

## ENROLMENT FORM



Sarawak Autistic Association (SAA)  
Resource & Educational Centre  
Banglo 'Lada', Jalan Bampfyld, 93000 Kuching, Sarawak, Malaysia  
P O Box 2492, 93748 Kuching, Sarawak, Malaysia  
Tel: 082-255759 Fax: 082 427934  
Email: [saakch@pd.jaring.my](mailto:saakch@pd.jaring.my) Website: <http://www.saa.org.my>

### ENROLMENT APPLICATION FORM

#### Child's Particulars:

Full Name as in Birth Certificate:		
Other Name		Sex:
Birth Certificate No.		Age:
Race:	Dialect:	Nationality:
Date of Birth:	Place of Birth:	
Communication/ spoken languages in order of preference:		
Attended any School/Centre/Nursery before?		
If yes, please state the name and place of the School/ Centre/ Nursery		
❖ Previous :	Place:	
❖	Place:	
❖ Present:	Place:	
Has your child been diagnosed of having autistic characteristics?		
If yes, please state the:		
❖ Name of Doctor/Specialist: ❖		
❖ Name & Place of Clinic/Hospital/ Institution: ❖		
❖ Autistic Characteristics: ❖		

My child is allergic to ( if any) :

If your child is suffering from other sickness, please state the types of sickness:

If you child is on medication, please state the types of medications:

**Father's Particulars:**

Full Name as in IC:		
IC No:	Age:	Race:
Dialect:	Nationality:	Religion:
Date of Birth:		Place of Birth:
House Address:		
House Tel:	Hand Phone:	Fax:
Office Address:		
Office Tel:	Hand Phone:	Fax:
Occupation:		

**Mother's Particulars:**

Full Name as in IC:		
IC No:	Age:	Race:
Dialect:	Nationality:	Religion:
Date of Birth:		Place of Birth:
House Address:		
House Tel:	Hand Phone:	Fax:
Office Address:		
Office Tel:	Hand Phone:	Fax:
Occupation:		

**Child Enrolment & Educational Fees****Per Child**

Enrolment Fee

Educational Fee

**Malaysian**

RM50 per year

RM200 per month

**Foreigner**

RM100 per year

RM400 per month

**Membership Fee****Per Person**

Life Membership

**Malaysian**

RM100

**Foreigner**

RM200

## Rules & Regulations

### **Enrolment of Children**

1. The centre is open to all Malaysian & foreign children with autism, aged from **4 to 12** years.
2. A certified letter is required to confirm that the child is autistic and this has to be verified by the Centre's panel of doctors.
3. Photostated copies of the child's birth certificate and parents' IC must be submitted to the Centre. For foreigners, please submit your working permit.
4. Upon enrolment, all enrolment fees, membership fees, one month educational fees and one month deposit of educational fees which is refundable upon termination must be paid to the Centre.
5. All monthly educational fees must be paid in advance **within the first week of the month.**
6. All children must **wear the centre uniform** and the cost is to be borne by the parents.
7. Parents must pay for their children's educational books, stationary and other items prescribed by the Centre.
8. Parents must be **punctual** at all times in sending and picking-up their children to and from the Centre. For every subsequent 30 minutes late, a fine of RM5 will be imposed and children with accumulation of fines up – to RM100 in three consecutive months will face expulsion. All fines collected will be donated towards the Centre.
9. **The Centre will not be held liable in any way whatsoever for any unforeseen accidents or incidents that may occur to the children at the Centre.** Therefore, parents are advised to provide personal accident coverage for their children.
10. The Centre Management Board reserves the right to accept or reject any of the applications received and expel the children from the Centre.
11. The Centre Management Board shall be the sole authority for the interpretation of the Rules & Regulations. The decision of the Centre Management Board is final and binding.

## Declaration

We, the parents, agree to abide by the Rules and Regulations governing the Centre and we understand that our child and us will be dismissed from the Centre if any information we have given is found to be incorrect.

Parent's Signature: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Date: \_\_\_\_\_

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For Office Use:

Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assessment by: \_\_\_\_\_ Date: \_\_\_\_\_

Please take note of the following fees payable to SAA Resource & Educational Centre:

### Upon registration:

Enrolment Fee	RM50
One month's deposit	RM200
	<i>( Refundable if one month's notice is given prior to the withdrawal of one's child from the centre )</i>
Annual stationery fee	RM100
School fee for the month	RM200
Life Membership Fee	RM100
<b>Total</b>	<b>RM650</b>

The monthly school fees and all outstanding fees are due on the 5<sup>th</sup> of each month. Payment by crossed cheque made payable to the **SARAWAK AUTISTIC ASSOCIATION** is encouraged. The name of the child needs to be written at the back of the cheque together with other details such as the breakdown for the payment. However, if cash is paid, please put it in an envelope and write the same particulars as given on the cheque on the envelope. Your fullest co-operation is much appreciated. Thank you.

The Management  
SAA Resource & Educational Centre