTACH SUPPORTING DOCUMENTS TO SHOW CUSTODY OF THE APPLICANT

Father / Legal Guardian*

**If Legal Guardian, please indicate relationship with Applicant*

Personal Data

Title																					
Full Name																					
MyKAD / Passport No.																					
Date of Birth (dd/mm/yy)				Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female															
Place of Birth											Race										
											Religion										
Nationality	<input type="checkbox"/> Malaysian	<input type="checkbox"/> Non- Malaysian (Please Specify)																			
Mobile Phone No.		-																			
Preferred Email Address (1 only)																					

Work Data (attach a business card)

Occupation / Designation																					
Company Name																					
Office Address																					
City											Postcode										
State											Country										
Office Phone No.		-																			

Mother / Legal Guardian*

**If Legal Guardian, please indicate relationship with Applicant*

Personal Data

Title																					
Full Name																					
MyKAD / Passport No.																					
Date of Birth (dd/mm/yy)				Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female															
Place of Birth											Race										
											Religion										
Nationality	<input type="checkbox"/> Malaysian	<input type="checkbox"/> Non- Malaysian (Please Specify)																			
Mobile Phone No.		-																			
Preferred Email Address (1 only)																					

Work Data (attach a business card)

Occupation / Designation																					
Company Name																					
Office Address																					
City											Postcode										
State											Country										
Office Phone No.		-																			



SECTION D - SIBLING(S) DETAILS (applying into/currently in Sekolah Sri KDU/Sri KDU International School)

Name of Sibling	Date of Birth	Gender	Name of School	Level

SECTION E - FEE PAYMENT (Billing Person). Note: If there are any refunds applicable, it will be made to this Billing Person.

Please choose **ONE** only Father Mother Others

If "Others" is selected, please complete the following and provide a copy of MyKAD/Passport and signed authorisation letter from parents/legal guardian:

Title										
Name										
MyKAD / Passport No.										
Mailing Address										
City										
State								Postcode		
Mobile Phone No.	-									
Office Phone No.	-									
Email (1 only)										
Relationship with Applicant										

SECTION F - MAIN CONTACT PERSON (for all school communication purposes)

Please choose **ONE** only Father Mother Others

If "Others" is selected, please complete the following and provide a copy of MyKAD/Passport and signed authorisation letter from parents/legal guardian:

Title										
Name										
MyKAD / Passport No.										
Mailing Address										
City										
State								Postcode		
Mobile Phone No.	-									
Office Phone No.	-									
Email (1 only)										
Relationship with Applicant										

SECTION G - TERMS OF PAYMENT, WITHDRAWAL AND RE-ADMISSION

Definition:

An **Applicant** of Sri KDU Secondary School - a child who has registered, met the school's entry requirements and has paid the following **Entry Fees** (Registration Fee, Fee Deposit and Library Deposit).

A **Student** of Sri KDU Secondary School - an Applicant who has paid the **Entry Fees** and **School Fees** in full by the due dates advised by the School.

The details of the **Entry Fees** and **School Fees** will be listed out in the **Notice of Fees**.

TERMS OF PAYMENT

1. Registration Fee

1.1 This fee is payable in full upon submitting a completed and signed registration form for your child/ward to the School. It is non-refundable and non-transferable unless the School rejects the registration.

2. Deposits

2.1 Deposits shall include the Fee Deposit and Library Deposit.

2.2 Upon receiving the Acceptance Letter from the School, full payment of the Deposits should be made by the due date stated in the letter. This is to confirm a place for your child/ward at the School. If the School does not receive the full payment of the Deposits by the due date stated in the Acceptance Letter, the School reserves the right to offer the place to another child on the waiting list without further reference to you.

2.3 Deposits are non-interest bearing and have to be maintained throughout the tenure of the student with the School and shall under no circumstances be treated as payment for School Fees or any part thereof or for any other payments required to be paid and may not be used to set-off any amount due and payable by the parent/legal guardian.

2.4 For students completing the **Primary 6** programme, the Deposits will be transferred to Sri KDU Secondary School, provided:

2.4.1 A completed and signed Acknowledgement Form is submitted to the Registry Department/Main Administration Office; and

2.4.2 All outstanding fees have been paid.

2.5 Primary 6 students who do not wish to continue to Sri KDU Secondary School must submit a written and signed notice of withdrawal by the registrant parent/legal guardian to the Registry Department/Main Administration Office at least **six (6) months before the commencement of the Secondary 1 programme (of the January semester)** in order to claim for the refund of the Deposits as per Items 2 to 4 of the Terms of Withdrawal below.

2.6 For students who have **completed Secondary 5**, the Deposits will be refunded within the month of December, provided there is no outstanding amount owing by such students to the School.

