

Date Issued: 24 February 2022

**Sri KDU International School (Klang)**  
**Notice of Fees for Academic Year September 2022/2023**

<b>ENTRY FEES (Applicable to New Students)</b>		
<b>Type of Fee</b>	<b>Fee (RM)</b>	<b>Description</b>
Application Fee	1,000	Non-refundable and non-transferable
Registration Fee	4,000	Non-refundable and non-transferable unless the school rejects the application due to not meeting school's entry requirements
Deposit	8,000	Refundable with advance written notice of withdrawal submitted to the Registry Department. Refunds are subject to Terms and Conditions stated in this Notice of Fees (please turn overleaf).

<b>SCHOOL FEES</b>				
<b>Level</b>	<b>Tuition Fee (RM)</b>			
	<b>Per Academic Year</b>	<b>Per Term (T)</b>		
		<b>T1</b>	<b>T2</b>	<b>T3</b>
Year 1	27,500	9,170	9,165	9,165
Year 2	31,250	10,420	10,415	10,415
Year 3	37,500	12,500	12,500	12,500
Year 4	38,000	12,670	12,665	12,665
Year 5	38,500	12,840	12,830	12,830
Year 6	39,000	13,000	13,000	13,000
Year 7	40,625	13,545	13,540	13,540
Year 8	43,750	14,590	14,580	14,580
Year 9	46,000	15,340	15,330	15,330
Year 10	48,750	16,250	16,250	16,250
Year 11	48,750	16,250	16,250	16,250

- Note:**
- 1. Examination fee for the IGCSE will be billed upon registration of examination subjects.**
  - 2. All fees and policies are subject to change without prior notice. Please see overleaf for Sibling Discount & Terms and Conditions.**

**Sibling Discount (terms and conditions apply)**

Multiple students from one family, studying concurrently in the same academic term may enjoy the following discount applicable to Tuition Fee only:

- 2nd, 3rd, 4th, 5th enrolled child and above at 5%, 10%, 15% and 20% discount respectively.

This discount is applicable for the entire duration of each sibling's study at Sri KDU Schools and is based on Tuition Fees charged, as shown in the Invoice or Statement of Account. The discount is subject to revision upon withdrawal of any sibling. In the event of a withdrawal, the school reserves the right to recover any outstanding discounted amount owing where applicable. Allocation of sibling discount:

- Allocation of sibling discount, if any, is at the discretion of Management and all decisions made by the Management is final.
- Allocation is made on a first-come-first-served according to intake and by student number.
- Once a sibling is withdrawn, the sibling discount % will be re-adjusted based on the number of existing/remaining siblings currently in school.
- The sibling discount is not applicable with other discounts.

**TERMS AND CONDITIONS**

**Definitions**

Academic Term	-	means any one of the three (3) academic terms within an Academic Year as will be informed to the parent/legal guardian from time to time.
Academic Year	-	means the period from the first day of the Academic Term 1 until the last day of the Academic Term 3.
Acceptance Letter	-	means a letter indicating all the fees and requirement for the School's acceptance for the admission and enrolment of the Applicant to the School.
Application for Admission Applicant	-	means a child/ward who has applied for admission and enrolment to the School and has paid the Application Fee and Registration Fee.
Application Fee	-	means the fee charged for submission of the Application for Admission Form.
Deposit	-	means the amount paid by the parent/legal guardian as security for due observance of the terms and conditions herein.
Notice of Fees	-	means a notice detailing all the Entry Fees and School Fees required to be paid to the School.
School	-	means Sri KDU International School, Klang ("SKIS Klang") which is wholly owned by Sri KDU Klang Sdn Bhd (1146340-V).
School Fees	-	means the fees payable for any of the Academic Term/Year.
Student	-	means an Applicant who has met the school's entry requirements, received the Acceptance Letter and paid the <b>Entry Fees</b> and <b>School Fees</b> in full by the due dates advised by the School.
Registration Fee	-	means the fee charged for registering the Applicant with the School subject to Clause 2 herein.

Note: Details of the Entry Fees and School Fees are listed in the Notice of Fees.

**TERMS OF PAYMENT AND ENROLMENT**

**1. Application Fee**

- 1.1 This fee shall be payable in full upon submitting a completed and signed Application for Admission Form for your child/ward with the School. It is non-refundable and non-transferable irrespective of whether your child/ward is successfully admitted to the School or otherwise.

**2. Registration Fee**

- 2.1 This fee shall be payable in full upon receiving a notice from the School for your child/ward to attend an assessment session, failing which there will be no assessment session for the child/ward. It is non-refundable and non-transferable unless the School rejects the application due to any failure to meet the School's entry requirements.

