



HiKaRi Edu Sdn Bhd (CR: 1304875-M)

1st Floor, No 60, Jalan 17/155C, Bukit Jalil Integrated Business Park, 57000 Kuala Lumpur.
Tel: 018-9820688 www.HiKaRi.my email: info@HiKaRi.my

Class Registration Form

Please insert one recent passport size photo here

Child's Name: _____

Child's Date of Birth: _____ Sex: _____

Home Address: _____

Home Phone: _____

Number of Siblings () *Please provide name(s), age(s) and current school of any brother/sister*

Sibling 1:

Name: _____ Age: _____

School: _____

Sibling 2:

Name: _____ Age: _____

School: _____

Sibling 3:

Name: _____ Age: _____

School: _____

Preferred Method of Contact: _____ Phone call _____ WhatsApp _____ Email

Mother's Name: _____ Occupation: _____

Handphone: _____ Email: _____

Father's Name: _____ Occupation: _____

Handphone: _____ Email: _____

Emergency Contact: _____

Name: _____ Relationship: _____

For Office Use

Playschool

After School Homework Coach

Enrichment Class (Mandarin)

Enrichment Class (English)

Enrichment Class (Maths)

Enrichment Class (Arts)

MEDICAL DETAILS
Has your child been immunised? () Yes () No <i>Please provide a copy of your child's immunisation record</i>
Does your child have any medical problems that we should be made aware of? Please give details below:
Does your child have any allergies that we should be made aware of? Please give details below:
Does your child have any special dietary requirements? eg Vegetarian. Please give details below:

Please provide a details of the person(s) who are authorised to collect your child from our school as below:

- 1) Name: _____ NRIC: _____
Relationship: _____
- 2) Name: _____ NRIC: _____
Relationship: _____
- 3) Name: _____ NRIC: _____
Relationship: _____

Declaration by parent(s):

- I, _____ hereby declare that the information given above is true and complete in all aspect , and will notify the School of any changes.
- I have read, understood and agree to abide by the Terms and Conditions of the School in which I have enrolled my child, a copy of which found on this Class Registration Form.
- I understand the School has the right to amend the Terms and Conditions for which reasonable efforts will be made in notifying me of the changes, and agree to abide by such changes.
- I understand that all personal data or information collected on / via this form and / or during enrolment are utilised in respect of the School's administrative processes and procedure, although it may be also used for any other purpose associated with my child's attendance at the School.

Signature of Parent: _____ Application Date: _____

Terms and Condition:

1. The School reserves the right to withhold acceptance of an enrolment at its discretion, if such action is deemed to be in the best interests of the student or the School.
2. For new applications, parents are required to complete the official registration form and submit it with a passport sized photograph of your child, a photocopy of your child's birth certificate and immunisation record.
3. A non-refundable Registration Fee is payable upon registration of the student at the School at the same time as the submission of the Class Registration Form.
4. School Fees are payable monthly by the 1st day of every month. School Fees are not refundable after the commencement of the class.
5. Every child registered with HiKaRi is required to furnish a deposit and this deposit is refundable when the child withdraws from the School provided a withdrawal notice with at least 4 weeks advance notice in writing has been received by the School. The deposit will be used to offset the payment of School Fees or any other payments required to be paid by the parents/guardian to the School.
6. We practice No Replacement Class policy for any lesson missed irrespective of the reason. We are closed on Saturday, Sunday and Public Holidays. A make-up lesson will be arranged to students under Enrichment Program when there are 2 classes affected by the Public Holiday.
7. The School must be informed of any academic, physical or behavioural issues relating to a student prior to registration. In such cases, all relevant supporting documentation will be requested. When necessary, further documentation or evaluation may be required. Failure to inform the School of any relevant issues may jeopardise the enrolment or continued enrolment of the student.
8. As part of the school's requirement to compile continuous progress report for each child, mainly still pictures will be taken of each child during their activities. The School reserved the right to use these pictures in the progress report and School advertising materials and media. Should parents have any objection concerning the use of their child's pictures, the school will comply without questions. Only our School's staff is authorised to take photographs and videos in our centre.
9. The School reserves the right to increase the school fees at its discretion as it deems fit, from time to time during student's enrolment in the School. The parent shall be given notification of any such increase.
10. The School premises are cleaned daily, children are encouraged daily by their teacher to observe sound hygiene practices. We practice hand sanitising and temperature scanning for all children before they enter the School premises. Unwell children will be refraining from attending class.
11. In the event of the child having a contagious or infectious disease or illness or in the event of an outbreak of a contagious or infectious disease or illness at the School regardless whether the child is so infected or others, the School may at discretion prohibit the child from attending at the School such period as the School deems necessary. The parent/guardian or child shall have no claim against the School arising from such action taken. A certificate declaring non-contagious is required on the child's return.
12. We only allowed Non-Slip sock in our premises, shoes are not permitted in the premises.
13. Children are picked up by their parents or the authorised person (the name of the authorised person(s) are to be provided in the Class Registration form) upon enrolment. Parents will make every effort to ensure their child is picked up on time at the end of the school. Regular late pick up will be charged accordingly.
14. The School shall not be liable for any loss suffered by the student resulting from any event that is beyond the reasonable control of the School.