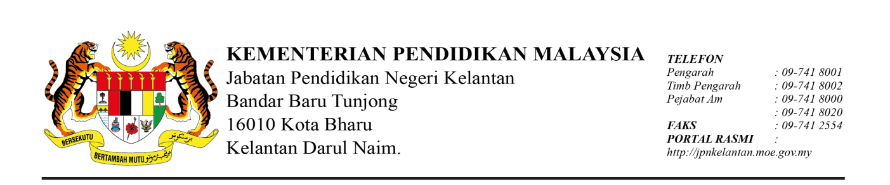
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| **PERMOHONAN KENAIKAN YURAN**  *APPLICATION FOR FEE INCREASE* | |
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**KEMENTERIAN PENDIDIKAN MALAYSIA**

*MINISTRY OF EDUCATION MALAYSIA*

**BAHAGIAN PENDIDIKAN SWASTA**

*PRIVATE EDUCATION DIVISION*

**ARAS 3, BLOK E2, KOMPLEKS E**

**PUSAT PENTADBIRAN KERAJAAN PERSEKUTUAN**

**62604 W.P. PUTRAJAYA**

*Tel: 03-8884 9536/9571 Faks: 03-8888 6676*

**PERINGATAN:**

***REMINDER:***

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

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

* Kenaikan yuran tidak melebihi 30% daripada yuran sedia ada.

*Fee increase should not exceed 30% of the current fees.*

* 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 surat kelulusan kenaikan yuran terakhir.

*Enclose the Registration Certificate of the institution together with Attachment B and the approval letter of the last fee increase given.*

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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.faks  *Faks No.* |  |
| No.Telefon Bimbit  *Handphone No.* |  |
| E-mel  *E-mail* |  |
| No. Perakuan Pendaftaran:  *Certificate Registration No.* |  |

**BAHAGIAN B : MAKLUMAT PENGURUSAN**

*PART B : PARTICULARS OF MANAGEMENT*

1. Butiran Ahli Lembaga Pengelola (ALP)

*Board of Governors (BoG) Details*

|  |  |  |  |
| --- | --- | --- | --- |
| Bil  *No* | Nama Penuh  *Full Name* | Warga  negara  *Citizenship* | Profesion  *Profession* |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Pengerusi/*Chairman:* | | |
| i. | Nama/*Name:*  No. K.P/Pasport/*Identification Card /Passport No.* |  |  |
|  | Ahli-Ahli/*Members:* | | |
| ii. | Nama/*Name:*  No. K.P/Pasport/*Identification Card /Passport No.* |  |  |
| iii. | Nama/*Name:*  No. K.P/Pasport/*Identification Card /Passport No*. |  |  |
| iv. | Nama/*Name:*  No. K.P/Pasport/*Identification Card /Passport No.* |  |  |
| v. | Nama/*Name:*  No. K.P/Pasport/*Identification Card /Passport No.* |  |  |

1. Maklumat Pengetua/Guru Besar

*Particulars of Principal/Head Teacher*

|  |  |
| --- | --- |
| Nama/*Name* |  |
| No. Kad Pengenalan/Pasport  *Identification Card/Passport No.* |  |
| No. Permit Mengajar  *Teaching Permit No.* |  |

**BAHAGIAN C : MAKLUMAT YURAN**

*PART C : PARTICULARS OF FEES*

1. Maklumat yuran yang telah diluluskan dan yang dipohon:

*Particulars of approved and suggested fees*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Jenis Yuran  *Types of fee* | Yuran yang diluluskan pada ..........  *Latest approved fees for the year*  (setahun)  *(Yearly)*  *(RM)* | Yuran baharu yang dipohon  *Application of new fees* | | | | | |
| Januari ......  (setahun)  *(Yearly)*  (RM) | % | Januari ......  (setahun)  *(Yearly)*  (RM) | % | Januari ......  (setahun)  *(Yearly)*  (RM) | % |
| Yuran Pengajian  *Tuition fee* |  |  | 10 |  | 10 |  | 10 |
| Yuran Permohonan  *Application fee* |  |  |  |  |  |  |  |
| Yuran Pendaftaran  *Registration* |  |  |  |  |  |  |  |
| Deposit  *Deposit* |  |  |  |  |  |  |  |
| Lain-Lain Yuran, nyatakan  *Other fees, please state* |  |  |  |  |  |  |  |
| Yuran Baharu  *New fees, please state* |  |  |  |  |  |  |  |
| Justifikasi kenaikan yuran yang dipohon  *Justification for fee increase*     |  |  | | --- | --- | | i. | ...........................................................................................................................................................  ....................................................................................................................................................... | | ii. | ...........................................................................................................................................................  ....................................................................................................................................................... | |  | Sertakan kertas berasingan jika ruang yang disediakan tidak mencukupi  *Attach a separate paper if space provided is not enough* |     **BAHAGIAN D : PERAKUAN PEMOHON** | | | | | | | | | |
| *PART D : DECLARATION BY APPLICANT* | | | | | | | | | |

Saya ……………………………………..No. K.P/Pasport: ……...……………......selaku Pengerusi Lembaga Pengelola/Pengetua/Guru Besar dengan sesungguhnya mengaku bahawa saya membuat pengakuan ini dengan penuh kepercayaan yang maklumat-maklumat yang diberi adalah benar dan menurut kandungan Akta Akuan Berkanun 1960 (disemak 1969); dan

*I,................................................................ Identification Card/Passport No...................................... Chairman,Board of Governors/Principal/Head Teacher hereby declare that my declaration is in accordance to the Statutory Declaration Act 1960 (revised 1969); and*

Maklumat yang tidak benar/mengelirukan boleh menyebabkan permohonan ini ditolak.

*Any wrong/misleading information may caused the application to be rejected.*

Cap Rasmi *Official Stamp*

......................................................

*(Tandatangan)*

*(Signature)*

|  |  |  |
| --- | --- | --- |
| Nama  *Name* | : | ................................................................................ |
| No. KP/Pasport  *Identification Card/*  *Passport No.* | *:* | *................................................................................* |
| Tarikh  *Date* | *:* | *.................................................................................* |