



DOCUMENT CHECKLISTS AND ENROLMENT PROCEDURE for STUDENTS in EARLY YEARS, PRIMARY & HIGH SCHOOL 2019/2020 ACADEMIC YEAR

Thank you for choosing Dyatmika School and enrolling your child with us. In order to process your child's application in to our waiting list efficiently we need the following documentation from you.

All Applicants		Check list
1	Completed enrolment form	
2	Completed emergency pick up release form	
3	Completed health form	
4	Signed Liability and Fees letters	
5	Completed language survey form	
6	Completed parent information form	
7	Completed internet policy form	
8	Completed photo consent form	
9	Passport Photos size 3cm x 4cm and 2cm x 3cm (3 pcs each, Colour, no tanktop)	
10	Photocopies of your child's birth certificate (2 pcs)	
11	Your child's most recent school report (the previous 1 year)	
12	Photocopy of NISN card (Nomer Induk Siswa Nasional) from the current school	
13	Photocopies your child's passport with validity not less than 18 months. If your child has 2 nationalities, please send the copy of affidavit/dual passports	
14	Doctor's certificate stating that your children is healthy and free of TB	
15	Registration fee Rp. 500.000 (non-refundable)	
Foreign Students Applicants		
16	Photocopies of your valid KITAS Family	
17	Photocopies of parent passports	
18	Signed Letters of Study Permit Application, Financial Guarantee & Students Unemployment for a Foreign Student applicant	
Indonesian Students Applicants		
19	Signed letter of Ujian Nasional Exams Candidate (Mandatory for Indonesian Students)	
20	Photocopy of Kartu Keluarga (KK)	
21	Certified photocopy of Ijazah and SKHUN, latest on 30 September 2019	
22	Reference letter from the previous national school	

SCHEDULE FOR ENROLMENT PROCESS 2019/2020

1.	Sibling's enrolment process	by October – December 2018
2.	Returnee Confirmation students	by February 2019
3.	Potential new students' diagnostic assessment & interview and results communication.	by February 2019
4.	Return of acceptance letter and deposit payment	by 25 March - 5 April 2019
5.	Completing payment of Admission Fee and Teaching and Learning Resource Fee	by 16 May 2019
6.	Fit and order uniforms & Parent ID's and parking sticker request	6 – 17 May 2019
7.	First Day of School	5 August 2019 (Class 6 – 12) 6 August 2019 (PG, TK and Class 1- 5)

Please note

- For entry into Play Group (PG) your child must be born from 15th July 2015 to 14th July 2016
For entry into Kindergarten A (TK A) your child must be born from 15th July 2014 to 14th July 2015
For entry into Kindergarten B (TK B) your child must be born from 15th July 2013 to 14th July 2014
For entry into Primary Class 1 your child must be born from 15th July 2012 to 14th July 2013
- Please understand that completing the application form, interview form and assessment procedure does not guarantee admission



Person to be contacted in an emergency situation (give two names other than parents) and relationship to the child

Name : _____

Address : _____

Handphone no. : _____

Relationship : _____

Siblings of the applicant:

Name	Date of birth	Class	School
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Education history of the applicant (starting with last or current school):

Age	School name	Location	Year	Class
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Last teacher's name: _____ Contact number: _____

Language used as a medium of instruction at last school: _____

Has your child had any studying difficulties or had to follow any special program? YES/NO

If yes, please give information in detail: _____

Does your child have particular habits (attitude/needs special attention) which should be known by Dyatmika? YES/NO If yes, please specify and give information in detail: _____

Does your child take part in sport activities, or have a particular sporting interest?

Please give details: _____

Does your child have any interests or abilities in playing musical instruments?

Please give details: _____



EMERGENCY PICK UP RELEASE FORM

Please list below, the names of your child(ren) and the contact number(s) of any and all people you authorise to collect your child(ren) in the event of an earthquake or any other serious incident resulting in school closure.

