

Enrolment Checklist:

- Registration fee
 Completed enrolment form
 Photocopy of birth certificate / I.C.
 Photocopy of parents I.C. / passport
 Valid student pass (foreign students only)
 School health card / Immunization records
 A copy of last progress report
 Leaving certificate
 Testimonial of good conduct from previous school
 PSR Exam slip (Year 7 enrollee only)
 Student pass application



2x
passport size photo

SERI MULIA SARJANA SCHOOL**Pre-School / Primary / Secondary**

Negara Brunei Darussalam.

Tel: 2650856 / 2652728 (Preschool Section)

Tel: 2654720 / 2652708 (Primary Section)

Tel: 2421311 / 2456584 / 2456708 (Secondary Section)

Fax: 2455780 / 2654722 / 2650869

www.smsarjana.edu.bn**STUDENT ENROLMENT FORM**

Year of Entry (please tick ✓)

<input type="checkbox"/> Kindergarten 1	<input type="checkbox"/> Kindergarten 2	<input type="checkbox"/> Kindergarten 3
<input type="checkbox"/> Year 1	<input type="checkbox"/> Year 2	<input type="checkbox"/> Year 3
<input type="checkbox"/> Year 4	<input type="checkbox"/> Year 5	<input type="checkbox"/> Year 6
<input type="checkbox"/> Year 7	<input type="checkbox"/> Year 8	<input type="checkbox"/> Year 9
<input type="checkbox"/> Year 10	<input type="checkbox"/> Year 11	Session : <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon
Bus Service required: <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> One - Way <input type="checkbox"/> Return trip		

Student Information

Full Name of Child Nama Penuh Anak:				
Date of Birth Tarikh Lahir	Country / Place of Birth Negara / Tempat Lahir	Birth of Certificate No. No. Sijil Kelahiran	Gender / Jantina <input type="checkbox"/> Male / Lelaki <input type="checkbox"/> Female / Perempuan	
Issuing Country of Birth Certificate Negara Yang Mengeluarkan Sijil Kelahiran	Age (on 1st January) Umur (pada 1hb Januari)	Race Bangsa	Religion Agama	
Citizenship / Nationality Kerakyatan	Passport No Nombor Pasport	Passport Issuing Country Negara Yang Mengeluarkan Pasport	Passport Issued Date Tarikh Pasport Dikeluarkan	
Passport Expiry Date Tarikh Mansuh Pasport	I.C No Nombor K. P	I.C Colour Warna K. P	I.C Issuing Country Negara Yang Mengeluarkan K. P	
I.C Issued Date Tarikh K. P Dikeluarkan	I.C Expiry Date Tarikh K. P Mansuh	Kampong Kampong	Mukim Mukim	District Daerah
Home Address Alamat Rumah: Post Code				
Permanent Oversea Address (For Foreigner only) Alamat Tetap Luar Negara (Untuk Warga Asing Sahaja).....				
Home Telephone Number Nombor Telefon Rumah	Mobile Phone Number Nombor Telefon Bimbit	E-mail Address (if any) Alamat E-mail (jika ada)		
Native Language Bahasa Ibunda	Other Languages Bahasa Lain	Proficiency in English Kemahiran Bahasa Inggeris () Excellent () Good () Average () Poor		
Has the student ever repeated a level ? () NO () YES Level:				
Has the student been involved in suspension or expulsion from previous school ? () NO () YES				

School History

Names Of Previous School Nama Sekolah Dahulu	Address / Telephone Numbers Alamat / Nombor Telefon	Year / Tahun	
		From / Dari	To / Hingga

Class At Time Of Leaving
Darjah Semasa Berhenti

Date Of Leaving
Tarikh Berhenti

Reason For Leaving
Sebab Berhenti

Medical History

Please (✓) if applicable

Details (e.g. medication)
Keterangan (e.g. perubatan)

Does your child suffer from Adakah anak awda mengalami masalah	Epilepsy Sawan		
	Asthma Sesak Nafas		
	Allergies Alahan		
	Diabetes Kencing Manis		
Does your child wear Adakah anak awda memakai	Spectacles Kacamata		
	Contact lens Lensa mata		
	Hearing aid Alat pendengar		
Other Conditions (please specify) Masalah Lain (sila nyatakan)			
Is your child on regular medication? Adakah anak awda memerlukan rawatan yang berterusan?			