3. School Fees

3.1 The parent/legal guardian undertakes to promptly pay all the fees applicable in each semester in respect of each school year **prior** to commencement of that semester. If the parent/legal guardian defaults in payment due and payable, strictly without prejudice to the rights of the School in respect of any other term enumerated herein, the School reserves the right to refuse entry to the School to any student. The School reserves the right to de-register the student if School Fees remain unpaid upon commencement of the semester. Deposits cannot be used to offset School Fees. The School also reserves the right to withhold all examination results, certificates, school records of the student and the Deposits until such time when all payments due in respect of the student are received from the parent/legal guardian. A late payment surcharge of 5% will be levied upon all overdue fees.

3.2 Parents or the legal guardians of the student are jointly and severally liable for the payment of fees, save where specific written agreement to the contrary has been obtained. School Fees must be paid even in the case of absence due to injury, illness or any other causes.

3.3 Upon commencement of semester, **School Fees** are not refundable or allowed to be offset in any circumstances.

3.4 For exam year students (Secondary 3 and Secondary 5):

3.4.1 To register as an exam candidate at Sri KDU Secondary School for the national exams, exam year students must be fully enrolled for the entire two (2) semesters of the exam year at Sri KDU Secondary School.

3.4.2 To be fully enrolled for the entire two (2) semesters at Sri KDU Secondary School, School Fees and any outstanding fees must be fully paid by the due dates set by the School.

3.4.3 **Exam fees** paid for the national exams are not refundable as the Malaysian Examination Syndicate (MES) does not refund exam fees after they have received payment of exam fees from the school. Exam fees are also not transferable and cannot be used to offset any fees owed to the school as the fees are paid directly to MES.

4. The following criteria shall apply for payment of fees, charges and deposits:-

4.1 All fees and charges must be paid in accordance with the Notice of Fees applicable at the material time and by the due date specified by the School regardless of whether the child is physically present at the School.

4.2 Payment can be made in cash, by credit card or crossed cheques made payable to Sri KDU Sdn Bhd. Split credit card payments using the same credit card number will be subjected to an administration charge of RM10.00 per transaction. Our Payment Counter hours are from 8am to 6pm, Mondays to Fridays (closed on Saturdays, Sundays and Public Holidays).

4.3 The School reserves the right to recover outstanding sums owed to the School without further reference to you.

4.4 The School reserves the right to revise all fees, charges and deposits payable from time to time.

TERMS OF WITHDRAWAL

1. For an Applicant

1.1 In the event the applicant decides not to enrol in the School after paying the Deposits, the Deposits will be refunded if a written and signed notice of withdrawal by the registrant parent/legal guardian is received by the Registry Department/Main Administration Office at least **six (6) months before commencement of the school intake** subject to Item 4 below.

2. For a Student

2.1. The parent/legal guardian may withdraw his/her child from the school by giving the Registry Department/Main Administration Office a written and signed notice of withdrawal by the registrant parent/legal guardian.

2.1.1 If the Registry Department/Main Administration Office receives the notice of withdrawal in writing before the commencement of the new semester, any School Fees paid for the new semester shall be refunded and the Deposits will not be refunded unless and until the conditions set out in Item 2.2 and Item 4 are fully complied with.

2.1.2 If the Registry Department/Main Administration Office receives the notice of withdrawal in writing after the commencement of the new semester, there shall be NO refund of School fees and any refund of the Deposits is subject to the conditions set out in Item 2.2 and Item 4 below.

2.2. Subject to Item 4 below, the Deposits will be refunded by the School upon fulfilment of the following conditions:

2.2.1 The School shall receive a written notice of withdrawal of a minimum of six (6) months from the date of such intended withdrawal or from the intended last day of school ("withdrawal notice period") from the parent/legal guardian.

2.2.2 The school fees for the withdrawal notice period shall be paid in full regardless of whether the child/ward is physically present at the School. Prorating of fees, if any, is only applicable to Tuition Fees.

2.2.3 There is no outstanding amount owing by the student to the School.

3. All monies refundable under the registration form herein shall be refunded free of interest and will be issued in cheque within two (2) months from the student's official last day of school provided that all the terms and conditions pertaining to the refund have been complied with.