Name of Child(ren)

Name of the authorised person(s):	Contact Number

For High School students who travel using own transport (parents please circle):

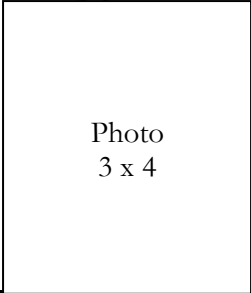
I do / do not give permission for my child to drive themselves home in the event of an emergency.

(Signature of Parent/Guardian)

(Date)



HEALTH FORM



Complete name : _____
Sex : M/F Date of birth : _____
Blood type and Rhesus factor : _____ Medicine Allergies : _____

Father

Mother

Parent's/Guardian's name : _____
Home telephone no. : _____
Office telephone no. : _____
Handphone no. : _____
Doctor's name : _____
Doctor's address : _____
Doctor's telephone no. : _____ Pager no: _____ Handphone : _____

If parents cannot be contacted name two persons who know your child and can be contacted in an emergency:

1. Name : _____ Phone no. : _____
2. Name : _____ Phone no. : _____

Is your child receiving medicine for an ongoing condition? YES/NO

If yes, can he/she take the medicine by himself/herself? YES/NO

Please give the name of the medicine and relevant instructions: _____

Are there certain foods that your child may not have? _____

Does your child have problems with his/her sense of hearing? YES/NO

Does your child have problems with his/her sight? YES/NO

Is your child allergic to insect bites? YES/NO

If yes, please give detailed information regarding what action should be taken if this occurs:

PLEASE NOTE: It is the PARENT's responsibility to keep this information up to date. Please send updated information to the Head of School of your child.



Has your child ever had surgery? YES/NO. If yes, please give details on the type of surgery and when it took place? _____

Does your child have limited ability in doing physical activities? YES/NO. If yes, please explain: _____

Has any family member ever suffered from: Tuberculosis Asthma
Epilepsy Other

Please give details: _____

Has your child ever suffered from any of the illnesses below:

	<u>Age</u>		<u>Age</u>		<u>Age</u>
Whooping cough	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	Mumps	<input type="checkbox"/>
Rheumatism	<input type="checkbox"/>	Eczema	<input type="checkbox"/>	Epilepsy	<input type="checkbox"/>
Malaria	<input type="checkbox"/>	Measles	<input type="checkbox"/>	Chicken Pox	<input type="checkbox"/>
Urinary tract infection	<input type="checkbox"/>	Rubella	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>
Headaches	<input type="checkbox"/>	Heart disease	<input type="checkbox"/>	Frequent nightmares	<input type="checkbox"/>
Typhoid	<input type="checkbox"/>	Tuberculosis	<input type="checkbox"/>	Dengue fever	<input type="checkbox"/>
Ear infection	<input type="checkbox"/>	Scarlet fever	<input type="checkbox"/>	Nose bleeds	<input type="checkbox"/>
Respiratory tract infection	<input type="checkbox"/>	Allergies	<input type="checkbox"/>	_____	<input type="checkbox"/>
Others:	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>

Please give details: _____

Note: Parents/guardians have the right to choose whether or not they wish to immunize their children. If your child has been immunized please fill in the last date of immunization.

Diphtheria/Tetanus/Whooping Cough :	_____	Chicken Pox :	_____
Tetanus (every 10 years) :	_____	Cholera :	_____
Typhoid (every 3 years) :	_____	Measles :	_____
Hepatitis A :	_____	Mumps :	_____
Rubella :	_____	Hepatitis B :	_____
Oral Polio :	_____	Others :	_____

TB Skin test results	Date	Chest Xray Results	Date	BCG Immunization	Date



LIMITATION OF LIABILITY

We, the undersigned below _____ (father) _____ (mother) as parents/guardians of _____ do hereby relieve Dyatmika School staff, teachers, employees and volunteers from any financial responsibility concerning our child during his/her study at Dyatmika and related to educational activities.

In case of a serious accident and we cannot be contacted, we give the Head of School or other delegated authority the authority to take action on necessary medical treatment.

The school will do its best to avoid accidents on the school premises as well as outside. However, the school will not accept responsibility for any accident that may occur and we will not make any claim against the school in case an accident happens.

