



入宿须知 Guideline for Admission to Hostel

入宿须知 Condition

1	就读于本校的学生均可申请入宿。不敷分配时，以住处远近为录取标准。 All students studying at Poi Lam High School may apply for the admission to Hostel. Should there be limited availability; priority will be granted based on distance of student's home address to school.				
2	凡是外坡生，一律都须住宿舍。 Students who are not from the local district are required to stay in the Hostel. <table border="1" style="margin-left: 40px;"> <tr> <td style="text-align: center;">本地 Local District</td> <td style="text-align: center;">外坡 Non-local District</td> </tr> <tr> <td style="text-align: center;">怡保 Ipoh</td> <td style="text-align: center;">其他霹靂州地区/其他州属 Others Perak district / Other states</td> </tr> </table>	本地 Local District	外坡 Non-local District	怡保 Ipoh	其他霹靂州地区/其他州属 Others Perak district / Other states
本地 Local District	外坡 Non-local District				
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3	外坡者若申请外宿，家长必须承诺搬到怡保区与孩子同住,需附上家长的书面证明信函，并获得 YB, Dato, JP, 村长等有关人士签名证实，否则若不是与家长同住，必须退学转校。 Students from non-local district may apply to stay outside with condition that parents MUST stay together with their child in local district. (submission of a written statement given by parents and must obtain the signature of YB, Dato, JP, village head, etc. Otherwise, if students who are not living with parents have to drop out or transfer to another school.				
4	房间分配将由宿舍安排，除非有特殊情况，否则任何调配要求将不受理。 Room allocation will be arranged by Hostel. All special request on room allocation will not be entertained EXCEPT for special cases.				
5	寄宿生必须遵守宿舍各项规章制度，请参考《宿舍条例》，违反者将依据条规处分。 All hostelites are required to follow rules and regulations of Hostel (please refer to Hostel Rules and regulations). Otherwise, punishment will be imposed accordingly.				

费用 Fees

1	申请入宿费用，请参考《宿舍收费表》。 Please refer to "Fee Structure For Hostel" for the details of fees involved.
2	当学生成功被教务处录取学位，申请入宿者可到宿舍填妥表格并确认有床位后，到出纳处缴清所有费用后，才正式被录取入宿。 Once being recruited by Academic Department, student may proceed to Hostel to apply and to confirm the availability of the Hostel. Student will be recruited ONLY with full payment made before admission.

所需文件(副本) Documents required (copy)

本地生 Local Student		国际生 International Student	
1	学生身份证 Student's NRIC	1	学生护照 Student's passport
2	父亲身份证 Father's NRIC	2	父亲护照 Father's passport
3	母亲身份证 Mother's NRIC	3	母亲护照 Mother's passport
4	监护人身份证 (若有) Guardian's NRIC (if any)	4	监护人护照 (若有) Guardian's passport (if any)
5	学生医药卡 (若有) Student's Medical Card (if any)	5	学生医药卡 (若有) Student's Medical Card (if any)
6	学生近照 (4 张) Student's recent photos (4 pcs)	6	学生近照 (4 张) Student's recent photos (4 pcs)



怡保区域 List of Ipoh Area (参考 For reference only)

Ampang	Cyber City	Ipoh Garden	Meru	Pasir Pinji	Silibin	Kampung Sungai Rokam	Tanjung Rambutan
Bercham	Falim	Jelapang	Meru Raya	Pekan Baru	Simpang Pulai	Tambun	Tasek
Buntong	Gugusan Manjoi	Keledang	Menglembu	Pekan Lama (Old Town)	Station 18	Taman Cempaka	-
Canning Garden	Gunung Rapat	Lahat	Pasir Puteh	Pengkalan	Sunway City	Taman Ipoh Jaya	-

退宿须知 Guideline for withdrawal from Hostel

1	中途退宿者，将不退还任何保证金。 Deposit will only be refunded for senior students who graduate.
2	退宿申请须由家长同意及在一个月前提出申请。不能给足一个月通知者，须缴清一个月的膳宿费。 Withdraw from Hostel must be applied one month in advance with parent's approval. Those who fails to give notice is required made full monthly payment for that particular month.
3	高中毕业离宿申请退还保证金时，如无损坏公物，并已缴清一切费用者可凭收据领回保证金。 Senior students will get a refund on the deposit (with original receipt) only after graduation. (No refund will be made if any damages are done)

退宿申请 Application for withdrawal from Hostel

1. 退学 Withdrawal / 转校 Transfer to other school

退还保证金	Refund of deposit	无 NIL
需要提供的文件	Documents required	无 NIL

2. 高中毕业离宿 Graduation

退还保证金	Refund of deposit	有 Yes
需要提供的文件	Documents required	保证金原件收据 Original Receipt 请参阅以上第 (3) 项 Refer to (3)

3. 中途申请外宿 (本地/外坡生) Staying outside (Local/ non-local district)

退还保证金	Refund of deposit	无 NIL
需要提供的文件	Documents required	请参考以下 Kindly refer to below

A. 本地生 Local (怡保 Ipoh)

家长的书面证明信函 Provide written statement by parents	&	水费及电费单 (副本) Utilities Bill - Water and Electricity (copy)
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B. 外坡生 Other districts (其他霹靂州地区/其他州属 Others Perak district / Other states)			
家长必须承诺搬到怡保区并与孩子同住。Parents are required to stay in Ipoh area together with their child.			
须符合以下其中一个条件 To fulfill any one of the requirements as below:-			
a	家长的书面证明信函 Provide written statement by parents	b	家长的书面证明信函 Provide written statement by parents
	水费及电费单 (副本) Utilities Bill - Water and Electricity (copy)		房屋租约合同(副本) House rental agreement (copy)
c	家长的书面证明信函 Provide written statement by parents	d	家长的书面证明信函 Provide written statement by parents
	地契或房屋税收证明 (副本) Housing grant / Assessment & quick rent (copy)		董事/Y.B.头衔/村长的推荐信证明与家长同住 Recommendation letter from Board of Governors / Y.B. title / Chief of village to prove that the student will surely stay with the parents

* 校方保留增删入宿及退宿条件最终决定权，并以校内最新版本作为标准。
Poi Lam High School reserves the right to add or delete any clause of admission and withdrawal for Hostel anytime. All clauses shall refer to the latest version at Poi Lam High School.

家长同意书 Parents' Consent

本人非常了解及清楚入宿及退宿之要求条件，同意并遵守宿舍之相关条例。
I am clearly understood and will follow all the guideline and processes concerning the admission and withdrawal for Hostel.

家长姓名 Name		签名 Signature	
身份证/护照号码 NRIC/ Passport no.		日期 Date	

Eff date : 17.02.2020