

## Procedures for Application

1. Application into Sri KDU Primary/Secondary School is on a first-come-first-served basis and is subject to approval and the availability of places.
2. Complete all sections in the Application for Admission Form in BLOCK LETTERS. The application will be processed only upon receipt of complete and accurate disclosure of information in the following sections:

Section A	: Details of Applicant (child to be registered)
Section B	: Applicant's Academic History
Section C	: Details of Parents/Legal Guardians
Section D	: Details of Sibling(s)
Section E	: Fee Payment (Billing Person)
Section F	: Main Contact Person
Section G	: Terms and Conditions
Section H	: Medical History and Additional Educational Needs
Section I	: Use of Personal Data
Section J	: Declaration and Acceptance by Registrant (Parent/Legal Guardian)

3. Submit the Application for Admission Form together with supporting documents and a non-refundable and non-transferable Registration Fee to the Administration Office for processing.

#### 4. Payment Methods

Bank's Name : AmBank (M) Berhad  
Account No. : 888-101-8922448  
Account Name : Sri KDU Sdn Bhd  
Swift Code : ARBKMYKL

### SUPPORTING DOCUMENTS FOR SUBMISSION UPON APPLICATION

<u>Malaysian Applicant</u>	<u>International Applicant (may enrol only with MOE approval)</u>
<input type="checkbox"/> One copy of student's Birth Certificate	<input type="checkbox"/> One certified copy of student's translated Birth Certificate ( <i>English version</i> )
<input type="checkbox"/> One copy of student's MyKID/MyKAD ( <i>front and back</i> )	<input type="checkbox"/> One copy of student's Passport ( <i>whole book</i> )

#### **Documents Required for Submission for both Malaysian & International Applicants:**

Softcopy of the following (JPG/PNG/TIFF format - email to [registry@srikdu.edu.my](mailto:registry@srikdu.edu.my)):

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Student's recent coloured passport-sized photograph  |
| <input type="checkbox"/> | Each parent's/legal guardian's passport-sized photograph ( <i>two Parent IDs will be issued per family</i> ) |
| <input type="checkbox"/> | One copy of each parent's/legal guardian's MyKAD/Passport ( <i>page on particulars only</i> )                |
| <input type="checkbox"/> | One copy of each parent's/legal guardian's Business Card   |
| <input type="checkbox"/> | One certified copy of the most recent school results ( <i>Kindergarten, Primary or Secondary School</i> )    |

- Please turn overleaf for Guidelines on Entry Requirements -

**GUIDELINES ON ENTRY REQUIREMENTS**  
(Subject to Terms and Conditions of Enrolment\*)

**Sri KDU Primary School**

Programme	Requirements	Age in Calendar Year (regulation of the Ministry of Education)
Primary 1	<b>Readiness Test</b> Bahasa Malaysia (minimum score of 70%) English Language (minimum score of 70%) Mathematics (minimum score of 70%)	7 years old
Primary 2		8 years old
Primary 3		9 years old
Primary 4		10 years old
Primary 5		11 years old
Primary 6		12 years old

**Sri KDU Secondary School**

Programme	Requirements	Age in Calendar Year (regulation of the Ministry of Education)
Secondary 1	Minimum score of 60% for CORE subjects of Primary 5 year-end examination results and Primary 6 first semester results.	13 years old
Secondary 2	Minimum score of 60% for CORE subjects of Primary 6 (first semester and year-end results) & Secondary 1 first semester results.	14 years old
Secondary 3	<b>Acceptance only with approval from Principal of Sri KDU Secondary School.</b>	15 years old
Secondary 4	<p><b>For admission purpose</b> Minimum score of 60% for CORE subjects of Secondary 2 year-end examination results and Secondary 3 first semester results.</p> <p><b>For subject package allocation</b> <b>Minimum Secondary 3 Year-end Examination's Grade for Pure Science Package:</b> - 6As including English Language, Mathematics, Science and Reka Bentuk dan Teknologi/Asas Sains Komputer; and - Grade B for other subjects</p> <p><b>Minimum Secondary 3 Year-end Examination's Grade for Sub-Science Package:</b> - 4As including English Language, Mathematics and Science; and - Grade B for other subjects</p> <p><b>Minimum Secondary 3 Year-end Examination's Grade for Humanities Package:</b> - Grade B for all subjects</p>	16 years old
Secondary 5	<b>Acceptance only with approval from Principal of Sri KDU Secondary School</b>	17 years old

