



SEKOLAH SRI NOBEL KELANA JAYA

Lot 2A & 2B ▪ Jalan SS5D/6 ▪ 47600 Kelana Jaya ▪ Petaling Jaya ▪ Selangor Darul Ehsan.

Tel: +603-7880 6325 ▪ Fax: +603-7880 3325 ▪ Website: www.srinobel.edu.my

STUDENT REGISTRATION FORM

(Please tick to indicate)

Primary _____ Secondary _____ Year of Admission: _____
(1 – 6) (1 to 5)

Please affix one
passport-size
photograph
of your child
here

PLEASE APPEND AND CHECK:

- 2 copies of passport –size photograph
- 2 copies of Birth Certificate / NRIC
- Copy of previous school report
- Copy of UPSR / PMR result (if applicable)
- Copy of School Projects (only for Secondary School application)

For office use only:

Student ID:		Class:	
Date Admitted:		Date Left:	
Sibling Discount (if any):		Sports House:	
Receipt No.:		Date:	
The Initial Payment includes:			
<input type="checkbox"/> Registration Fees	<input type="checkbox"/> Security Deposit	<input type="checkbox"/> Library Deposit	<input type="checkbox"/> Annual Fees
			<input type="checkbox"/> Term Fees

Student's Name: _____
(As in Birth Certificate or Identity Card)

Birth Cert. No.: _____ IC No.: _____

Date of Birth: ____/____/____ Place of Birth: _____
(dd / mm / yyyy) (As in Country)

Age: _____ Gender: Female Male Religion: _____

Nationality: Malaysian Race: Chinese Indian Malay Others: _____
(Please specify)

Current School: _____

Duration: _____ Level Completed: _____
(e.g. 2000 - 2002)

FATHER / GUARDIAN

Father's / Guardian's Name: _____
(As in Identity Card / Passport)

IC / Passport No.: _____ Nationality: Malaysian Other _____
(Please specify)

Home Address: _____

Postcode: _____

Telephone: (Home) _____ (Mobile) _____

Email address: _____ Languages Spoken: English Bahasa Malaysia
 Mandarin / Cantonese

Occupation: _____ Company Name: _____

Company Address: _____

Postcode: _____

Telephone: (Office) _____ (Fax) _____

MOTHER / GUARDIAN

Mother's / Guardian's Name: _____
(As in Identity Card / Passport)

IC / Passport No.: _____ Nationality: Malaysian Other _____
(Please specify)

Home Address: _____

Postcode: _____

Telephone: (Home) _____ (Mobile) _____

Email address: _____ Languages Spoken: English Bahasa Malaysia
 Mandarin / Cantonese

Occupation: _____ Company Name: _____

Company Address: _____

Postcode: _____

Telephone: (Office) _____ (Fax) _____

In case of an emergency the School is to contact:

FATHER GUARDIAN Name: _____

MOTHER Tel: (H) _____ (M) _____

*** Kindly notify the School of any changes in the phone numbers or contact person at Tel: +603-7880 6325.**

Does your child have any health or medical condition that requires special medication or attention of the School?
(e.g. asthma, migraine, allergies)

No Yes (please elaborate): _____

Please be advised that in instances where parents / guardian have not informed the School of any medical, physical or special needs condition that is attributable to the student, the School reserves the right to terminate the student from the school. The School also reserves the right to terminate 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.

EMERGENCY TREATMENT AND DISCLAIMER OF LIABILITY

In the event of any medical emergency or accident, the parent or guardian hereby authorises the School to initiate emergency measures of medical attention for the student from the nearest registered medical practitioner and the school or its staff shall not be held liable for any negligent acts or omissions on the part of any third parties or complications or for any medical charges incurred in respect of the treatment of the student.