We, as parents/guardians, will take responsibility for any damage or destruction to the school and its property or damage incurred during authorized school excursions that is caused by our child.

We, as parents/guardians allow our child to participate in school excursions which are supervised by school staff/adults during school days.

We, as parents/guardians will keep the school updated regarding any changes to our child's health information as detailed in the school's Health form.

We, as parents/guardians understand that, if our child is not an Indonesian citizen, our child must possess a legal, up to date KITAS visa in order to attend Dyatmika School.

PARENTAL PARTICIPATION/INVOLVEMENT

We understand that a condition of our child's continuous enrolment at Dyatmika is our active participation in the corporate and educational life of the school. We understand we are expected to attend parent/teacher meetings as scheduled and other meetings as they arise. We also understand we are expected to play active roles as members of the Dyatmika School Parents, Teachers and Friends Association (PTFA). We also understand that at some time during our child's enrolment at Dyatmika, we may be expected to sit on one of the committees that exist for the continued development of the school. We understand that we are required to keep the school informed and updated of any changes to our contact details and that at least one parent or nominated representative be contactable during the time our child is at school.

SCHOOL REGULATIONS

Herewith, we state that we have read, understood and agree to follow all the school policies, regulations and guidelines set by the director, principal, teachers and staff including all guidelines in the current Dyatmika Parents' Handbook.

We understand and agree to the Schedule of fees as detailed on the following page.

We state that all of the information that we have given is complete and accurate. We will inform the school if there are any changes.

Denpasar, ____/____/____
 dd mm yyyy

(Meterai Rp. 6.000)

(_____)
Father's/Guardian's signature and name

(_____)
Mother's/Guardian's signature and name



FEES
SCHOOL YEAR 2018-2019 (IDR)
 (Please note there may be an increase for 2019-2020)

DESCRIPTION	PG	KINDERGARTEN			Primary	Junior HS	Senior HS
		TK A		TK B	SD	SMP	SMA
		Half Day	Full Day		1-6	7-9	10-12
TUITION FEE 3 periodic payments by 5 August, 5 Dec & 5 April	9,870,000	14,385,000	17,850,000	19,110,000	21,420,000	28,350,000	32,970,000
Annual payment in advance by 15 August	29,610,000	43,155,000	53,550,000	57,330,000	64,260,000	85,050,000	98,910,000
TEACHING & LEARNING RESOURCES FEE Annual payment in advance by 15 May	2,500,000	2,800,000	2,800,000	2,800,000	3,800,000	5,700,000	5,700,000
ADMISSION FEE First Payment in advance on acceptance into Dyatmika If continuing on to the following section of the school (TK, Primary, Junior High School, Senior High School), payment by 15 May	16,500,000 (For 3 years)	11,000,000 (For 2 years)	11,000,000 (For 2 years)	5,500,000 (For 1 year)	41,800,000 (For 6 years)	34,650,000 (For 3 years)	34,650,000 (For 3 years)

Tuition fee

This fee is used for the **operational costs of the school**. The Tuition fee payment is due on the 5 August, 5 December and 5 April. There is a **discount for siblings of children in the same family of 2.5%** for 2nd child, 3rd, and 4th etc.

The school is unable to accept payments on a monthly basis.

Teaching & Learning Resources fee

This fee covers **classroom teaching and learning resources, sports equipment and library resources**. The Teaching and Learning Resources Fee is a non-refundable, annual fee and is to be paid no later than the 15 May for the next academic year.

Admission fee

The Admission fee is used to **build and develop school buildings and facilities and the purchase and updating of technology**. It is payable upon receipt of an acceptance letter for new students and is to be paid no later than the 15th May.



NB: The admission fee is a one off payment upon entrance to each level of the school and is non-refundable, even if your child does not complete his/her education at Dyatmika.

Additional fees apply for Cambridge examinations, school lunches, uniform and some school authorized text books and activities.

Late payment of fees

All late fees will incur a monthly fine of 1% starting the day after the due date. Failure to pay overdue fees may result in an interruption to a student's attendance, withholding of the child's school report card and/or the withholding of official education certificates.

