



Attach Photo

(FOUR copies of recent  
 passport-sized photos)

For Office Use					
PC					
S/N					
C/N					
Class					
F/W					

Date of Registration (dd/mm/yy) 

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Year of Admission 

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Programme - Secondary 

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

**SECTION A - APPLICANT'S DETAILS**

Title										
Full Name <i>(as per Birth Certificate / MyKAD / Passport)</i>										
Birth Cert. / MyKAD / Passport No.								Gender		
Date of Birth (dd/mm/yy)					Nationality					
Place of Birth					Race					
					Religion					
Current Home Address										
City										
Town										
State								Postcode		
Home Phone No.			-							
Mobile Phone No.			-							
E-mail Address (1 only)										
<b>Mailing / Billing Address</b> <i>(if different from Home Address)</i>										
City										
Town										
State								Postcode		



**SECTION B - 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 <i>(as per MyKAD / Passport)</i>																					
MyKAD / Passport No.																Gender					
Date of Birth (dd/mm/yy)				Nationality																	
Place of Birth											Race										
											Religion										
Mobile Phone No.	-																				
Personal Email Address (1 only)																					

**Work Data (attach a business card)**

Occupation / Designation																					
Company Name																					
Office Address																					
City																					
Town																Postcode					
State																Country					
Office Phone No.	-																				
Office Email Address (1 only)																					

**Mother / Legal Guardian\***

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

**Personal Data**

Title																					
Full Name <i>(as per MyKAD / Passport)</i>																					
MyKAD / Passport No.																Gender					
Date of Birth (dd/mm/yy)				Nationality																	
Place of Birth											Race										
											Religion										
Mobile Phone No.	-																				
Personal Email Address (1 only)																					

**Work Data (attach a business card)**

Occupation / Designation																					
Company Name																					
Office Address																					
City																					
Town																Postcode					
State																Country					
Office Phone No.	-																				
Office Email Address (1 only)																					





SECTION G - DECLARATION AND ACCEPTANCE BY PARENT / LEGAL GUARDIAN

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.

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 consist of 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.

2.3 Deposits are non-interest bearing. They 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/guardian.

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

2.4.1 A completed and signed Registration Form for Sri KDU® Secondary School is submitted to the Registry Department; and

2.4.2 All outstanding fees have been paid.

2.5 Primary Six 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/guardian to the Registrar at least six (6) months before the commencement of the Secondary 1 programme (of the January semester) to qualify for the refund of the Deposits as per Clauses 2 to 4 of the Terms of Withdrawal below.

2.6 For students who have completed Secondary Five, 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/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/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 child and the Deposits until such time when all payments due in respect of the student are received from the parent/guardian. A late payment surcharge of 5% will be levied upon all overdue fees.

3.2 Parents or the legal guardian 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 Payment of fees 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).

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

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

3.5.1 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.

3.5.2 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. If School Fees and/or any outstanding fees are not fully paid for any of the two (2) semesters, the School reserves the right not to register the student for the national exams and/or not allow the student to attend classes and school activities.

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

3.5.4 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.

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/guardian is received by the Registrar at least six (6) months before commencement of the school intake.

2. For a Student

2.1 To qualify for the refund of the Deposits, the following terms must be complied with:

2.1.1 Notice of withdrawal of the student from School should be made in writing and signed by the registrant parent/guardian, and received by the Registrar at least six (6) months before the student's last day of school;

2.1.1 School Fees must be fully paid for the six (6) months' withdrawal notice period (this is regardless of whether the student attends School during the six (6) months' withdrawal notice period) or right up to the student's last day of school, whichever is later. Pro-rating of fees, if any, is only applicable to the Tuition Fees; and

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

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

2.2 If the student withdraws before the commencement of the new semester, the School Fees for that new semester shall be refunded. However, should the student withdraw after the new semester has commenced, there shall be NO refund of any fees.

3. All withdrawals are subject to an administrative charge of RM200.00. If there are any refunds applicable, the School will issue a cheque within two months from the student's official last day of school. Refunds are subject to terms and conditions.

4. Any notice of withdrawal that is conditional will not be accepted by the School.

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:

1.1 Approval from management;

1.2 Availability of places;

1.3 Providing valid reasons justifying the re-admission;

1.4 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.

Declaration and Acceptance by Parent / Legal Guardian

I,.....MyKAD/Passport No.....

father / mother / legal guardian\* of .....enrolling for Secondary..... Year 20.....

declare that the information given in this form is accurate and true. I understand and accept the terms and conditions for the enrolment of my child / ward\* at Sri KDU® Secondary School. I also understand and undertake to ensure that my child / ward\* abides by the rules and regulations of Sri KDU® Secondary School as stated in the latest School Handbook and that he / she\* is bound by its Code of Conduct.

Signature of Father / Mother / Legal Guardian\*

Date

\*cross out where not applicable



**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)

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 / 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 Dyslexia, Attention Deficient Disorder (ADD), Autism, Extreme Hyperactivity or any other such condition.*

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

<input type="checkbox"/> Normal	<input type="checkbox"/> ADD – High Functionality
<input type="checkbox"/> Autism	<input type="checkbox"/> ADD – Low Functionality
<input type="checkbox"/> Dyslexia – High Functionality	<input type="checkbox"/> Extreme Hyperactivity
<input type="checkbox"/> Dyslexia – Low Functionality	<input type="checkbox"/> Others, please specify _____

Please be advised that in instances where the parents / 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 parent / guardian 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.

**Declaration and Acceptance by Parent / Legal Guardian**

I, ..... MyKAD/Passport No.....

father / mother / legal guardian\* of ..... enrolling for Secondary..... for the Year 20.....

confirm that I have read and understood the contents of this page. I also hereby declare that I shall abide by the terms of this declaration and understand that this is not any discrimination practised by the School but based on the ability of the School to handle the specific needs of my child / ward\*.

.....  
Signature of Father / Mother / Legal Guardian\*

.....  
Date

*\*cross out where not applicable*

