

## STUDENT APPLICATION FOR KINDERGARTEN

Student's Full Name : \_\_\_\_\_ Date:   
(as appears on birth cert / passport) (dd/mm/yy)

Other Preferred Name : \_\_\_\_\_  Male  Female

Citizenship: \_\_\_\_\_ Passport No : \_\_\_\_\_  
(foreign students only)

Birth Date : \_\_\_\_\_ Birth Cert/NRIC: \_\_\_\_\_  
(dd/mm/yy)

Religion : \_\_\_\_\_ Language Spoken at Home: \_\_\_\_\_

Current Year : \_\_\_\_\_ To Start School: \_\_\_\_\_  
(eg. Primary 5, Secondary 3) (eg. Jan 2011)

Recent  
 Photo  
(please attach)

### ACADEMIC HISTORY (Starting from most recent)

Date Enrolled	Date Withdrawn	School Name & Location
<i>Example: Jan2011</i>	<i>Sep2011</i>	<i>Harapan Cerah Kindergarten (Penang, Malaysia)</i>

### FAMILY INFORMATION

Father's Full Name : \_\_\_\_\_

Occupation : \_\_\_\_\_

Email : \_\_\_\_\_ Phone: \_\_\_\_\_

Mother's Full Name : \_\_\_\_\_

Occupation : \_\_\_\_\_

Email : \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address : \_\_\_\_\_

Student's Address in Penang : \_\_\_\_\_  
(if different from above)

## SIBLINGS

Names	Schools Attending or Occupation	Age

While studying at Sri Pelita, the student will live with:

Parents     Guardian     Other (please specify): \_\_\_\_\_

If the student is under a guardian's care, please fill in the following information:

Guardian's Name : \_\_\_\_\_

Address : \_\_\_\_\_

Email : \_\_\_\_\_ Phone: \_\_\_\_\_

## EMERGENCY CONTACT

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

## TERMS OF ADMISSION

- The school reserves the right to make changes to the FEES SCHEDULE.
- Once the school confirms admission, the fees according to the FEES SCHEDULE are to be paid.
- The school reserves the right to refuse entry or remove any student for non-payment of fees in accordance to the school policies.
- The school reserves the right to discipline the student according to the school discipline matrix.

## FEES SCHEDULE

\* All Amounts are in Ringgit Malaysia (RM)

One-Time Payment	
Application Fee	150
Registration Fee	400
Deposit (refundable, please refer to policies)	400
ESL – Kindy (if applicable)	1,500

Fees (Per Semester)	
Kindergarten School Fees	3,900
Miscellaneous	400
T-Shirt	RM10 per piece
Books (as per bill)	
Student / Guardian Visa (as per bill)	

## POLICIES

- 1) All fees/payments are to be paid in full by the first day of classes each semester.
- 2) There are two semesters per year. Fees/payments are payable for a full six-month semester irrespective of the length of time the student will spend in school during any given semester.
- 3) **5% per month late fee** is chargeable on all outstanding payments made after the stipulated deadline of one week from the first day of class each semester.
- 4) Deposit – The deposit cannot be used to pay school fees. The deposit is only refundable if the Parent/Guardian provides at least **3 months written notice of withdrawal** to the school prior to the end of each semester. For the 1<sup>st</sup> Semester, the written notice must be submitted by **31<sup>st</sup> March**. For the 2<sup>nd</sup> Semester, the written notice must be submitted by **30<sup>th</sup> September**. Failure to give written notice by the stated deadlines results in the **forfeiture of the entire deposit**.
- 5) All fees/payments (including Application Fees and Registration Fees) are strictly **non-refundable** unless explicitly stated otherwise.
- 6) Method of Payment
  - a) Cheque in Malaysian Ringgit to be made payable to  
"E-GENIUSES.COM SDN. BHD."
  - b) Telegraphic Transfer (TT)

Account Holder:	E-GENIUSES.COM SDN. BHD.
Current Account Number:	507237134912
Bank & Address:	Maybank, Burmah House, Penang

For TT payments, please fax or give a copy of the proof of TT to the school once payment has been made.

All bank charges are the responsibility of the paying party.

To the best of my knowledge, all information on this application is correct.

I have read, understood and hereby agree to all the terms and conditions stipulated above. I agree to comply with and be bound by these terms and conditions.

Parent / Guardian's Signature : \_\_\_\_\_ Date : \_\_\_\_\_  
( dd / mm / yy )

Parent / Guardian's Name : \_\_\_\_\_

Please return the completed application to: **Admissions**  
**Sri Pelita School**  
**Jalan Cengai, Tanjung Bungah,**  
**11200 Penang, Malaysia.**

### Office Use Only

**Student's**  
**Age :**

**Start Date :**  
(dd/mm/yy)