

Part 4: FAMILY DETAILS

Name of Parent/ Guardian

Relationship Father Mother Others () Specify

Occupation

Tel. No. - Mobile Phone No. -

Email

No. of Siblings still studying

Are any of your family members former students/members of the Malaysian Federation of La Sallian Associations or SMK St. John's, Kuala Lumpur? Yes No

Part 5: DOCUMENTS SUBMITTED WITH THIS APPLICATION

All documents submitted must be Certified True Copy.

- Passport Size Photographs (3 pieces)
- Copy of IC or Passport
- Copy of Certificate/s
- Copy of Transcript of highest entry qualification
- Other Testimonials

Part 6: CONDITIONS OF ENROLMENT

1. Fees for the academic year are set out in the Fees Schedule.
2. Full settlement of first semester fees is required by the intake date and according to the due dates for subsequent semesters.
3. Payment by crossed cheque, telegraphic transfer, money order or bank draft is to be made payable to: **St. John's International Edu Group Sdn Bhd.**
4. Fees paid are neither refundable or transferable, except for the following:
 - 4.1 If a student withdraws from the programme before the commencement of the semester, an amount not exceeding 70% of all fees (except for Registration Fee) paid is refundable.
 - 4.2 If a student withdraws from the programme within the first two weeks upon commencement of the semester, an amount of up to 50% only of all fees (except form Registration Fee) is refundable.
 - 4.3 No refund of fees after the second week of the commencement of semester.
 - 4.4 If a student is required by National Service and is denied National Service deferment upon commencement of the programme, a full refund of all fees shall be paid.
 - 4.5 If a student is required to leave the programme due to non-fulfillment of entry requirements upon official announcement of examination results, a pro-rated refund of all fees (except for Registration Fee) is to be paid.
5. Refunds will made in the name of the sponsor as stated in the Application Form.
6. The School reserves the right to review the status of student and take necessary action if payment is not received as scheduled. Such action may result in suspension or termination of student.
7. If the student is expelled due to misconduct, there shall be no refund of fees paid except for refundable deposits.
8. All claims for refund of any moneys is only eligible if it is claimed within one year from the date the relevant student ceases to be a student of the School.
9. Students must abide by all academic, administrative and examination rules and regulations and policies of the School.

Part 7: DECLARATION AND SIGNATURE

I declare that the information provided and documents submitted are true and complete, and will abide by the Conditions Of Enrolment as stated in this Application Form.

Signature of Applicant

Date

OFFICIAL USE ONLY

Student No. Date of Application - -

Remarks

Payment Cash Cheque Credit Card

Details

Counseled by

Signature

Date of Approval