**\*Terms and Conditions of Enrolment :**

1. All guidelines on entry requirements are subject to change.
2. The above provide guidelines for registration but meeting these requirements alone does not guarantee enrolment into Sri KDU Primary/Secondary School.
3. All registrations for all levels, including examination years, are subject to approval by the Principal.
4. Once the applicant is offered a place at the school, he/she will be issued an Acceptance Letter. To fully enrol your child/ward as a student at Sri KDU Primary/Secondary School, full payment of the following fees must be made according to the due dates issued by the School:
  - a) Deposit
  - b) School Fees
  - c) Other fees/charges applicable (if any)



**SECTION C - DETAILS OF PARENTS / LEGAL GUARDIANS**

**FOR LEGAL GUARDIAN(S), PLEASE ATTACH SUPPORTING DOCUMENTS TO SHOW CUSTODY OF THE APPLICANT**

**Father / Legal Guardian\***

*\*If Legal Guardian, please indicate relationship with Applicant*

**Personal Data**

Title																					
Full Name																					
MyKAD / Passport No.																					
Date of Birth (dd/mm/yy)				Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female															
Place of Birth											Race										
											Religion										
Nationality	<input type="checkbox"/> Malaysian	<input type="checkbox"/> Non- Malaysian (Please Specify)																			
Mobile Phone No.		-																			
Preferred Email Address (1 only)																					

**Work Data (attach a business card)**

Occupation / Designation																					
Company Name																					
Office Address																					
City											Postcode										
State											Country										
Office Phone No.		-																			

**Mother / Legal Guardian\***

*\*If Legal Guardian, please indicate relationship with Applicant*

**Personal Data**

Title																					
Full Name																					
MyKAD / Passport No.																					
Date of Birth (dd/mm/yy)				Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female															
Place of Birth											Race										
											Religion										
Nationality	<input type="checkbox"/> Malaysian	<input type="checkbox"/> Non- Malaysian (Please Specify)																			
Mobile Phone No.		-																			
Preferred Email Address (1 only)																					

**Work Data (attach a business card)**

Occupation / Designation																					
Company Name																					
Office Address																					
City											Postcode										
State											Country										
Office Phone No.		-																			



## SECTION G - TERMS AND CONDITIONS

### Definitions

Academic Semester	- means any one of the three (3) academic semesters within an Academic Year as will be informed to the parent/legal guardian from time to time.
Academic Year	- means the period from the first day of the Academic Semester 1 until the last day of the Academic Semester 3.
Acceptance Letter	- means a letter indicating all the fees and requirement for the School's acceptance for the admission and enrolment of the Applicant to the School.
Application for Admission	- the application for admission form for the School.
Applicant	- means a child/ward who has applied for admission and enrolment to the School and has paid the Registration Fee and Readiness Test Fee (required for Primary School applicants).
Registration Fee	- means the fee charged for submission of the Application for Admission Form and registering the Applicant with the School subject to Clause 1 herein.
Deposit	- means the amount paid by the parent/legal guardian as security for due observance of the terms and conditions herein.
Notice of Fees	- means a notice detailing all the Entry Fees and School Fees required to be paid to the School.
School	- means Sri KDU Primary/Secondary School, which is wholly owned by Sri KDU Sdn Bhd (556354-A).
School Fees	- means the fees payable for each Academic Year.
Student	- means an Applicant who has met the school's entry requirements, received the Acceptance Letter and paid the <b>Entry Fees</b> and <b>School Fees</b> in full by the due dates advised by the School.
Readiness Test Fee	- means the fee charged for the assessment session.

Note: Details of the Entry Fees and School Fees are listed in the Notice of Fees.

### TERMS OF PAYMENT AND ENROLMENT

#### 1. Registration Fee

- 1.1 This fee shall be payable in full upon submitting a completed and signed Application for Admission Form for your child/ward with the School. It is non-refundable and non-transferable unless the School rejects the application due to any failure to meet the School's entry requirements.