4. Notice of Withdrawal

4.1 All withdrawals are subject to an administrative charge of RM200.00.

4.2 Provisional or conditional notice of withdrawal is not accepted.

4.3 In amplification hereof the following constitutes as sufficient notice: -

4.3.1 All outstanding fees and charges due and payable by the parent/legal guardian must have been fully settled on or before the due dates;

4.3.2 The notice of withdrawal must be delivered by hand or sent by AR Registered Post or by email (registry@srikdu.edu.my) to the Registry Department/Main Administration Office at the address/email address set out in this form or any other address/email address, which may be applicable from time to time. The parent/legal guardian must ensure that the receipt of the notice of withdrawal is duly acknowledged by the Registry Department/Main Administration Office;

4.3.3 The notice of withdrawal shall only take effect from the date of its actual receipt by the Registry Department/Main Administration Office. In other words, any withdrawal notice period stipulated hereof shall begin to run from the date of the actual receipt of the notice of withdrawal by the Registry Department/Main Administration Office; and

4.3.4 The notice of withdrawal should be made in writing and signed by the registrant parent/legal guardian, unless otherwise agreed in writing by both parents/legal guardians or by court order instructing the same and shall set out the date and reason of the withdrawal.

Note: Student's last day of school refers to the student's last day of paid School Fees.

The above "Terms of Payment and Withdrawal" also apply to students who intend to apply to Sri KDU International School.

TERMS OF RE-ADMISSION

1. A student who has withdrawn from the School and applies for re-admission at a future date shall be subjected to the following terms and conditions:

1.1 Approval from management;

1.2 Availability of places;

1.3 Providing valid reasons justifying the re-admission;

1.4 Full settlement of any outstanding sum owed to the school;

1.5 Full payment of fees applicable to the intake applied for, which are:

1.5.1 Entry Fees (Registration Fee, Fee Deposit and Library Deposit); and

1.5.2 School Fees

Note: The Terms of Payment, Withdrawal and Re-admission ("Section G") above shall be read together with the latest version of the School Handbook ("School Handbook"). In the event of any discrepancy between Section G and the School Handbook, the terms stipulated in the School Handbook shall prevail.



SECTION H - MEDICAL HISTORY AND SPECIAL NEEDS*

Is there any health or medical condition that requires the attention of the School? (e.g. epilepsy, asthma, migraine, etc)

No Yes (if yes, please describe).....

Is there any physical or audio/visual impairments (temporary or permanent) that your child/ward is suffering from?

No Yes (if yes, please describe).....

Please be advised that all parents/legal guardians who have a special needs child/ward, where they have knowledge (either directly or indirectly) of the status of their child/ward, are required to declare this information to the School prior to the Registration of the child/ward with the School.

**Special needs children are classified as either having Autism Spectrum Disorder, Specific Learning Disorder, Attention Deficit/Hyperactivity Disorder (ADHD) or any other such condition.*

Please confirm whether your child/ward falls into any of these categories (please tick the relevant response):

Normal Attention Deficit/Hyperactivity Disorder (ADHD)
 Autism Spectrum Disorder (ASD) Others, please specify _____
 Specific Learning Disorder (SLD)

Please be advised that in instances where the parents/legal guardians have not informed the School of any medical, physical or special needs condition that is attributable to the student, the School reserves the right to withdraw the student from the school where as a consequence of the student's conduct, there is disruption to the classes and/or disturbance to the other students. The School also reserves the right to withdraw the student from the school in instances where the student requires specialised personal or medical attention from any party which is not within the scope and expertise of the staff at the School.

While we endeavour to do everything in our ability to assist your child/ward in his/her learning process and encourage and stimulate their learning opportunities positively at our school, we would like to confirm that if we find that your child/ward is unable to cope in class or with our teaching-learning environment, or that as a consequence of your child/ward, the teacher is unable to give attention to other students in the class, the school reserves the right to withdraw your child/ward from the school.

In such a situation, the Management confirms that the school fees will be pro-rated according to the number of school days attended and any excess in fees paid will be refunded to the parents.

Note:

In the event of any medical emergency and if the school is unable to contact the parents/legal guardians of the student concerned, the school is hereby authorised to seek medical attention for the student from the nearest available qualified practitioner or hospital and the school and its staff shall not be held responsible for any medical treatment administered to the student or for any medical charges incurred.

SECTION I - USE OF PERSONAL DATA

PERSONAL DATA PROTECTION NOTICE AND CHOICE PRINCIPLE NOTIFICATION AND CONSENT
 Pursuant to sections 7 and 6, respectively, of the Personal Data Protection Act 2010

Please read the attached Personal Data Protection Notice and Choice Principle Notification and choose only ONE of the following:

Consent for Purposes A and B
 I have fully read and understood the Personal Data Protection Notice and Choice Principle Notification ("Notification"). I consent to the use of my Personal Data and the Personal Data of my child/ward (as parent/legal guardian to a minor below 18 years of age) for both Purposes A and B, in accordance with the terms of this Notification.

Consent for Purpose A ONLY
 I have fully read and understood the Personal Data Protection Notice and Choice Principle Notification ("Notification"). I consent to the use of my Personal Data and the Personal Data of my child/ward (as parent/legal guardian to a minor below 18 years of age) for Purpose A ONLY, in accordance with the terms of this Notification.

