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**PERMOHONAN KENAIKAN YURAN**

***APPLICATION FOR FEE INCREASE***

**UNIT PENDIDIKAN SWASTA**

**JABATAN PENDIDIKAN WILAYAH PERSEKUTUAN PUTRAJAYA**

**ARAS 7, BLOK E2, KOMPLEKS E**

**PUSAT PENTADBIRAN KERAJAAN PERSEKUTUAN**

**62604 PUTRAJAYA**

**Tel: 03-8889 0065**

**PERINGATAN:**

***REMINDER:***

* Permohonan hendaklah dibuat oleh Pengerusi Lembaga Pengelola / Guru Besar institusi berkenaan.

*Application is to be made by the Chairman, Board of Governors / Principal of the institution only.*

* Permohonan kenaikan yuran hanya boleh dipertimbangkan tiga (3) tahun selepas kelulusan kenaikan terakhir.

*Application for fee increase will on be considered three (3) years after the last approval.*

* Lengkapkan satu (1) salinan sahaja.

*Complete one (1) copy only.*

* Semua maklumat perlu dilengkapkan. Permohonan yang tidak lengkap, akan ditolak.

*Complete all information. Incomplete application will be rejected.*

* Cadangan untuk kenaikan yuran perlu dimaklumkan kepada ibubapa / penjaga sekurang-kurangnya tiga (3) bulan sebelum menyerahkan borang permohonan ini.

*Parents / guardian should be notified three (3) months before the submission of this form*.

* Sertakan salinan Perakuan Pendaftaran institusi yang terkini termasuk Lampiran B dan butiran kenaikan yuran terakhir.

*Enclose the Registration Certificate of the institution together with Attachment B and details of the previous fee increment.*

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| **BAHAGIAN A : MAKLUMAT INSTITUSI** |

*PART A : PARTICULARS OF INSTITUTION*

1. Maklumat institusi:

*Particulars of institution:*

|  |  |
| --- | --- |
| Nama institusi  *Name of institution* |  |
| Alamat institusi  *Address of institution* |  |
| No. telefon  *Telephone No.* |  |
| No.Telefon Bimbit  *Handphone No.* |  |
| No. Perakuan Pendaftaran:  *Certificate Registration No.* |  |

**BAHAGIAN B : BUTIRAN KENAIKAN YURAN**

*PART B : PARTICULARS OF CHANGES*

1. Perubahan Yuran

*Increment of Fees*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Butiran Yuran  *Itemised Fees* | Butiran Yuran **Sedia Ada**  ***Existing*** *Fee Charges* | Tarikh Diluluskan  *Date Approved* | Butiran Yuran **Baharu**  ***New*** *Fee Charges* | Cadangan Tarikh Dikuatkuasa  *Suggested Date of Increment* |
| Yuran Pengajian Sebulan  *Monthly Tuition Fees* |  |  |  |  |
| Yuran Pendaftaran  *Registration Fees* |  |  |  |  |
| Lain-lain bayaran  *Miscellaneous Charges* |  |  |  |  |
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