Do you give permission to give basic medications?
Adakah awda memberi kebenaran memakan ubat?
e.g. / seperti aspirin, panadol, throat lozenge, eucalyptus oil

Yes / Ya No / Tidak

Family Information

Emergency contact person? Father Mother Legal Guardian

Father

Title (Mr., Sir, Dr., Pg., Dato, Pehin)

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

Name
Nama

Date of Birth Tarikh Lahir	Country / Place of Birth Negara / Tempat Lahir	Race / Ethnicity Bangsa	Religion Ugama
.....

Home Address
Alamat Rumah

Permanent Oversea Address (for foreigner only)
Alamat Tetap Luar Negara (Untuk Warga Asing sahaja)

Citizenship / Nationality Kerakyatan	Passport No Nombor Pasport	Passport Issuing Country Negara yang mengeluarkan Pasport	Passport Issued Date Tarikh Pasport Dikeluarkan
.....

Passport Expiry Date Tarikh Mansuh Pasport	I.C No Nombor K. P	I.C Colour Warna K. P	I.C Issuing Country Negara yang mengeluarkan K. P	I.C Issued Date Tarikh K. P Dikeluarkan
.....

Company Name & Office Address
Nama Pejabat & Alamat Pejabat

Office Telephone Number Nombor Telefon Pejabat	Mobile phone number Nombor telefon bimbit	Home Telephone Number Nombor Telefon Rumah	E-mail (if any) E-mail (jika ada)	() Government / () Private (please tick)
.....

Government Ministry Kementerian	Department in Ministry Jabatan dalam Kementerian	Highest Education Attended Pendidikan Tertinggi
.....

Mother
 Title (Mrs., Madam, Dr., Pg., Datin, Pehin)
 Gelaran (Dayang, Puan, Dr., Dk., Pg., Datin, Dato, Pehin)

 Name
 Nama

Date of Birth Tarikh Lahir	Country / Place of Birth Negara / Tempat Lahir	Race / Ethnicity Bangsa	Religion Ugama
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 Home Address
 Alamat Rumah

 Permanent Oversea Address (for foreigner only)
 Alamat Tetap Luar Negara (Untuk Warga Asing Sahaja).....

Citizenship / Nationality Kerakyatan	Passport No Nombor Pasport	Passport Issuing Country Negara Yang Mengeluarkan Pasport	Passport Issued Date Tarikh Pasport Dikeluarkan
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Passport Expiry Date Tarikh Mansuh Pasport	I.C No Nombor K. P	I.C Colour Warna K. P	I.C Issuing Country Negara Yang Mengeluarkan K. P	I.C Issued Date Tarikh K. P Dikeluarkan
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Office Telephone Number Nombor Telefon Pejabat	Mobile phone number Nombor telefon bimbit	Home Telephone Number Nombor Telefon Rumah	E-mail (if any) E-mail (jika ada)	() Government / () Private (please tick)
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Government Ministry Kementerian	Department in Ministry Jabatan dalam Kementerian	Highest Education Attended Pendidikan Tertinggi
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Legal Guardian
 Title
 Gelaran

 Name
 Nama

Date of Birth Tarikh Lahir	Country / Place of Birth Negara / Tempat Lahir	Race / Ethnicity Bangsa	Religion Ugama
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 Home Address
 Alamat Rumah

 Permanent Oversea Address (for foreigner only)
 Alamat Tetap Luar Negara (Untuk Warga Asing Sahaja).....

