

# 吉隆坡臺灣學校

## 111 學年度第一學期學生註冊須知

### 一、註冊注意事項：

(一) 111 學年度第一學期註冊、開學及正式上課日：

2022 年 9 月 8 日(星期四)

(二) 111 學年度第一學期開始，在校生註冊繳費請在 2022 年 8 月 15 日(星期一)前完成，以保留學籍。

(三) 註冊單及退費單將在 2022 年 7 月 1 日前 EMAIL 至學生之學校電子信箱。請學生或家長檢查 Inbox 或其它信息(如 Junk mailbox/spam 等)或搜索 [ar@cts.edu.my](mailto:ar@cts.edu.my)。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 8 月 16 日(星期二)前 EMAIL 至 [ar@cts.edu.my](mailto:ar@cts.edu.my)。

(四) 110.2 餐費退款將以退費單抵消 111.1 學雜費的方式處理。

(五) 依教育部規定，學生於開學後三週內(9 月 29 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. 2022 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完成註冊手續。

(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) 請住宿同學於 9 月 6 日(二)前完成繳費並 EMAIL 繳費憑據至 [ar@cts.edu.my](mailto:ar@cts.edu.my)。匯款時請務必註明學生姓名及班級，收據將 EMAIL 至學生電子信箱(學號@cts.edu.my)，於入住日當天出示收據，作為憑證。

(十) 暑假作業：請注意各班各科暑假作業清單，於開學一週內繳交完成。

二、2022 年 9 月 7 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 2022.06.22

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

22<sup>nd</sup> June 2022

### Registration for 111. 1 Semester (2022)

#### 1. Notice

- (a) Date of 111.1 Registration Day and School Reopening Day: **8<sup>th</sup> September 2022 (Thurs.)**.
- (b) **Starting from 111.1 semester, all the current students are required to make payment before 15<sup>th</sup> August 2022 (Mon.) to secure his/her student status.**
- (c) **The invoice and the credit note shall be sent to respective student's school's email before 1<sup>st</sup> July 2022. Kindly check your inbox or other mailbox (Junk mailbox/Spam etc.) or search [ar@cts.edu.my](mailto:ar@cts.edu.my). 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 [ar@cts.edu.my](mailto:ar@cts.edu.my) before 16<sup>th</sup> August (Tues.)**.
- (d) The refund of 110.2 meal fees will be processed as credit note for deduction of the school fees of 111.1.
- (e) Based on the MOE regulation, the student must complete the enrollment within three weeks after school starts (by **29<sup>th</sup> September**). If not, the registration will be deemed incomplete, and the admission will be denied.
- (f) Each student is 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 copy (student visa, dependent visa, MM2H, etc.)
  - (v) Latest passport copy (Please provide us the most up-to-date passport copy)
  - (vi) Copy of the TIAM membership card (**2022**). Kindly write down the name and grade of the student on the back. (For students who enrolled under TIAM members or employee of TIAM registered company)
- (g) Please be on time for registration. If one cannot register on that day due to special circumstances (e.g. 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 on the registration day. (Permed and dyed hair are strictly prohibited)
- (i) **Please complete the payment of the boarding fee and email the receipt of transaction to [ar@cts.edu.my](mailto:ar@cts.edu.my) before 6<sup>th</sup> September (Tues). Please indicate student's name and class during the transaction. The receipt will be issued to student's email (ID @cts.edu.my). Kindly present the receipt on the Registration Day.**
- (j) Please submit the holiday homework to the respective teacher within a week from the starting of school.

2. Boarders may check-in starting from 7<sup>th</sup> September 2022 (Weds.) with no meal provided.

If you have any inquiries, 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*