No.	Name	Age	School	Level

Checklist for new students:

No.	Item	Check
1.	Student Handbook	
2.	Message Book	
3.	Student Organiser (for Primary 4-6 and Secondary 1-5 only)	
4.	Homework Pouch	
5.	Library Card	
6.	Worksheet File	
7.	Time Table / Planner / Star Card (only for new students)	
8.	Name Tag	
9.	Uniform	
10.	PE Outfit: T-Shirt Size: _____ Track Bottom: _____	

FEES

1. New students have to pay all fees and deposits due in full upon making the application to the School. Please keep the Deposit Receipt safely. You will need to produce this receipt for deposit refunds.
2. All fees of current students must be paid in full **before** these deadlines:
 - (a) **30th October** (for the first new academic term) and
 - (b) **30th June** (for the second new academic term).

IMPORTANT:

Payment made after these dates will be subjected to an administrative charge equivalent to 5% on the Tuition fees.

3. All term fees are non-refundable after the commencement of the semester.
4. Payment of fees may be made through credit card, cash or crossed cheque made payable to **SEKOLAH RENDAH SRI NOBEL KELANA JAYA.**
5. Students whose fees or deposits are not fully paid **14 days from the start of the school term** will have their registration terminated and will forfeit all previous payment without any refunds.
6. Fees and charges are not transferable to another student, nor can they be deferred to another year or term.

Initial of Parent

WITHDRAWALS & DEPOSITS

1. All students intending to withdraw from the School must do so in writing to the Registrar. The notice should include valid reasons for withdrawal.
2. All notice of withdrawal must be given to the Registrar **ON or BEFORE the following deadlines:**
 - (a) **30th May** (if leaving at the end of the current year) and
 - (b) **30th November** (if leaving at the end of the first term of the following year)
3. The Deposits will not be refunded if:
 - the Notice of Withdrawal is not submitted on or before the specific dates above.
 - the student is expelled from School (i.e. enrolment terminated by the School)
 - term fees due is not paid in full within the specified time.
 - after accepting the offer of a place at the school, the student does not attend school thereafter.
4. The receipt of payment of deposits must be produced when seeking a deposit refund.
5. Deposits shall not, under any circumstances, be deemed to be treated as payment of fees or charges for any particular term.
6. Other than the fees, the school also levies a non-refundable Registration Fee of RM500.00.

Initial of Parent

DISCIPLINE AND ATTENDANCE

1. Students of Sri Nobel are expected to conduct themselves in a manner that will always uphold the good name of their family and school at all times.
2. Should any of the following offences be committed in or out of school, a student of the school can be liable for expulsion from the school:
 - b. Vandalism and deliberate destruction of school property,
 - c. Insubordination, violent and indecent behaviour,
 - d. Theft,
 - e. Persistent truancy and absence without leave,
 - f. Involvement in any illegal activity.
3. All absence from school must be accompanied by a parent's letter to the Class Teacher. If a student is unable to attend school at the start of the semester, a parent's letter to the Registrar is required. If a student is absent for more than 21 consecutive school days without notice to the Registrar, the student's name will be removed from the School Register and is deemed to have withdrawn without notice, resulting in forfeiture of all fees and deposits.
4. The School, after informing the parents / guardian, reserves the right to dismiss a student from the school in the case of unsatisfactory attendance, bad conduct and/or serious offences committed.

Initial of Parent

I allow my child to go out of the school's premise for treats in relation to the school's positive reinforcement program.

I agree to follow the rules and procedures established by the Board of Governors and the Management of Sekolah Sri Nobel.

I give my full acceptance and support to Sri Nobel's Rules & Regulations and Terms & Conditions of Admission in registering my child here.

I undertake sole responsibility for all fees due to Sekolah Sri Nobel in respect of the applicant for the entire duration of his / her studies.

I also understand that the School also reserves the right to revoke the acceptance and terminate enrolment of the student should **any information** provided in this application form be withheld or incorrect.

Signature of parent / guardian: _____ Date: _____

Name : _____ NRIC: _____

(As in Identity Card / Passport)