#### 2. Readiness Test Fee

- 2.1 This fee is applicable to Primary School applicants, who are required to attend the assessment session. It is non-refundable and non-transferable and shall be paid in full upon registration of your child/ward with the School.

#### 3. Assessment Session

- 3.1 Completion and submission of an Application for Admission Form shall not entitle your child/ward to have a placement in the School. A place will not be reserved until all entry requirements are fulfilled. The placement of your child/ward is at the absolute discretion of the School, which shall generally be determined by various factors, including the child's/ward's age, academic ability, level of achievement and the child's/ward's behaviour.
- 3.2 A child's/ward's behavioural issues and/or special educational needs shall be considered on a case-to-case basis. The parent/guardian of such a child/ward must provide the School with detailed information and records prior to making a formal application to ensure that the School is in a position to cater to the needs of the child/ward. Failure to accurately and fully declare all relevant details at the time of application, may result in the parent/guardian being asked to subsequently withdraw his/her child/ward because the School is unable to meet his or her needs.
- 3.3 The School places high importance in the integrity of assessments. In the event it is discovered that your child/ward:
- 3.3.1 Did not attempt the assessment wholly on his/her own; or
- 3.3.2 Received external assistance during the assessment session.
- The School reserves the right to take the needful action(s), including, but not limited to, cancellation of your child's/ward's registration from the school and forfeiting all fees paid.

#### 4. Admission and Enrolment of the Child/Ward

- 4.1 The School reserves the right to place the child/ward in a class which the Principal deems to be academically and developmentally suitable to the child's/ward's needs at any time and from time to time during the child's/ward's enrolment in the School, while adhering to age regulations set by the Ministry of Education, Malaysia.
- 4.2 The School also reserves the right to refuse admission of a child/ward after the assessment session without having to render any justification and/or reasons whatsoever for such refusal of admission or rejection of any application.
- 4.3 Once the child/ward has been accepted by the School, all required documents (if any) must be provided to the Registry Department of the School before the enrolment of the child/ward in the School. The successful Applicant shall thereafter be given an Acceptance Letter from the School.

#### 5. Deposit

- 5.1 Upon receiving the Acceptance Letter from the School, full payment of the Deposit shall be made by the due date stated in the Acceptance Letter. This is to confirm a place for your child/ward at the School. If the School does not receive the full payment of the Deposit by the due date stated in the Acceptance Letter, the School reserves the right to offer the place to another child/ward on the waiting list without further reference to you.
- 5.2 The Deposit is non-interest bearing and has to be maintained throughout the tenure of the student with the School and shall under no circumstances be treated as payment for School Fees or any part thereof or for any other payments required to be paid and may not be used to set-off any amount due and payable by the parent/legal guardian.
- 5.3 For students completing the Primary 6 programme, the Deposit will be transferred to Sri KDU Secondary School, provided.