For new incoming students during the school year, fee payment will be prorata from the start of the month and not on a daily basis.

NEW INCOMING STUDENT DURING THE SCHOOL YEAR

The following fee payments will be applied

Academic Term	TERM 1 SEPT - OCT	TERM 2 OCT - DEC	TERM 3 JAN - MARCH	TERM 4 MARCH-JUNE
Teaching dan Learning Resources Fee	Full payment	Full payment	50% payment	50% payment
Admission	Full payment	Full payment	Full payment	Full payment
	Prorata as per class level			
Tuition Fee	Prorata as per start of the month and not on a daily basis			

Withdrawal

If a student is withdrawn from Dyatmika the school must be informed **in writing 60 days prior to the last day of attendance at school**, including withdrawal at the end of the school year. If notification is not given, the parent/guardian will incur a 2 month fine school fees.

STUDENT WITHDRAWAL DURING THE SCHOOL YEAR

If 60 days notice of withdrawal is given before the last day of a students' attendance at Dyatmika, then a prorata refund is given for the Tuition fee, from the month of withdrawal. No refund is given for the Admission fee nor the Teaching and Learning Resources fee.

ACADEMIC Term	TERM 1 SEPT - OCT	TERM 2 OCT - DEC	TERM 3 JAN - MARCH	TERM 4 MARCH-JUNE
Teaching & Learning Resources Fee	Non refundable	Non refundable	Non refundable	Non refundable
Admission	Non refundable	Non refundable	Non refundable	Non refundable
Tuition Fee	Prorata as per the effective month of withdrawal, no daily basis acceptable. This applies ONLY with 60 days prior notice in writing to the School			

All payments can be transferred to Bank as per the transfer instruction stated on every invoice. Cash not acceptable.

The terms and conditions stated in this schedule are subject to change.



Herewith, we state that we have read, understood and agree to follow all the school's financial policies, regulations and guidelines as outlined above and set by Yayasan Dyatmika Sekar Bawana.

Denpasar, ____/____/____
dd mm yyyy

(Meterai Rp. 6.000)

(_____)
Father's/Guardian's signature and name

(_____)
Mother's/Guardian's signature and name



LANGUAGE SURVEY FORM

Family name : _____

Student's name : _____

Date : _____

Father :

In what country were you born? _____

If you were born in Indonesia, in what province/island were you born? _____

When did you arrive in Bali? _____

In what languages do you speak to your child? _____

In what languages does your child speak to you? _____

In what languages do you speak to your wife? _____

Mother :

In what country were you born? _____

If you were born in Indonesia, in what province/island were you born? _____

When did you arrive in Bali? _____

In what languages do you speak to your child? _____

In what languages does your child speak to you? _____

In what languages do you speak to your husband? _____

This is about your child and English

When did your child first start speaking English?

Place a tick (✓) in the appropriate space.

She/he always did.

When she/he was a toddler.

When she/he went to kindergarten.

When she/he started school.

She/he is just learning to speak English.

Other. Please specify _____

When does your child speak English? _____

With whom?

When?

What is the main language used in your home? _____



PARENT'S INFORMATION FORM
(Please complete and return with enrolment forms)

Child's Name : _____
Father's Name : _____
Mother's Name : _____
If the child lives with a single parent or guardian,
Who is the child living with : _____

1. ATTITUDE
 - a. How does your child feel about going to school?
 - b. How independent is your child?

2. DEVELOPMENT
 - a. Gross and fine motor development
 - b. Intellectual development
 - c. Creative development
 - d. Emotional development
 - e. Social development (with peers and others)
 - f. Any comment on vision and hearing ?

3. HOME ROUTINES
 - a. Does your child read regularly?
 - b. Do you read to your child?
 - c. Does your child have a daily routine?
 - d. Does your child take responsibility for his/her personal belongings?
 - e. Do you discuss current affairs with your child?

4. FAMILY ACTIVITIES
 - a. What hobbies does your child have?
 - b. What do you enjoy doing together as a family?

5. SCHOOL ACTIVITIES
Why do you want to enrol your child at Dyatmika ?.....
.....
.....
.....
.....
.....
.....
.....
.....
.....



