**TERMS & CONDITIONS**

***(1) REGISTRATION***

*Registration form must be completed with the following requirements:*

□ 1 piece of photocopied Birth Certificate

□ 2 colour Passport Size photographs

□ School Leaving Certificate **AND**Lastest Progress Report (if transferee and where applicable)

□ Registration Fee $40.00 (non-refundable) and School fee

□ Student Pass (only for expatriate children

New admission to Year 1 until 6 will depend on the results of Entrance Tests. New student must score a minimum of 70% in core subjects English Language, Mathematics, Science and BahasaMelayu.

***(2) SCHOOL FEES***

1. **Time of payment**:School fees have to be paid every first week of each month. A **REMINDER LETTER** will be sent to parents when fees are not paid after the 7th day of each month. School fees and registration fee are non-refundable nor transferable. An official receipt will be issued upon payment.

2. **10-month Payment Basis**: As from 2018, all fees are on a 10-month basis where school fees are to be paid from January to October only.

|  |  |  |
| --- | --- | --- |
| **Class level** | **AMOUNT PER MONTH** | **MONTHS TO PAY** |
| YEAR 1 TO 6 | **$156.00** | **JANUARY TO OCTOBER** |

3. **Late enrolment**:A full month school fees payment are required although enrolment is not on the 1st day of the month.

4.**Vacation/Sick Leave**: Full payment is also required during absent leave or sick leave as long as the pupil’s name is recorded in the STUDENT REGISTER BOOK, otherwise, a School Leaving Certificate will have to be issued should the pupil decided not to continue. So, please inform the office at your soonest should you have any queries regarding this.

5.**Outstanding fees**:School policy prohibits any pupil to attend classes if fees are not settled after the issuance of the FINAL FEES REMINDER NOTICE. Likewise, report cards and leaving certificates will not be issued to the pupil. Parents are encouraged to discuss any problems relating to fees with the principal so that an arrangement can be made.

6.**Discount Family Rate**:

|  |  |  |
| --- | --- | --- |
|  | Discount rate | Amount per month after discount |
| 1st child | Normal rate | - |
| 2nd child | **5%** | ~~$156.00~~ New fee **$148.20** |
| 3rd child | **10%** | ~~$156.00~~New fee **$140.40** |
| 4th and subsequent child | **12%** | ~~$156.00~~New fee **$137.30** |

*(3) SCHOOL UNIFORM*

Full School uniform is compulsory for every student, worn complete with a pair of black shoes and white socks. Both school and P.E uniforms are available for sale in the school.

**AGREEMENT:**

**I, parent/guardian undersigned below agree to abide to the above Terms and Conditions of Sekolah Cemerlang Abejess. I agree to pay my child’s school fees amounting to $\_\_\_\_\_\_\_\_\_\_\_\_(monthly, termly, annually).**

**Saya, ibu/bapa/penjaga yang menandatangani di bawah bersetuju mematuhi peraturan-peraturan Sekolah Cemerlang Abejess. Saya bersetuju membayar yuran sekolah $\_\_\_\_\_\_\_\_\_\_ (setiap bulan, penggal, tahun).**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_**

STUDENT ENROLMENT FORM

**For Office Use Only:**

**Choice of payment: $\_\_\_\_\_\_\_\_\_\_\_per mth/term/year Discount rate \_\_\_\_\_% Child ranking in school \_\_\_\_/\_\_\_\_**

**Claim: Yes/No Date claim letter given: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



SPG 274, KG KAPOK, JLN MUARA BT2328

NEGARA BRUNEI DARUSSALAM

Tel.: 2770725

Fax.: 2771725

**www.secaschool.edu.bn**

Office hours: 7.30 a.m. – 5.00 p.m. (Mon to Sat)

8.00 – 11.45 a.m. (Fri)





 YEAR 1 YEAR 2 YEAR 3 YEAR 4 YEAR 5 YEAR 6

 MORNING 7.15 a.m.–12.30 p.m.

