

# SRI KUALA LUMPUR

Pre-school, Primary & Secondary School

No. 1, Jalan SS15/7A, 47500 Subang Jaya, Selangor, Malaysia  
tel: (03) 56343491/3, fax: (03) 56343489, web: www.srikl.edu.my

## REGISTRATION FORM

### instructions

Please complete all sections of this form in black or blue ink.  
Please use BLOCK CAPITAL LETTERS.  
For items marked with an asterisk (\*), please delete as necessary.  
ONLY the legal father, mother or guardian of the registering student should fill in this form.

attach recent colour  
photo of student

### admission

Date of this registration

Year of admission to Sri Kuala Lumpur

Registration for  Pre-school  
(please tick box as required and specify Standard/CIPP Year or Form/O'Level Year)  Primary School  Standard   
 Secondary School  Form/Year

for office use only

### particulars of student

Full name

Date of birth     Sex  MALE\*  FEMALE\*

Age at date of registration  years and  months

Birth Certificate No./IC No./Passport No.\*

Nationality  Siblings at SKL  YES\*  NO\*

Race

Religion

Current home address

Home telephone no.

please notify the school immediately of any change in address or contact number

## particulars of parents or guardian

Please enter the name of **EITHER** Father **OR** Mother **OR** Guardian. For the purposes of registration the below named parent/ guardian shall be deemed to have legal custody of the student unless otherwise advised in writing.

Name of Registering Parent OR Legal Guardian

IC No./Passport No.\*

Relationship to student  FATHER\*  MOTHER\*  LEGAL GUARDIAN\*

Occupation

Current home address

Home tel. no.   h/p no.

Office tel no.

Email add.

Please enter the name of the parent (legal Father or Mother only) not previously named above.  
**Do not fill in this section if registering under Legal Guardian.**

Name of Other Parent

IC No./Passport No.\*

Relationship to student  FATHER\*  MOTHER\*

Occupation

Current home address   
*(if different from above address)*

Home tel. no.   h/p no.

Office tel no.

Please supply the name of another person to contact in the event of an emergency where parents or guardian are not available.

Name

Tel. No.   h/p no.

please notify the school immediately of any change in address or contact number

## student's school history

Please enter the name of previous schools the student has attended, if any, and details of enrolment as indicated.

Name of school	Year enrolled	Std/Form
<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>

Has the registering student ever been expelled from school ?

YES\*  NO\*

If YES please provide reason for expulsion ?

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

## student's health

Does the registering student suffer from any illness requiring special medication or attention ?

YES\*  NO\*

If YES please give details of condition and required care/medication.

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

### DISCLAIMER

In the event of accident or injury to the registering student, the registering parent or guardian hereby authorizes the school to administer basic first aid and in the case of serious injury or illness to immediately refer the student to a registered medical practitioner and the school shall not be held liable for any negligent acts or omissions on the part of any third parties or complications in respect of the treatment of the student.

## required supporting documentation

Please provide the following documents and photographs attached together with this registration form :

(check-list)

- 1 One copy of the registering student's Birth Certificate/Identity Card/Passport\*.
- 2 One copy of the student's Leaving Certificate if entering school after Standard One.
- 3 Copies of the student's exam results for all school examinations taken.
- 4 Two recent passport size colour photographs of the registering student.
- 5 Cash or Cheque Payment of REGISTRATION FEE.

  
  
  
  

## important information

Please read and understand the following important information before signing and submitting this registration form.

- (a) When making any payment, all cheques, postal orders or bank drafts should be made payable to OTHMAN MERICAN EDUCATIONAL DEVELOPMENT BHD and crossed Account Payee.
- (b) Payment may also be made by cash. Please remember to collect a receipt.
- (c) The registration fee is non-refundable and non-transferable.
- (d) All fees and deposits are subject to change by the school without prior notice.
- (e) Registered students are required to pay fees and deposits in full before the start of each school term and all late fees or deposits will incur a 5% service charge.
- (f) Students whose fees or deposits are not fully paid up one week from the start of the school term will be suspended from attending class until full settlement.
- (g) Students whose fees or deposits are not fully paid up one month from the start of the school term will have their registration terminated and will forfeit all previously paid sums to the school without refund.
- (h) Registered students are required to report for school not later than 14 days after the start of the school term. Students who do not report for school within this period will be deemed to have terminated their studies at the school and will be removed from the class register without refund of any fees or deposits. Students wishing to report for school after 14 days from the start of the school term must apply in writing to the Principal not later than 14 days after the school term has begun.
- (i) Students who require transport to and from school are advised to make appropriate arrangements with the school's registered bus operator. Please ask at the reception desk or contact the administration office for more information.

## signature of parent or guardian

As the legal parent/guardian\* of the registering student, I have read and understood the contents of this registration form and agree to be bound by the conditions contained herein.

I further warrant that the information I have given here is true and correct to the best of my knowledge.

*signature of parent or guardian*

*date*