

ADMISSIONS INFORMATION

Admission Procedure / Prosedur Pendaftaran

- School accepts students from **Toddler (age 2 years) to grade 12**.
Sekolah Taman Rama menerima pendaftaran murid dari Toddler hingga Kelas 12.
- Children must be of appropriate age for Toddler (2-3 years), Nursery (3-4 years), K1 (4-5 years), K2 (5-6 years), and Primary Grade 1 (6 years) as at the beginning of the new academic year. **Consideration may be given for certain cases.**
*Umur / usia calon siswa harus sesuai dengan kelasnya; Toddler (2-3 tahun), Nursery (3-4 tahun), K1 (4-5 tahun), K2 (5-6 tahun) dan SD/CP Kelas 1 (min. 6 tahun) pada saat mulai tahun ajaran baru. **Pertimbangan akan diberikan untuk kasus tertentu.***
- Prior to enrolment, we encourage parent to make thorough enquiries, inspect the school facilities and become fully informed. Parent should read and understand all the policies and regulations and be willing to abide by them if their child joins the school.
Sebelum mendaftar, orang tua dianjurkan untuk datang meminta semua keterangan lengkap mengenai sekolah / pendidikan yang diterapkan serta melihat fasilitas sekolah. Orang tua harus membaca dan memahami semua kebijakan dan peraturan sekolah serta bersedia untuk menaatinya jika putra/putrinya bersekolah di Sekolah Taman Rama .
- The student applicant will be tested and/or interviewed. The interview and testing is by appointment only. Following evaluation of tests and/or interview, the student applicant's family will be notified by the Admissions Office regarding the status of the application. The application may be accepted, wait listed, marked for re-testing, or denied.
Calon murid akan dites atau diinterview dengan perjanjian terlebih dahulu. Setelahnya, orang tua akan diinformasikan hasil tes atau interviewnya; diterima, waiting list, tes ulang atau tidak diterima.
- The student's enrollment and admission subjects to the completion of documents required, the correct information given and the result of admission test / interview if required. School reserves the right to reject the student registration if fail the test / interview or incorrect information given.
Penerimaan calon siswa baru berdasarkan atas kelengkapan dokumen, kebenaran informasi, dan hasil tes / interview. Sekolah berhak membatalkan penerimaan siswa apabila tidak lulus tes atau informasi/dokumen yang diberikan tidak benar.
- Upon notification of acceptance, in order to ensure the placement in a class, parents are required to do:
Setelah pemberitahuan penerimaan, untuk memastikan tempat di kelas, orang tua diminta untuk:
 1. Obtain the application form at the Admissions Office, which must be fully completed and submitted together with other required documents.
Membeli formulir pendaftaran di kantor Yayasan. Formulir pendaftaran harus diisi lengkap dan dikembalikan bersama dengan dokumen-dokumen yang harus dilampirkan.
 2. Remit payment of the required fees: Registration Fee, Building Fee, Annual Fee and other required fee.
Membayar biaya-biaya berupa: Uang Pendaftaran/Pangkal, Uang Gedung, Uang Tahunan dan biaya lain yang diwajibkan.
- Candidate is officially enrolled to the School once they have fulfilled all the administrative requirements, and full payment confirmation has been received.
Calon siswa resmi terdaftar di Sekolah Taman Rama dan berhak mulai bersekolah setelah semua biaya telah dibayar penuh.
- The student's class is determined based on the admission test and the student's performance.
Penempatan siswa di kelas berdasarkan hasil tes dan pencapaian siswa tersebut.

