

# SRI KUALA LUMPUR

Primary & Secondary International School

No. 1 Jalan SS15/7A, 47500 Subang Jaya, Selangor, Malaysia

tel: (03) 56343491/3, fax: (03) 56343489, www.srikl.edu.my, enquiry@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 circle the relevant answer 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

*(please indicate School and Year)*

Primary School  Year (Standard)

Secondary School  Year (Form)

*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

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   
(If different from student's)

Home tel. no.   h/p no.

Office tel no.

Email

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

Home tel. no.   h/p no.

Office tel no.

Email

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 & siblings at Sri KL

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

Name of school	Year enroled	Level
<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, what is the reason for expulsion ?

Please provide the following information on any other brothers/sisters NOW STUDYING at Sri KL.

Does the registering student have brothers/sisters already at Sri KL ?  YES\*  NO\*  
(DO NOT include siblings registered for a place but who have not yet attended class.)

If YES, then how many brothers/sisters are already at Sri KL ?   
(Must be enrolled with tuition fees fully paid and currently studying in Primary or Secondary School.)

sibling's name  Year

sibling's name  Year

sibling's name  Year

sibling's name  Year

## 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.

### DISCLAIMER

In the event of accident or injury to the registering student, the registering parent/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 :

- 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 Year 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 Any supporting documents for exceptional achievement in extra-curricular activities.

## 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 strictly 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/enrolment 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) This Registration Form shall be read and understood in conjunction with the Rules & Regulations For Enrolment and the accompanying Acceptance Form. All queries and disputes as to interpretation and/or meaning of anything in these documents shall be decided solely and absolutely by the School Board of Management and shall be final.

## 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*