- 5.3.1 A completed and signed Acknowledgement Form for Sri KDU Secondary School is submitted to the Registry Department; and
- 5.3.2 All outstanding fees have been paid.
- 5.4 Primary 6 students who *do not* wish to continue to Sri KDU Secondary School must submit a written and signed notice of withdrawal by the registrant parent/legal guardian to the Registry Department not less than one (1) FULL Academic Semester in order to claim for the refund of the Deposit as per Clause 2 to 4 of the Terms of Withdrawal below.
- 5.5 For students who have completed Secondary 5, the Deposit will be refunded within one month after the end of the SPM examination provided there is no outstanding amount owing by such students to the School.
- 6. School Fees**
- 6.1 The parent/legal guardian undertakes to promptly pay all the fees applicable in each semester in respect of each academic year prior to commencement of that semester. If the parent/legal guardian defaults in payment due and payable, strictly without prejudice to the rights of the School in respect of any other terms enumerated herein, the School reserves the right to refuse entry to the School to any student. The School reserves the right to de-register the student if the School Fees remain unpaid upon commencement of the academic semester. The Deposit cannot be used to offset School Fees. The School also reserves the right to withhold all examination results, certificates, school records of the student and the Deposit until such time when all payments due in respect of the student are received from the parent/legal guardian. A late payment surcharge of 5% p.a. to be calculated on a daily basis will be levied on all fees from the date such fees become due and payable.
- 6.2 Parents or the legal guardians of the student are jointly and severally liable for the payment of fees, save where specific written agreement to the contrary has been obtained. School Fees must be paid even in the case of absence due to injury, illness or any other cause.
- 6.3 Upon commencement of semester, School Fees are not refundable or allowed to be offset in any circumstances.
- 6.4 There will be School-provided Lunch ("**Lunch**") for Primary 1 – 3 students as follows:
- 6.4.1 Lunch will be provided to all Primary 1 – 3 students during normal school days held on-campus.
- 6.4.2 There will be no refund and/or pro-rata of any School Fees:
- 6.4.2.1 Should you decide to exclude your child/ward from Lunch.
- 6.4.2.2 If there is a need for any of the Primary 1 – 3 classes/levels to be partially or fully closed or switch to home-based learning.
- 6.5 For exam year students (Secondary 3 and Secondary 5)
- 6.5.1 To register as an exam candidate at Sri KDU Secondary School for the national exams, exam year students must be fully enrolled for the entire three (3) Academic Semesters of the exam year at the Secondary School.
- 6.5.2 To be fully enrolled for the entire three (3) Academic Semesters at the Secondary School, School Fees and any outstanding fees must be fully paid by the due dates set by the School. If School Fees and/or any outstanding fees are not fully paid for the whole Academic Year, the School reserves the right not to register or allow the student to attend any and all classes and school activities.
- 6.5.3 Exam fees paid for the national exams are not refundable as the Malaysian Examination Syndicate (MES) does not refund exam fees after they have received payment of exam fees from the school. Exam fees are also not transferable and cannot be used to offset any fees owed to the school as the fees are paid directly to MES.
- 7. The following criteria shall apply for payment of fees, charges and deposit:-**
- 7.1 All fees and charges must be paid in accordance with the Notice of Fees applicable at the material time and by the due date specified by the School regardless of whether the child/ward is physically present at the School.
- 7.2 Payment can be made online, by credit card, cash or crossed cheques made payable to Sri KDU Sdn Bhd. In the event there are any split credit card payments using the same credit card number, each transaction will be subjected to an administration charge of RM10.00.
- 7.3 The School reserves the right to revise all fees, charges and deposit payable from time to time.

**TERMS OF WITHDRAWAL**

- 1. For an Applicant**
- 1.1 In the event the Applicant decides not to enrol in the School after paying the Deposit, the Deposit will be refunded if a written and signed notice of withdrawal by the Applicant's parent/legal guardian is received by the Registry Department not less than six (6) months before commencement of the school intake subject to Clause 4 below.
- 2. For a Student**
- 2.1 The parent/legal guardian may withdraw his/her child from the School by giving the Registry Department a written and signed notice of withdrawal by the Student's parent/legal guardian.
- 2.1.1 If the Registry Department receives the notice of withdrawal in writing before the commencement of a new Academic Semester, any School Fees paid for the said Academic Semester shall be refunded but the Deposit will not be refunded unless and until the conditions set out in Clause 2.2 and Clause 4 are fully complied with.
- 2.1.2 If the Registry Department receives the notice of withdrawal in writing after the commencement of the new Academic Semester, there shall be NO refund of School Fees and any refund of the Deposit is subject to the conditions set out in Clause 2.2 and Clause 4 below.
- 2.2 Subject to Clause 4 below, the Deposit will be refunded by the School upon fulfilment of the following conditions:-
- 2.2.1 The School is in receipt of a written notice of withdrawal of not less than one (1) FULL Academic Semester before the commencement of the next Academic Semester or the next Academic Year (as the case may be) ("withdrawal notice period") from the parent/legal guardian, failing which the Deposit shall be forfeited;
- 2.2.2 In the event that the next Academic Semester falls into the next Academic Year, the written notice of withdrawal must still be received by the School on or before the first day of the preceding Academic Semester;
- 2.2.3 The School Fees shall be paid in full regardless of whether the child/ward is physically present at the School; and