- a. What do you know about the system of education offered at Dyatmika and how does it fit with your hopes for your child's future?
.....
.....
- b. Dyatmika offers religious education in all the major religions. Do you have any objections to your child learning about religions other than their own?
.....
.....
- c. Dyatmika will continue to develop connections with local communities and encourage community service involving both parents and students. Are you willing to participate in programmes of this kind?
.....
.....
- d. Have you previously attended or been involved in any way in Dyatmika school activities? If yes please specify:
.....
.....
.....
- f. At Dyatmika, parents often share their interests, hobbies and areas of expertise in activities with our students. What hobbies, interests, areas of expertise would you be willing to offer to our school program?
Mother:.....
.....
Father:

Please note that Dyatmika has an active Parent Teacher and Friends Association (PTFA).

Any additional comments:
.....
.....

Date

Father

Mother

(_____)

(_____)



Acceptable Use Policy for the Internet

The Internet is a huge global network, linking computers at Primary schools, universities, science labs, and other sites around the world. Access to E-mail and the World Wide Web (WWW) will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world.

Unfortunately, with access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting.

Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

However, we believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for interaction, far outweighs the possibility that users may procure inappropriate materials.

Internet - Terms and Conditions

1. Inappropriate access

Students may not access inappropriate or 'adult' materials on the Internet. Students not using the internet responsibly will have their Internet access suspended.

2. Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- (a) Be polite and do not swear or use appropriate language.
- (b) Personal addresses and/or phone numbers or phone numbers of yourself, other students or colleagues should not be revealed over the 'Net'.
- (c) Note that E-mail is not guaranteed to be private. System Administrators will have access to all email and home files.
- (d) The network should not be used in such a way that would violate the integrity of private files or programs of other users.

3. Harassment

Students may not use the Dyatmika Network for the purposes of harassment of others, either within the school community or in the broader Internet community.

4. Breach of Copyright

Students should treat information found electronically in the same way as information found in printed resources. Rules against plagiarism will be enforced. Sekolah Dyatmika will not tolerate the use of the Dyatmika Network for the illegal copying or storing of illegally acquired software. The school will not be liable for any breach of copyright by a user.



User Agreement and Parent Permission Form

Student Form

I _____ have read the Sekolah Dyatmika School Acceptable Use Policy for the Internet and the Internet Terms and Conditions relating to the use of the Sekolah Dyatmika Computer Network, and hereby agree to fully abide by the terms and conditions incorporated in that document. I will accept full responsibility and liability for the results of my actions with regard to the use of the Internet.

Name of student _____

Year _____

Home address _____

Phone: (Home) _____ (Work) _____

Student signature _____ Date _____

Parental Form

As the parent or legal guardian of the student signing above, I grant permission for my son/ daughter to access networked computer services such as E-mail and the World Wide Web during class and non-supervised periods. I understand that my son/daughter is prohibited from:

- (a) accessing morally or socially objectionable material;
- (b) illegal use of the Sekolah Dyatmika School Internet Connection; and
- (c) ordering, purchasing or obtaining any product through the School Internet Connection.

I also understand that the school will not be held responsible for the results of any illegal or prohibited actions carried out by my son/daughter using the Sekolah Dyatmika Internet Connection.

Parent signature _____ Date _____



Photo and Video Consent Form

Reference: 213 - 1516

This form is for you to sign as the parent or legal guardian of your child if you consent to your child being photographed or filmed by a teacher or other staff member of Dyatmika and for that photo or film image to be included in the school newsletter, promotional material or the Dyatmika website or YouTube Station. The purpose of the photos/video is to promote Dyatmika to the school and wider community and to communicate activities.

In using student photographs/film the school will:

- Protect the personal information of individuals
- Not use names or other identifying information

Please read this form carefully before signing. If you have any queries, please contact the school.

