



**WESLEY METHODIST SCHOOL
KUALA LUMPUR
(PRIVATE)**

WESLEY METHODIST SCHOOL KUALA LUMPUR (PRIVATE)

APPLICATION PROCEDURE
(to be read in conjunction with the Application Form)

APPLICATION PROCEDURE

Wesley Methodist School Kuala Lumpur (Private) is a Christian School under the Methodist Church in Malaysia. Central to Wesley Methodist School's mission is a formula for educating the "whole person" by providing holistic education to prepare students for the real world and contribute to society and nation building.

The unique characteristics and ethos of a mission school is about human and spiritual development of the child. At Wesley, we are committed to academic excellence rooted in Christian values and tradition.

STEP 1 MAKE AN APPLICATION

- a) Fill in the Expression of Interest Form on our website.
- b) In due time, Admissions will contact you via email with soft copies of the Application form, relevant documents, and necessary information.
- c) You are to complete the Application Form which is to be printed and submitted with all relevant documents together with an **Entrance Assessment Fee (EA) of RM150.00 for Form 1 to enable your child to sit for the Entrance Assessment**, to the School at the following address:

Wesley Methodist School Kuala Lumpur (Private)
Lot 185, Jalan Lima, Off Jalan Sentul
51000 Kuala Lumpur
- d) The Entrance Assessment fee can be paid via cheque, cash, or credit card. The Cheque shall be made payable to Sekolah Methodist Wesley.
- e) **Wesley Methodist School Kuala Lumpur (Private) will not refund any fees paid for Admissions Application and Entrance Assessment. Fees paid will not be refunded even if the Applicant did not sit for the test.**
- f) **Please note that the submission of an Application Form does not guarantee a place and that we are unable to process any application until all required documents and the EA fee have been received.**

- g) Please note that the submission of false, inaccurate, or misleading information and withholding of information, could lead to rejection of your application of enrolment to the School. The parent must, at all times, inform the School of any changes to such information. Misinformation, false, inaccurate, misleading, or withholding of information could also lead to termination of the Student even upon successful application.

STEP 2 ASSESSMENT

The School will schedule an Entrance Assessment (EA) for all prospective students.

- i. The Entrance Assessment will be held in the first half of the year or in whichever part of the academic calendar that the School deems appropriate.
 - ii. An email will be sent to all applicants stating the specific date, time, and venue of the test.
 - iii. The Applicant shall adhere to the rules and regulations laid down by the School during the Entrance Assessment.
- b) Admission of a student into Wesley Methodist School Kuala Lumpur (Private) is subject to availability of places, school records of the former school including academic results and co-curricular involvement and satisfactory EA results of the student applicant.
- i. Applicants are expected to demonstrate that they have at least above average potential in various assessments.
 - ii. The admission of the applicant is at the absolute discretion of the School and the School is not obliged to offer any justification for the rejection of any application.
- c) Please note that the assessment material is private and the property of the School. The School reserves the right not to reveal the details of the assessment results.

STEP 3 APPLICATION REVIEW

- a) The application and outcome of assessment are reviewed by the Admissions Committee.
- b) When deemed necessary, applicants will be called to either furnish documented proof of written details in the Registration Form or to come for an interview.

STEP 4 OUTCOME

Parents will be informed of the outcome of the review, of which there are three (3) possibilities:

- i. **The Application is Successful** : A confirmed place is offered in the School. The student needs to proceed with the next step which will be Enrolment.
- ii. **The Application is Pending** : At the discretion of the School, the applicant's name is placed on a temporary waiting list for that year's intake only. The applicant will be offered a place as soon as a place becomes available, at the discretion of the School.
- iii. **The Application is Unsuccessful** : The student will be notified of this status in writing.

STEP 5 ENROLMENT

- a) A letter of offer will be issued by the School to the successful Applicant.
- b) The acceptance of the offer must be accompanied with the **FULL PAYMENT** of all fees as stipulated in the Letter of Offer within a time frame of usually 2 weeks or less from date of offer.
- c) The successful applicant must meet the deadline set for the enrolment process, otherwise, the place will be offered to others.

General Information

OFFICE HOURS are from 7.30 a.m. to 4.30p.m. Monday to Friday.

FOR FURTHER INFORMATION, PLEASE CONTACT THE SCHOOL OFFICE.

Wesley Methodist School Kuala Lumpur (Private)

Lot 185, Jalan Lima, Off Jalan Sentul

51000 Kuala Lumpur

Tel : 03-40416470/03-40425863 Fax : 03-40457107

HP: 016-2642354

Website : <http://wms.edu.my/klp>