- 2.2.4 There is no outstanding amount owing by the Student to the School.
3. All monies refundable under the Application for Admission Form herein shall be refunded, free of interest, within two (2) months from the Student's official last day of school provided that all the terms and conditions pertaining to the refund have been complied with.
4. **Notice of Withdrawal**
- 4.1 All withdrawals are subject to an administrative charge of RM200.00 or the prevailing amount at the time the notice of withdrawal is received by the Registry Department.
- 4.2 Provisional or conditional notice of withdrawal is not accepted.
- 4.3 In amplification hereof the following constitutes as sufficient notice:-
- 4.3.1 All outstanding fees and charges due and payable by the parent/legal guardian must have been fully settled on or before the due dates. The School reserves the right to recover any outstanding sums owed to the School without further reference to the parent/legal guardian;
- 4.3.2 The notice of withdrawal must be delivered by hand or sent by AR Registered Post or by email ([registry@srikdu.edu.my](mailto:registry@srikdu.edu.my)) to the Registry Department at the address/email address set out in this form or any other address/email address, which may be applicable from time to time. The parent/legal guardian must ensure that the receipt of the notice of withdrawal is duly acknowledged by the Registry Department;
- 4.3.3 The notice of withdrawal shall only take effect from the date of its actual receipt by the Registry Department and duly acknowledged receipt by the Registry Department. In other words, any withdrawal notice period stipulated hereof shall begin to run from the date of the acknowledgement receipt of the notice of withdrawal by the Registry Department; and
- 4.3.4 The notice of withdrawal shall be made in writing and signed by the Student's/Applicant's parent/legal guardian.

**Note: Student's last day of school refers to the student's last day of paid School Fees.**

#### TERMS OF RE-ADMISSION

1. A student who has withdrawn from the School and applies for re-admission at a future date shall be subjected to the following:-
- 1.1 Approval from management;
- 1.2 Availability of places;
- 1.3 Provide valid reasons justifying the re-admission;
- 1.4 Settlement of any outstanding sum owed to the school; and
- 1.5 Full payment of fees applicable to the intake applied for, which are:
- 1.5.1 Entry Fees (and any other fees applicable to that intake); and
- 1.5.2 School Fees

#### NON-MALAYSIAN CITIZENS

For Non-Malaysian citizens, admission to and continued status as a student of the School is conditional on the policies set by the Malaysian Ministry of Education ("MOE") and the child/ward possessing a valid visa issued by the Malaysian Immigration Department. The parent/legal guardian shall undertake to keep the School informed of any changes in status during the child's/ward's enrolment at the School.

#### EMERGENCIES

In the event of any emergency, where neither the parent nor the guardian can be contacted to give consent, the parent/guardian expressly agrees that the Principal may authorise the medical examination of the child/ward and/or the calling of further medical or specialist advice and/or the removal of the child/ward to a clinic/medical centre, with all costs and expenses thereby incurred by the parent/guardian. The parent/guardian further agrees and undertakes to fully indemnify the School of such costs and expenses.

#### PHOTOGRAPHS AND IMAGES

The School, its company, related company and/or its ultimate holding company ("the Sri KDU Group") may and the parent hereby gives consent to the Sri KDU Group to take such photographs, images, recordings, works or derivative works including examination results of the Student and to use, free of charge, such photographs, images, recordings, work or derivative works including examination results in any media and for whatever purpose as the School deems fit, including without limitation for any promotional materials within the website, brochures, leaflets, magazines and or any other advertising medium of the Sri KDU Group.

#### CORRESPONDENCES

1. All correspondences, letters and notices from the School will be addressed to the parent/guardian of the child/ward at the postal address(es) or e-mail address(es) stated in the Application for Admission Form and shall be deemed sufficiently served if:-
- (a) If personally delivered to the child/ward, on the date of delivery;
- (b) If sent by e-mail, on the date of e-mail transmission; or
- (c) If sent by ordinary post, in the ordinary course of post.
2. No change in address of the parties howsoever brought about shall be effective or binding on either party unless that party has given to the other a notice in writing of such change of address. It shall be the parent/guardian's responsibility to notify the School of any changes to their contact details or address.

#### VARIATION

The School shall be entitled to add, amend, delete, revise, or vary any rules and regulations in respect of the admission and enrolment of the child/ward at the School or any matters incidental thereto at any time or from time to time without further notice. Any such addition, amendment, deletion, revision and or variation shall be effective immediately.

#### ALUMNI

All graduates or school leavers who have spent at least one Academic Semester in the School shall automatically be included as the School's Alumni, where the said student may be contacted or notified of any School Alumni activities/updates unless, the student chooses otherwise and informs the School in writing.

