

吉隆坡臺灣學校

109 學年度第二學期學生註冊須知

一、註冊注意事項：

(一) 109 學年度第二學期註冊及開學：

2021 年 2 月 18 日(星期四)，上午 8 時至 9 時。

地點：各班教室。下午正式上課。

(二) 109 學年度第二學期開始，在校生註冊繳費請在 2021 年 2 月 1 日(星期一)前完成，以保留學籍。

(三) 請家長匯款繳付學雜費時，務必註明學生姓名及班級，並將銀行繳費憑據於 2021 年 2 月 1 日(星期一)前 email 至出納組 doc@cts.edu.my。

(四) 109.1 住宿費及餐費退款將以扣除單抵消 109.2 學雜費的方式處理。

(五) 依教育部規定，學生於開學後三週內(3 月 11 日截止)未完成註冊程序，視同無學籍，本校將自動辦理該生轉學休學等事宜。

(六) 請帶以下資料準時到校辦理註冊手續

1. 註冊繳費單

2. 學生證(舊生)

3. 學費轉帳收據或支票(已完成第三項者無需提交)

4. 更新後的簽證影本(學生簽證，依親簽證或第二家園)

5. 更新後的護照影本(無論國籍，若有更新護照，請繳交影本)

6. 2021 年台商證影本，附註學生班級和姓名(若入學時是用台商子女或台商公司職員子女身份者須繳交)

(七) 開學註冊日為學校重大集會，若無故缺席，將視為曠課；若因重大事故(如：病假、喪假)無法準時辦理註冊者，依學生請假辦法辦理請假，並於開學一週內補辦註冊手續完成。

(八) 註冊日進行服裝儀容檢查。

(依照本校服裝儀容檢查辦法實施，嚴禁學生燙髮、染髮)

(九) 住宿生請於 2 月 18 日(星期四)早上 8:00~9:00 自行至會議室繳交住宿繳費收據。

(十) 寒假作業：請注意各班各科寒假作業清單，於開學一週內繳交完成。

二、2021 年 2 月 17 日(星期三)，住宿生可以入宿但不供餐。

祝您 平安順利！

吉隆坡臺灣學校 敬上 2021.01.13



聯絡電話

教務處：03-51213100 分機：301

學務處：03-51213100 分機：401

總務處：03-51213100 分機：101

CHINESE TAIPEI SCHOOL (KUALA LUMPUR)

NOTICE

13th January 2021

Registration for 109. 2nd Semester (2021)

1. Notice

- (a) 109.2 Registration date: **18th February 2020 (Thurs)**, 8:00 a.m.~ 9:00 a.m.; Venue: **Classroom**; Regular class in the afternoon.
- (b) **Starting 109 second semester, all the current students are required to make payment before February 1, 2020 (Mon) to secure his/her student status.**
- (c) **It is mandatory for parents to leave a note/message of student's name and grade while making the payment online, and kindly email the bank transaction record/receipt to doc@cts.edu.my before 1st February 2020 (Mon).**
- (d) The refund of 109.1 dormitory and meal fees will be processed as credit note for deduction of the school fees of 109.2.
- (e) Based on the MOE regulation, the student must complete the enrollment within three weeks after school starts (by **March 11**). If not, the registration will be deemed incomplete and the admission will be denied.
- (f) Student are required to provide:
 - (i) Registration payment slip
 - (ii) Student ID (current students)
 - (iii) Bank Transfer Slip of School Fees (those who had emailed are exempted)
 - (iv) Latest Visa Photocopy (student visa, dependent visa , MM2H, etc.)
 - (v) Latest Passport Photocopy (Please provide us the most up-to-date passport copy)
 - (vi) Photocopy of the TIAM membership card (**2021**). For employee under TIAM registered company, please provide us an employment letter and company's TIAM card (**2021**). Kindly write down the name and grade of the student on the back.
- (g) Please be on time for registration. If one cannot register on that day due to special circumstances (eg. medical leave, compassionate leave), please apply for leave based on the regulations and register **within ONE week** after the new semester begins.
- (h) There will be an inspection on appearance and clothes on the registration day. (Permed and dyed hair are strictly prohibited)
- (i) Please submit the receipt of the boarding fee on 18th February (Thurs), 8:00 to 9:00 am at the conference room.
- (j) Please submit the holiday homework to the respective teacher within a week from the starting of school.

2. Boarders are available to check-in starting from 17th February 2020 (Weds) with no meal provided.

If you have any further inquires, please do not hesitate to contact:

Academic Office : 03-51213100 extension: 301

Students' Affairs Office : 03-51213100 extension: 401

Administration Office : 03-51213100 extension: 101



Best wishes for the School Holidays