



TADIKA RHEMA SDN BHD (457834-w)

No 27, Lorong Keranji 4, Tabuan Desa Indah,
93350 Kuching, Sarawak, Malaysia.
Tel: 082-367888 WhatsApp: 010-4422110
Email: tadikarhema@gmail.com



REGISTRATION
NUMBER:

Year of Entry:

- Half Day
 Full Day

ENROLMENT FORM (to be submitted with a photocopy of child's birth certificate)

Child's Name in Full: (As in Birth Certificate) (Use Block Letters)		Chinese Name (if any)					
MyKid No.:	Date Of Birth: / / (d/m/yr)	Birth Cert No.:					
Gender: Boy / Girl (circle)	Position / No. Of Children In Family: /	Race:	Nationality:				
Previous Kindy / Play Centre:			No. Of Years Attended:				
Home Address:							
Postcode:		City/Town:		State:		Home Tel:	
Home Language(s):							
	Father			Mother			
Name In Full :							
Identity Card No. :							
Nationality / Race :	/			/			
Religion :							
Occupation :							
Company's Name :							
Company's Address :							
Email :							
Tel / Handphone :							
Car Reg. No. & Model :							
Emergency Contact (other than parents)	Name In Full		Relationship	Tel / Handphone			
	(1)						
(2)							
Details Of Child's Health	ALLERGIES:		Other Health Issues:				
Names Of Siblings	1.	DOB: / /	<input type="checkbox"/> Past / Current Rhema Student				
	2.	DOB: / /	<input type="checkbox"/> Past / Current Rhema Student				
	3.	DOB: / /	<input type="checkbox"/> Past / Current Rhema Student				
Preferred Primary School	<input type="checkbox"/> Chung Hua <input type="checkbox"/> National <input type="checkbox"/> Private _____ <input type="checkbox"/> Others						
Referral By / Through	<input type="checkbox"/> Rhema Parents <input type="checkbox"/> Friends <input type="checkbox"/> Social Media <input type="checkbox"/> Buntings/Banners <input type="checkbox"/> Others _____ (NOTE: Ask for a separate Referral Claims Form if needed.)						
Why Select Rhema	<input type="checkbox"/> Character-Building <input type="checkbox"/> Reading <input type="checkbox"/> SEL <input type="checkbox"/> Play <input type="checkbox"/> Parental Support <input type="checkbox"/> Cost <input type="checkbox"/> Locality <input type="checkbox"/> Other _____						
I confirm all the information given is correct and agree to the guidelines listed overleaf.						(Parent / Guardian's Signature)	
I acknowledge the school will do its best for the safety and security of my child and will not hold the school or its employees responsible for any mishap.						(Parent / Guardian's Full Name)	
I consent to the school providing the necessary assistance to my child in the event of sickness/ accident, inclusive of sending him/her to the doctors.						(Date)	
I also consent to images of my child to be taken and used for school purposes.							
OFFICE USE							
	Reg. Fee	Deposit	Add. Dep.	Assessment F.	Resource Fee	Book Retention F.	Term 1 Fees
Paid On							
Receipt No.							
Amount Paid							

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GUIDELINES

A. REGISTRATION

1. Confirmation of registration is subject to payment of commitment deposit.
2. The commitment deposit is refundable upon fulfillment on the following terms:
 - a. Your child must have completed **at least one full school term**.
 - b. **One month's written notice** is given before the end of the child's final term with the school.

B. FEE PAYMENT

1. Fees are subject to changes at the discretion of the Management.
2. The four Term Fees are collected according to the schedule publicised to the parents and reminders given along the way.
3. To receive such broadcasts and notifications, add the school WhatsApp number to your Phone Contacts.
4. Where payment is not made by the relevant due date, a "**FIVE PERCENT (5%) LATE PAYMENT ADMINISTRATIVE FEE**" will be levied, unless prior arrangement (a written letter) has been made with the school.
5. All fees are to be paid either by:
 - crossed cheque made payable to **Tadika Rhema Sdn Bhd**
 - cash or cheque banked into the school account (**21114600031136 - RHB**)
 - online transfer
 - **All receipts of payment** must be emailed to tadikarhema@gmail.com with the relevant details in the online recipient's reference e.g. **Year of Joining/Class/Name** (for new student), **Term/Class/Name** (for current student), or a photo taken of the bank-in slip with handwritten details as above.
6. Any student who has not paid his / her full fees plus late payment fee, 2 weeks after the due date, will not be allowed to attend classes or any other school activities until the outstanding amount is settled in full.
7. Any student who has not paid his / her full fees plus late payment fee, one month after the due date, the school reserves the right to terminate the student's enrolment.
8. In the event the school is closed due to Covid-19 (or other health issues, *as directed by the Ministry of Health*), there will be no refund or discount on the school fees (except for school outing) because all lessons will continue to be conducted through online, or other pre-arranged means.

C. FEE DISCOUNT

1. A three percent (3%) discount on Term Fees will be given if the whole year's school fees are paid by January of each year.
2. A five percent (5%) discount in Term Fees will be given for siblings of enrolled students, past or present.

D. COPYRIGHT OF IMAGES RECORDED AT TADIKA RHEMA PREMISES

The Management of Tadika Rhema Sdn Bhd claims and reserves all rights of all images taken or created of your child while they are registered students of Tadika Rhema Sdn Bhd together with all the images of the child and family members (hereinafter collectively referred to as "images") and reserves the absolute right to use and publish these images in whatever form including but not limited to photographic, video and electronic images without the need to seek your permission and without disclosing the names and identities of those images and the creator of those images unless prior written request is made to the Management of Tadika Rhema Sdn Bhd which the Management reserves the right to consider without any obligation to agree.

E. PERSONAL DATA PROTECTION STATEMENT

Your personal information collected is processed, retained and used by Tadika Rhema Sdn Bhd in accordance with the Malaysian Personal Data Protection Act 2010. Your personal information may be used for all purposes in relation to your enrolment of your child in Tadika Rhema Sdn Bhd, and to meet statutory obligations, and for registration of public events such as art competitions. Tadika Rhema Sdn Bhd may also retain and continue to process your personal data for all intents and purposes unless you request in writing to withdraw your consent.