



## SRI KUALA LUMPUR

1, Jalan SS15/7A, 47500 Subang Jaya, Selangor Darul Ehsan. | T: 03-56343491/3 | F: 03-56343489 | W: [www.srikl.edu.my](http://www.srikl.edu.my)

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Thursday, 24 November 2022

Dear Parents/Guardian,

### **Re: ADMISSION FOR ACADEMIC YEAR 2023 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 2023. 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 email provides parents with essential information, particularly concerning the buying of books and uniforms prior to the start of the new year.

#### **1. Text Books**

Textbooks will be available at the school bookshop from Monday 5th Dec. 2022 onwards (online purchase is no longer available).

Operating hours for the School Bookshop during school holidays are as follows:

Monday to Friday	9.00a.m. – 4.00p.m.
Saturday, Sunday & Public Holidays	Closed

The School Booklist for 2023 can be downloaded as a PDF file from the school's website ([www.srikl.edu.my](http://www.srikl.edu.my)) from 5th Dec. 2022 onwards, or parents/guardians may obtain a hard copy from the School Bookshop during normal operating hours from the same date onwards.

#### **2. School Uniform**

The school's uniform supplier has moved operations permanently to their office in Petaling Jaya.

Address and Operating hours are as follows:

Monday to Saturday	10.00a.m. – 5.00p.m.
Sunday & Public Holidays	Closed

Address:

DTD Apparels  
Zenith Corporate Park  
B – 15 – 2, Block B Level 2  
1, Jalan SS7/26 Kelana Jaya  
47301 Petaling Jaya Selangor

Contact: 012-388 1558

Waze direction: <https://waze.com/ul/hw281xvhpk>

Online Purchase link: <https://www.dtdapparel.com>

### **3. Start of Academic Year**

Please take note that for Academic Year 2023, Primary Year 1 & Secondary Year 7 students will start school on Monday 9th January 2023 (2 days allocated for new students to settle in)

All other year groups will start school on Wednesday 11th January 2023.

### **4. Orientation Day (Primary & Secondary – 2023 Session)**

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 for all new students is scheduled on the dates set out below:

#### Primary School

Date: Saturday, 7th January 2023

Time: 11.00 a.m. – 12.30 noon

Venue: Great Hall

#### Secondary School

Date: Saturday, 7th January 2023

Time: 8.30 a.m. – 10.00 a.m.

Venue: Auditorium

Please wait for further information from the school regarding this.

### **5. 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 already 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.

Please note that there is no option to pay school fees via credit card unless you are paying late fees.

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 9th December, 2022. 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