Document Requirement / Dokumen yang Diperlukan

National Student <i>Siswa Nasional</i>	International Student (Expatriate) <i>Siswa Internasional</i>
<ol style="list-style-type: none"> 1. Admission Form <i>Formulir Pendaftaran</i> 2. Birth Certificate of The Student (Original & Copy) <i>Akte Kelahiran Anak (Asli & Copy)</i> 3. Family Card (Copy) <i>Kartu Keluarga (Copy)</i> 4. ID Card of The Parent (Copy) <i>Kartu Identitas Orang Tua (Copy)</i> 5. School Report Card (Original or Legalized Copy) – min. the last 3 years <i>Rapor Sekolah (Asli atau copy legalisir) – min. tiga tahun terakhir</i> 6. School Certificate (Original or Legalized Copy) i.e. STTB, NEM, Graduation Certificate <i>Sertifikat Sekolah (Asli atau copy legalisir); STTB, NEM, Ijazah Kelulusan</i> 7. Recent Colour Photographs with Red Background (wearing school uniform) <i>Foto Berwarna dengan latar belakang merah yang terbaru memakai seragam sekolah.</i> <p>Pre-School (TK) : 3 x 4 cm in size 3 pcs</p> <p>Primary / CP (SD / CP) : 4 x 6 cm in size 2 pcs 3 x 4 cm in size 5 pcs 2 x 3 cm in size 5 pcs</p> <p>Junior High (SMP) – Senior High (SMA)/ Cambridge Grade 7 – 12 : 3 x 4 cm in size 6 pcs 2 x 3 cm in size 2 pcs</p>	<ol style="list-style-type: none"> 1. Admission Form <i>Formulir Pendaftaran</i> 2. Birth Certificate of The Student (Original & Copy) <i>Akte Kelahiran Anak (Asli & Copy)</i> 3. Student's Passport (Copy) <i>Paspor Siswa (Copy)</i> 4. Parents' Passport and KIMS / KITAS (Copy) <i>Paspor & KIMS/KITAS Orang Tua (Copy)</i> 5. School Report Card (Original or Legalized Copy) – min. the last 3 years <i>Rapor Sekolah (Asli atau copy legalisir) – min. tiga tahun terakhir</i> 6. School Certificate (Original or Legalized Copy) <i>Sertifikat Sekolah (Asli atau copy legalisir);</i> 7. Recent Colour Photographs with Red Background (wearing school uniform) <i>Foto Berwarna dengan latar belakang merah yang terbaru memakai seragam sekolah.</i> <p>Pre-School (TK) : 3 x 4 cm in size 3 pcs</p> <p>Primary / CP (SD / CP) : 4 x 6 cm in size 2 pcs 3 x 4 cm in size 5 pcs 2 x 3 cm in size 5 pcs</p> <p>Junior High (SMP) – Senior High (SMA)/ Cambridge Grade 7 – 12 : 3 x 4 cm in size 6 pcs 2 x 3 cm in size 2 pcs</p>

FOR TRANSFER STUDENT / MURID PINDAHAN :

- Please bring the original and copies of the latest certificate & report card from the previous school at the time of interview / test.
Mohon bawa sertifikat & raport terakhir, asli & copy, dari sekolah sebelumnya saat interview / test.
- Upon acceptance, transfer certificate/letter from previous school is required.
Setelah diterima, surat pindah dari sekolah asal diperlukan.

Fee Policy / Peraturan Biaya Sekolah

- Parents have an obligation to pay fees on schedule which comprise of the registration fee, building fee, monthly school fee, annual fee and other required fees; books & uniform.

Orang tua wajib membayar semua biaya sekolah putra / putrinya tepat waktu, dimana terdiri dari uang pendaftaran/pangkal, uang gedung, uang sekolah bulanan, uang tahunan dan biaya lain yang diperlukan, termasuk juga biaya buku dan seragam.

- The Registration Fee** is payable once time only when the student join the school.
Uang Pendaftaran/Pangkal dibayarkan hanya sekali untuk siswa baru selama bersekolah di Sekolah Taman Rama.
- The Building Fee** is payable upon enrollment.
Uang Gedung dibayarkan saat pendaftaran.