STUDENT DETAILS:

Full name of student: _____ **Class:** _____

Name of person giving consent: _____

Relationship to student (Please circle) : Parent/ Legal guardian

CONSENT:

I, _____ give consent to my child being photographed or filmed by a teacher or other staff member of Dyatmika and for that photo or film to be used strictly only for the reasons and under the conditions stated above.

Please note that this consent covers the duration of your child's attendance at Dyatmika. If your circumstances or preferences change at any time it is your responsibility to inform the school.

Signed: _____ Date: _____



Applications for study permit for a Foreign Student

The Secretary of Directorate General
Primary & Secondary Education
Jalan Jenderal Sudirman, Building E Floor 5
Senayan-Jakarta

Dear Sir/Madam:

We would like to apply for study permit for a foreign national at a national/international school in Indonesia. My child's details are as follows:

I. Student's Data

1. Name :
2. Place and date of birth :
3. Nationality :
4. No. of Passport/KITAS :
5. Previous school to Dyatmika School :
6. Current school : Dyatmika School
7. Home address in Indonesia :

8. Home address in country of origin :

II. Parent/Guardian's Data

1. Name :
2. Nationality :
3. No. of Passport/KITAS/KTP :
4. Employment :
5. Home address in Indonesia :

6. Home address in country of origin :

7. Tel./Mobile :
8. Relationship with student :

Hereby we attach copies of children's and parent's passports, statement letter from Dyatmika School Indonesia, student's last report card, statement letter of student's unemployment (with meterai and attached) and statement letter of financial guarantee (with meterai and attached).

Thank you for your attention.

Denpasar,...../...../.....
Applicant's Signature

FOR OFFICIAL USE ONLY

Remark: Results from the Verification Team of
Denpasar Directorate General of Secondary
Education
Approved/Disapproved/Postponed/Clarified

Name in print



**STATEMENT LETTER OF STUDENT'S
UNEMPLOYMENT**

Name of child :
Place, date of birth :
Nationality :
Passport Number :
Designated school & class : Dyatmika School
Home address in Bali :

I, as parent or guardian hereby state that my child during his/her stay in Indonesia will only go to school and will not work or do business, and I will comply with all Indonesian laws.

Denpasar, ____/____/____
Applicant's Signature

(Meterai 6000)

Name in print



STATEMENT LETTER OF FINANCIAL GUARANTEE

I, the parent or guardian undersigned below:

Name :
Place, date of birth :
Nationality :
No. of Passport/KTP :
Employment :
Home address in Bali :

State that the child/ren below:

1. Name :
Place, date of birth :
Nationality :
No of Passport :
School name : Dyatmika School
2. Name :
Place, date of birth :
Nationality :
No of Passport :
School name : Dyatmika School

Is/are truly a student/students living and studying in Indonesia. As their parent/guardian, I am responsible for the child(ren) is actions and behaviors. They will not be involved in politics and will comply with all Indonesian laws. All of the child(ren)'s living expenses while in Indonesia are my responsibility.

I write this letter of guarantee in true account.

Denpasar, ____/____/____
Applicant's Signature

(Meterai 6000)

Name in print



Statement Letter for the (UAN) Exams

I, the undersigned, do state that I am aware of the Indonesian Department of Education's requirement; in UU no. 20/2003, PP no 47/2008, permendiknas no 18/2009 and PP no.17/2010 stating that all Indonesian citizen must complete the UAN (Ujian Akhir Nasional) at the end of class 6, 9 and 12. I am aware that many universities in Indonesia will require the certificate of class 12 UAN for entry into their university.

I therefore accept full responsibility for making decisions about my child's education now and in the future in light of this information.

By signing this letter, I state that _____ (student's name)

- Will **do** the national exam in class 6, 9 and 12 (Mandatory for WNI students)
- Will **NOT** do the national exam in class 9 6, 9 and 12

Signed: _____ Parent's name: _____

Date: _____

- To sit the class 9 exam, students must also have taken the UAN class 6 exam.
- To sit the class 12 exam, students must also have taken the UAN class 6 and 9 exams.

Tick (**v**) one of the following options :

1. My child **has** completed the UAN Class 6 and 9 exams
2. My child **has not** completed the UAN Class 6 and 9 exams