**TIME OF THE ESSENCE**

Time wherever mentioned under these Terms and Conditions shall be of the Essence.

**INTERPRETATION**

Under these Terms and Conditions, unless there is something in the subject or context inconsistent with such construction or unless it is otherwise expressly provided:-

- (a) words importing the masculine gender shall include the feminine and neuter genders and vice versa;
- (b) words in the singular number include the plural number and vice versa; and
- (c) all references to "parent" or "guardian" shall be construed as either the parent of the child/ward or the legal guardian of the ward and agreements, covenants and undertakings expressed to be made by or binding upon such parent shall be deemed to be made by or binding upon both parents of the child/ward jointly and severally.

**SECTION H - MEDICAL HISTORY AND ADDITIONAL EDUCATIONAL NEEDS\***

1. Is there any health or medical condition that requires the attention of the School? (e.g. epilepsy, asthma, migraine, etc)  
 No  Yes (if yes, please describe).....
2. Is there any physical or audio/visual impairments (temporary or permanent) that your child/ward is suffering from?  
 No  Yes (if yes, please describe).....
3. Has your child/ward ever received assistance from a shadow aide?  
 No  Yes (if yes, please describe).....
4. Has your child/ward ever received individual learning plans from their previous school?  
 No  Yes (if yes, please describe).....
5. Has your child/ward ever received therapy or attended sessions at an external therapy provider such as HILS?  
 No  Yes (if yes, please describe).....
6. Has your child/ward ever received a suspension/exclusion or similar high level sanction from their previous schools?  
 No  Yes (if yes, please describe).....

Please be advised that all parents/legal guardians who has a child/ward with additional educational needs, where they have knowledge (either directly or indirectly) of the status of their child/ward, are required to declare this information to the School prior to the registration of the child/ward with the School.

*\*Children with additional educational needs are considered as having a range of needs which hinder their academic, behavioural or social/emotional development. This can include specific identified needs such as Autistic Spectrum Disorder (ASD), Attention Deficit Disorder or Dyslexia to name just a few. Your child can still be considered for enrolment, at the discretion of the Principal, if there are any additional educational needs present.*

7. In order that we may fully consider your child's learning needs, please confirm whether your child/ward falls into any of these categories (please tick the relevant response):

- |  |   |
|--|---|
| <input type="checkbox"/> No Additional Educational Needs<br><input type="checkbox"/> Autistic Spectrum Disorder (ASD)<br><input type="checkbox"/> Attention Deficit/Hyperactivity Disorder (ADHD)<br><input type="checkbox"/> Specific Learning Difficulty i.e. Dyslexia, Dyspraxia (SpLD) | <input type="checkbox"/> Speech, Language and Communication Needs (SLCN)<br><input type="checkbox"/> Visual or Hearing Impairment (VI or HI)<br><input type="checkbox"/> Behavioural, Emotional and Social Difficulties (BESD)<br><input type="checkbox"/> Others, please specify _____ |
|--|---|

Please be advised that in instances where the parents/legal guardians have not informed the School of any medical, physical or additional educational need that is attributable to the student, the School reserves the right to withdraw the student from the school where as a consequence of the student's conduct, there is disruption to the classes and/or disturbance to the other students. The School also reserves the right to withdraw the student from the school in instances where the student requires specialised personal or medical attention from any party which is not within the scope and expertise of the staff at the School.

While we endeavour to do everything in our ability to assist your child/ward in his/her learning process and encourage and stimulate their learning opportunities positively at our school, we would like to confirm that if we find that your child/ward is unable to cope in class or with our teaching-learning environment, or that as a consequence of your child/ward, the teacher is unable to give attention to other students in the class, the school reserves the right to withdraw your child/ward from the school.

In such a situation, the Management confirms that the school fees will be pro-rated according to the number of school days attended and any excess in fees paid will be refunded to the parents.

Note:

In the event of any medical emergency and if the school is unable to contact the parents/legal guardians of the student concerned, the school is hereby authorised to seek medical attention for the student from the nearest available qualified practitioner or hospital and the school and its staff shall not be held responsible for any medical treatment administered to the student or for any medical charges incurred.

