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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:*

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| --- | --- |
| 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* | Warganegara*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*

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| --- | --- | --- |
| 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*

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| --- | --- |
| 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* | *:* | *.................................................................................* |