 AFTERNOON 12.40 – 5.15 p.m.

|  |
| --- |
| **1. (a) Child’s full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***\_\_\_\_\_\_\_\_\_\_\_\_\_* ***Nama penuh anak*** **(b) Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (c) Age (on 1st January): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** ***Tarikh lahir Umur (pada 1hbJanuari)***  **(d) Place of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (e) Citizenship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** ***Tempat lahir Kerakyatan*** **(f) Religion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (g) Gender: Male Female** ***Ugama Jantina Lelaki Perempuan*** **(h) Home address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** ***Alamat tempat tinggal*** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **(i) Home tel. no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ***Nombor telefon rumah*** **(j) Contact telephone number in case of emergency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** ***Nombor telefon jika dalam kecemasan*** |

**STUDENT’S INFORMATION**

**MEDICAL HISTORY**

*Please tick ( √) if applicable Details (eg. medication) Keterangan (perubatan)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Does your child suffer from:*****(Adakah anak awda mengalami:)*** | **Epilepsy *(Sawan)*** |  |  |
| **Asthma *(Sesak Nafas)*** |  |  |
| **Allergies *(Alahan)*** |  |  |
| **Other conditions (please specify)*****Masalah lain (sila nyatakan)*** |  |  |
| **Is your child on regular medication?*****Adakah anak awda memerlukan rawatan yang berterusan?*** |  |  |

**SCHOOL HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of previous school*****Nama sekolah dahulu*** | **Address*****Alamat*** | **Phone Number** ***Nombor Telefon*** | **Year/*Tahun*** |
| From*Dari* | To*Hingga* |
|  |  |  |  |

**SIBLING’S INFORMATION**

**Please list the siblings currently studying in SECA School.**

**Sila nyatakan adik-beradik yang sedang belajar di SECA School.**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**FATHER’S INFORMATION**

**Title(Mr., Sir, Dr., Pg., Dato, Pehin):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***Gelaran (Awang, Tuan, Dr., Pg., Dato, Pehin)***

**2. (a) Father’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Nama bapa***

1. **Citizenship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **(c) Father’s IC No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Kerakyatan Nombor IC.:***

 ***Please fill only If applicable***

**(d) Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nombor Askar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Pekerjaan***

**Nombor Bomba: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nombor Polis: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NomborTentera Laut: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(e) Company’s Name & Office Address:**

 ***Nama Pejabat & Alamat Pejabat***

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Private ( ) Government ( ) Semi-Government ( )**

 **(f) Office Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Nombor telefon pejabat* *Nombor telefon bimbit***

 **E-mail address (if any) *Alamat e-mail (jika ada)*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MOTHER’S INFORMATION**

**Title (Mrs., Madam, Dr., Pg., Datin):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***Gelaran (Dayang, Dk., Puan, Dr., Pg., Datin)***

**3. (a) Mother’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***Nama ibu***

1. **Citizenship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **(c) Mother’s IC No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***Kerakyatan Nombor IC.:***

 ***Please fill if applicable***

**(d) Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nombor Askar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Pekerjaan* Nombor Bomba: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nombor Polis: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Nombor Tentera Laut: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(e) Company’s Name & Office Address:**

 ***Nama Pejabat & Alamat Pejabat***

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Private ( ) Government ( ) Semi-Government ( )**

 **(f) Office Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***Nombor telefon pejabat* *Nombor telefon bimbit***

 **E-mail address (if any) *Alamat e-mail (jika ada)*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GUARDIAN’S INFORMATION**

*Please fill only if applicable.*

**Title (Mrs., Madam, Dr., Pg., Datin):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***Gelaran (Dayang, Dk., Puan, Dr., Pg., Datin)***

**4. (a) Guardian’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***Nama penjaga***

1. **Citizenship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **(c) IC No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***Kerakyatan Nombor IC.:***

 ***Please fill if applicable***

**(d) Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nombor Askar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Pekerjaan* Nombor Bomba: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nombor Polis: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Nombor Tentera Laut: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(e) Company’s Name & Office Address:**

 ***Nama Pejabat & Alamat Pejabat***

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Private ( ) Government ( ) Semi-Government ( )**

 **(f) Office Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***Nombor telefon pejabat* *Nombor telefon bimbit***

 **E-mail address (if any) *Alamat e-mail (jika ada)*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**