Regular Student is required to re-enroll when graduating from:

Siswa lama wajib untuk melakukan pendaftaran ulang saat kenaikan kelas dari:

- National Plus Programme:** Kindergarten (TK) to Primary (SD), Primary (SD) to Junior High (SMP) and Junior High (SMP) to Senior High (SMA).
Program National Plus: TK ke SD, SD ke SMP, SMP ke SMA
 - Cambridge Programme:** Kindergarten (TK) to Cambridge Primary (CP), Cambridge Primary (CP) to Secondary (Grade 7) and IGCSE (Grade 10) to AS Level (Grade 11).
Program Cambridge: TK ke CP, CP ke kelas 7, kelas 10 ke kelas 11
- The Annual fee** must be settled at the time of enrollment for new student or at the beginning of the new academic year for regular student.
Uang Tahunan wajib dibayarkan saat pendaftaran untuk siswa baru atau diawal tahun ajaran baru untuk siswa lama.
 - For new student**, all the application form, the registration fee, the building fee, the annual fee must be fully settled at one time upon enrollment.
Bagi siswa baru, semua biaya-biaya termasuk formulir aplikasi, uang pendaftaran/pangkal, uang gedung dan uang tahunan harus dibayarkan sekali secara penuh saat pendaftaran.
 - The Monthly school fees** must be settled by the 10th of every month. In case of a delay, some amount of penalty will be charged for each day. Monthly school fee is payable for 12 months for every academic year.
SPP / Uang Sekolah Bulanan harus dilunaskan sebelum tanggal 10 setiap bulannya. Apabila terlambat, akan dikenakan denda perhari. **SPP / Uang Sekolah Bulanan** dibayarkan untuk 12 bulan selama satu tahun ajaran.
 - All paid fees to school are not refundable and transferable under any circumstances.
Semua uang yang telah dibayar kepada sekolah **tidak dapat dikembalikan atau dialihkan/dikompensasikan** dengan alasan apapun.
 - Fees subject to change. Monthly school fee will be raised annually according to the situation and the needs at that time.
Biaya sekolah sewaktu-waktu dapat berubah. SPP / Uang sekolah bulanan akan dinaikan setiap tahun sesuai dengan keadaan dan kebutuhan pada waktu itu, apabila diperlukan.

School Information / Informasi Sekolah

- School days are from Monday to Friday
Hari sekolah adalah hari Senin sampai Jumat
- School Hours/ Jam Sekolah

Toddler	: 09.00am – 11.00pm
Nursery / K1	: 08.00am – 11.00pm
K2	: 08.00am – 12.00pm
SD 1 – 2 / CP 1 - 2	: 07.25am – 13.35pm
SD 3 – 6 / CP 3 - 6	: 07.25am – 14.10pm
SMP / SMA	: 07.20am – 14.15pm
Cambridge 7 – 12	: 07.20am – 14.15pm
- School text books, personal writing books, uniforms can be purchased at school bookstore
Buku Pelajaran (text book), buku tulis, seragam sekolah dapat dibeli di toko buku sekolah
- Meals can be purchased at the school canteen or brought from home
Makanan dapat dibeli di kantin sekolah atau dibawa dari rumah
- School has cooperation with a reliable transport company for school transport service to drop & fetch student. If required, please contact for arrangement:
Sekolah bekerja sama dengan sebuah perusahaan transportasi terpercaya untuk melayani antar-jemput murid. Jika memerlukan layanan ini, silahkan menghubungi:

School Calendar / Kalender Sekolah

There are two semesters in one academic year. First semester starts from mid July to mid December and second semester starts from mid January to mid June. A one-month holiday is applied at the end of every semester.

Dalam satu tahun ajaran memiliki dua semester. Semester pertama mulai dari pertengahan bulan Juli hingga pertengahan bulan Desember dan semester kedua mulai dari pertengahan bulan Januari hingga pertengahan bulan Juni. Di setiap akhir semester, terdapat satu bulan liburan

School Calendar – [view](#) or [download](#)