



TADIKA MONTESSORI SINAR GEMILANG

No.1, Jalan Kiara SD 11/7A, Bandar Sri Damansara, 52200 Kuala Lumpur
No. Tel: 03-62611509/016-2111311

ADMISSION FORM

Important Note :

1. Please read SECTION 10 (Terms & Conditions) before completing this form.
2. Please ensure that the form is correctly completed.
3. Please write in BLOCK LETTERS.
4. Please tick (✓) where applicable.

OFFICE USE

Date :

Student Code :

Enclosures:

- ☐ Student's Birth Certificate / MyKid
- ☐ Two (2) recent passport size color photographs

Please note that your application will not be processed without the above required documents.

SECTION 1 : STUDENT'S PARTICULARS

Name (as in IC / MyKid)	:	
Date of Birth	:	(dd/mm/yy)
Place of Birth	:	
Gender	:	☐ Male ☐ Female Please tick (✓)
Race	:	
Current Address	:	
Post Code	:	

SECTION 2 : FATHER'S PARTICULARS

Name (as in IC / Passport)	:	
I/C Number	:	
Nationality	:	
Mailing Address	:	
Post Code	:	
Country	:	
Telephone No.	:	
Passport No.	:	
Race	:	
E-mail	:	

H/Phone No. :

Occupation :

Company Address :

Post Code : Country :

Office Tel. No. :

SECTION 3 : MOTHER'S PARTICULARS

Name :
(as in IC / Passport)

I/C Number : Passport No. :

Nationality : Race :

Mailing Address :

Post Code : Country :

Telephone No. : E-mail :

H/Phone No. :

Occupation :

Company Address :

Post Code : Country :

Office Tel. No. :

SECTION 4 : GUARDIAN'S PARTICULARS

Name :
(as in IC / Passport)

I/C Number : Passport No. :

Nationality : Race :

Mailing Address :

Post Code : Country :

Telephone No. : E-mail :

H/Phone No. : Relationship :

SECTION 5 : EMERGENCY CONTACT

(Person to be contacted in an emergency, if parents or guardian are not available)

[illegible]

Telephone No.: E-mail :

H/Phone No. : Relationship :

Fax No. :

SECTION 6 : SIBLING'S PARTICULARS

Please indicate if the students has any siblings studying in Tadika Montessori Sinar Gemilang

NAME	CLASS

SECTION 7 : ACADEMIC HISTORY

Please list other kindergarten attended:

Date of Enrollment	Date of Leaving	Name of School

Please indicate the language proficiency level:

Language	Excellent	Good	Average	Poor
English				
Arabic				
Bahasa Malaysia				
Others:				

SECTION 8 : HEALTH RECORD

PLEASE COMPLETE THIS FORM ACCURATELY. IF QUESTIONS ARE NOT APPLICABLE, PLEASE INDICATE APPROPRIATELY. FAILURE TO DISCLOSE ACCURATE INFORMATION ABOUT YOUR CHILD'S MEDICAL HISTORY MAY RESULT IN UNNECESSARY DELAY WHEN SEEKING EMERGENCY MEDICAL TREATMENT.

[illegible]

Medical History (e.g. Diabetes, Asthma, Epilepsy, G6PD, Migraine, Eczema)

Regular Medication

Allergy to Drug (specify name/s)

Allergy to Foods, Drinks, Others

Other Relevant problems (Physical, Visual, Hearing, Speech, Other)

Countion:

We undertake not to hold the administration or the school liable for any willful withholding of information that may result in injuries to our child / children while attending your school.

Note:

Kindly inform the school immediately of any changes in the student's health or medication.

SECTION 9 : TERMS AND CONDITIONS

1.0 FEES

- 1.1 All applications to the Tadika Montessori Seri Gemilang must be sent together with a registration fee of RM100.00. The Registration Fee is not transferable, not refundable and cannot be deferred.
- 1.2 The school fees payable shall be as per our Fees Structure and shall be paid within Seven (7) days from the commencement date of every new month.

- 1.3 Payment of the Registration Fee and the School Fees can be made by any of the following methods:
- (i) By cash. Payment made by cash must be made at school. We do not accept any cash sent to us by mail and we shall not be liable for any loss of cash sent by mail; or
 - (ii) By cheque. Payment by cheque must be made payable to "**Tadika Montessori Sinar Gemilang**" and the cheque must be issued by local banks only. The company will imposed penalty of R100.00 for any cheques that dishonoured. **we do not accept any post dated cheque.**
- 1.4 Failure to settle the Fees in full within the period prescribed in item 1.2, a reminder will be issued to the students/ parents/ guardians to settle the Fees within seven (7) days from the date of notice. Administration fee of 5% or RM100.00 from the total outstanding amount, which ever is higher will be imposed for the late payment.
- 1.5 If after the expiry date of seven (7) days notice, the Fees remain unpaid, a further seven (7) days notice will be issued to the students/ parents/ guardians during which the student will be suspended from attending school until the Fees is paid in full within the notice prescribed time.
- 1.6 If the Fees remain unpaid after the expiry of the period specified in the notice given under item 1.5, a seven (7) days notice will be issued to the students/ parents/ guardians as final notice before expulsion ("Final Notice").
- 1.7 The students/ parents/ guardians shall have the right to appeal to the Management Office within twenty one (21) days from the date of Final Notice, failing which, the students shall be expelled from the School and not with standing the expulsion, we reserve our right to proceed with a legal suit againts the parents/ guardians to recover the outstanding Fees including cost, legal fees on solicitors-client basis incurred or related thereon and interest.

2.0 WITHDRAWAL FROM STUDIES

- 2.1 Students must fill the "Clearance Form for Leaving School" if they want to withdraw from their studies.
- 2.2 Registration Fee and the Fees are not refundable in the event of students' withdrawal or due to their failure to complete their course of study or due to any reasons whatsoever.
- 2.3 In the event the students return after the withdrawal, the Registration Fee the relevant tuition Fees are again required to be paid in full.

SECTION 10 : TERMS AND CONDITIONS

We confirm that to the best of our knowledge the information given are corret and complete. We have read the terms and conditions and hereby understand our obligations and accept the terms and conditions as stated herein.

Name :

IC No. :

Relationship : ☐ Parent ☐ Guardian

Signature of Parent / Guardian

Date