Citizenship / Nationality Kerakyatan	Passport No Nombor Pasport	Passport Issuing Country Negara Yang Mengeluarkan Pasport	Passport Issued Date Tarikh Pasport Dikeluarkan
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Government Ministry Kementerian	Department in Ministry Jabatan dalam Kementerian	Highest Education Attended Pendidikan Tertinggi
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Sibling Information
 Please list siblings studying in Seri Mulia Sarjana School
 Sila nyatakan adik-beradik yang menuntut di Sekolah Seri Mulia Sarjana

No	Name	Gender	Rank Among Siblings	Class
1.				
2.				
3.				
4.				
5.				

Verified by:

CONDITIONS OF ACCEPTANCE

- REGISTRATION PROCEDURE** All prospective students are required to sit for an entrance test before confirmation of admission. Class admission will depend on the results of the entrance test. The registration fee is non-refundable. Enrolment without registration fees will not be accepted.
- NEW ADMISSION** All new confirmed enrollees are required to pay an advance of two (2) months school fees.
- SCHOOL FEES REFUND** We require two (2) months written notice in advance for any refund of **ADVANCED** payments.
- SCHOOL FEES** All monthly school fees are to be paid on or before the 7th of each month.
 For example, school fee of September should be paid on or before 7th of September. Any defaults will incur the following:
 - 8th of each month - 1st reminder issued
 - 15th of each month - 2nd reminder issued
 - 22nd of each month - notice of suspension issued (student allowed to attend class for 7 days grace period)
 - 29th of each month - last day of grace period
 - 30th of each month - official suspension is enforced
- SCHOOL FEES DISCOUNT** Families with three (3) or more children currently enrolled in the School will be eligible for a 5% (five) discount on **school fees only** from the fourth (4th) to sixth (6th) child. Discount on school fees will be forfeited if late payments are received after the 7th of each month.
- WITHDRAWAL NOTICE** The School reserves the right to request that parents withdraw the child at any time in the event that it is deemed that the school can no longer meet the child's needs. Parents are required to give the school two (2) months notice in writing if they wish to withdraw their child from the school. In absence of such notice, the School reserves the right to charge two (2) months school fees in lieu.
- ADMISSION FOR FOREIGN STUDENTS** As per the regulations of the Ministry of Home Affairs, all foreign students are required to have a valid student pass in order to be eligible for education in Brunei.
- STUDENTS' INSURANCE** TAIB Student Insurance is compulsory and renewable annually from school in order for the student to be eligible for any form of school activities or events.
- CHILD'S SAFETY** For the safety of our students, person(s) other than parent(s) / guardians designated to collect the child from the school are required to have a letter of authorisation from parents concerned.
- EMERGENCY PROCEDURE** In the event of an emergency, where a child requires immediate treatment, attempts will be made to contact the parents. However, the School retains the right to take immediate action in the best interest of the child. Any medical costs incurred are the responsibility of the parent / guardian.
- DECLARATION** I, parent / legal guardian, have read and understood the terms of enrolment to SERI MULIA SARJANA SCHOOL by checking the provided boxes and hereby agree to abide by the rules & regulations of the School.

Date:

.....
Signature of Parent(s) / Legal Guardian

NAME IN BLOCK LETTERS:

FOR OFFICE USE ONLY

Registration number	Date of enrolment	Registration receipt number
.....
Entrance test for KG / PRIMARY / SECONDARY		
Entrance Results		
<input type="checkbox"/> INTERVIEW	<input type="checkbox"/> B. MELAYU	<input type="checkbox"/> ENGLISH
<input type="checkbox"/> MATHEMATICS	<input type="checkbox"/> SCIENCE	
Remarks:		
.....		
Enrolment accepted Yes () No ()		
Level / Session (AM / PM):		
Commencement date:		
Approved by:		

Payment / Billing:

() cash / cheque

() SHELL / BSP / BST

() Government Subsidy

() Other: RBA / SCB / DST