



## SRI KUALA LUMPUR

No. 1, Jalan SS15/7A, 47500 Subang Jaya, Selangor Darul Ehsan. Tel: 03-56343491/3 Fax: 03-56343489  
[www.srikl.edu.my](http://www.srikl.edu.my)

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Circular No. OMEDB/SKL/17-05

9<sup>th</sup> October 2017

To: All Parents/Guardians

Dear Parents/Guardians,

### **Re: ADMISSION FOR ACADEMIC YEAR 2018 TO SRI KUALA LUMPUR**

Thank you for enrolling your child at Sri Kuala Lumpur. We wish you a warm welcome for the new academic year 2018.

The start of school is always a busy time and we advise all our parents/guardians to be well prepared before the term begins. This letter provides parents with essential information, particularly concerning the buying of books and uniforms prior to the start of the new year.

#### **1. Text Book and Uniforms**

Textbooks and uniforms will be available at the School Bookshop and Uniform Shop from Monday 20<sup>th</sup> November 2017.

Operating hours for the Bookshop and Uniform Shop during school holidays are as follows :

Monday to Friday	9.00 a.m. – 3.00 p.m.
Saturday	9.00 a.m. – 12.00 noon (Closed on 1 <sup>st</sup> Saturday of the Month)
Sunday & Public Holidays	Closed

**The School Booklist for 2018 can be downloaded as a PDF file from the School's website ([www.srikl.edu.my](http://www.srikl.edu.my)) on/after the 20<sup>th</sup> November 2017, or parents/guardians may obtain a hard copy from the School Bookshop during normal operating hours on/after the same date.**

#### **2. Start of Academic Year**

Please take note that for Academic Year 2018, school will start on **Monday, 8<sup>th</sup> January 2018.**

#### **3. Orientation Day (Primary & Secondary – 2018 Session)**

Orientation for all new students are scheduled on the dates set out below.

The objective of the Orientation is to familiarize new students with the school's facilities, rules and regulations as well as to brief parents on school policies and systems. This will also provide parents with the opportunity to seek clarification on any issues that they may have.

Orientation Details:

**Primary School**

**Date:** Friday, 5<sup>th</sup> January 2018  
**Time:** 9.00 a.m. – 11.30 a.m  
**Venue:** School Auditorium (Parents & Students)

**Secondary School**

**Date:** Saturday, 6<sup>th</sup> January 2018  
**Time:** 8.30 a.m. – 11.00 a.m  
**Venue:** Secondary School Quadrangle (All Students)  
School Auditorium (Parents)

We strongly advise parents to ensure that their children attend Orientation as this will minimize problems adjusting to the new environment at Sri KL.

**Kindly note, all new students are required to be present in their school uniform.**

**4. Payment of School Fees**

With this circular, you should also receive our invoice for your attention. Please check the invoice carefully and notify the Accounts Department immediately if there are any discrepancies. If you have settled the fees, then please ignore this section.

All cheques, bank drafts and postal orders should be crossed "Account Payee" and made payable to **OTHMAN MERICAN EDUCATIONAL DEVELOPMENT BERHAD**. Payment can be made at the Administrative Counter of the School during normal office hours.

All **returned and/or dishonoured cheques** will be subject to a five percent (5%) service charge in addition to the 5% surcharge if payment is received late.

If you are not making payment at the Administrative Counter, please send in your payment by registered post or via direct bank-in to our account number **3184890830 Public Bank Bhd**. All payments are deemed paid based on the cheque clearance date and not the bank-in date.

Kindly **fax** or **email** us your bank-in slip together with the name of your child so that we can reconcile your account.  
(Fax no. 03-56343489 , Email : [accounts\\_dept@srikl.edu.my](mailto:accounts_dept@srikl.edu.my)).

Kindly note that all fees must be paid by **8<sup>th</sup> December, 2017**. Fees paid after this date will incur a 5% service charge on the total amount. This amount must be paid before your child is allowed to attend classes. We strongly advise early payment to avoid any inconvenience.

Last but not least, we take this opportunity to once again welcome you to Sri KL.

Thank you.

Yours faithfully,  
**OTHMAN MERICAN EDUCATIONAL DEVELOPMENT BHD**

**SHIRLEY HAI**  
Office Administrator