**3. Assessment Session**

- 3.1 Completion and submission of an Application for Admission Form shall not entitle your child/ward to have a placement in the School. A place will not be reserved until all entry requirements are fulfilled. The placement of your child/ward is at the absolute discretion of the School, which shall generally be determined by various factors, including the child's/ward's age, academic ability, level of achievement and the child's/ward's behaviour.
- 3.2 A child's/ward's behavioural issues and/or special educational needs shall be considered on a case-to-case basis. The parent/guardian of such a child/ward must provide the School with detailed information and records prior to making a formal application to ensure that the School is in a position to cater to the needs of the child/ward. Failure to accurately and fully declare all relevant details at the time of application, may result in the parent/guardian being asked to subsequently withdraw his/her child/ward because the School is unable to meet his or her needs.
- 3.3 The School places high importance in the integrity of assessments. In the event it is discovered that your child/ward:

- 3.3.1 Did not attempt the assessment wholly on his/her own; or
- 3.3.2 Received external assistance during the assessment session.

The School reserves the right to take the needful action(s), including, but not limited to, cancellation of your child's/ward's registration from the school and forfeiting all fees paid.

#### 4. Admission and Enrolment of the Child/Ward

- 4.1 The School reserves the right to place the child/ward in a class which the Principal deems to be academically and developmentally suitable to the child's/ward's needs at any time and from time to time during the child's/ward's enrolment in the School. This includes requiring the child/ward to repeat an academic year or more.
- 4.2 The School also reserves the right to refuse admission of a child/ward after the assessment session without having to render any justification and/or reasons whatsoever for such refusal of admission or rejection of any application.
- 4.3 Once the child/ward has been accepted by the School, all required documents (if any) must be provided to the Registry Department of the School before the enrolment of the child/ward in the School. Successful Applicant shall thereafter be given an Acceptance Letter from the School.

#### 5. Deposit

- 5.1 Upon receiving the Acceptance Letter from the School, full payment of the Deposit shall be made by the due date stated in the Acceptance Letter. This is to confirm a place for your child/ward at the School. If the School does not receive the full payment of the Deposit by the due date stated in the Acceptance Letter, the School reserves the right to offer the place to another child/ward on the waiting list without further reference to you.
- 5.2 The Deposit is non-interest bearing and has to be maintained throughout the tenure of the student with the School and shall under no circumstances be treated as payment for School Fees or any part thereof or for any other payments required to be paid and may not be used to set-off any amount due and payable by the parent/legal guardian.
- 5.3 For students who have completed Year 11, the Deposit will be refunded within one (1) month after the end of the Academic Year provided there is no outstanding amount owing by such students to the School.

#### 6. School Fees

- 6.1 The parent/legal guardian undertakes to promptly pay all the fees applicable in each term in respect of each school year prior to commencement of that term. If the parent/legal guardian defaults in payment due and payable, strictly without prejudice to the rights of the School in respect of any other terms enumerated herein, the School reserves the right to refuse entry to the School to any student. The School reserves the right to de-register the student if the School Fees remain unpaid upon commencement of the academic term. The Deposit cannot be used to offset School Fees. The School also reserves the right to withhold all examination results, certificates, school records of the student and the Deposit until such time when all payments due in respect of the student are received from the parent/legal guardian. A late payment surcharge of 5% p.a. to be calculated on a daily basis will be levied on all fees from the date such fees become due and payable.
- 6.2 Parents or the legal guardians of the student are jointly and severally liable for the payment of fees, save where specific written agreement to the contrary has been obtained. School Fees must be paid even in the case of absence due to injury, illness or any other cause.
- 6.3 Upon commencement of term, School Fees are not refundable or allowed to be offset in any circumstances.
- 6.4 For exam year students (Year 11)
  - 6.4.1 To register for the IGCSE as a SKIS Klang candidate, Year 11 students must be fully enrolled for all the three (3) Academic Terms of the Year 11 programme at SKIS Klang.
  - 6.4.2 To be fully enrolled for all the three (3) Academic Terms at SKIS Klang, School Fees and any outstanding fees must be fully paid by the due dates set by the School. If School Fees and/or any outstanding fees are not fully paid for any of the three (3) Academic Terms, the School reserves the right not to register or allow the student to sit for the IGCSE at SKIS Klang and/or not to allow the student to attend any and all classes and school activities.
  - 6.4.3 School Fees for Academic Term 3 will be billed in Academic Term 2.
  - 6.4.4 Exam fees paid for the IGCSE are not refundable as Cambridge Assessment International Education ("CAIE") does not refund exam fees after the closing date of registration of IGCSE subjects. Exam fees are also not transferable and cannot be used to offset any fees owed to the school as the fees are paid directly to CAIE

#### 7. The following criteria shall apply for payment of fees, charges and deposit:-

- 7.1 All fees and charges must be paid in accordance with the Notice of Fees applicable at the material time and by the due date specified by the School regardless of whether the child/ward is physically present at the School.
- 7.2 Payment can be made online, by credit card, cash or crossed cheques made payable to Sri KDU Klang Sdn Bhd. In the event there are any split credit card payments using the same credit card number, each transaction will be subjected to an administration charge of RM10.00.
- 7.3 The School reserves the right to revise all fees, charges and deposit payable from time to time.

#### TERM OF WITHDRAWAL

##### 1. For an Applicant

- 1.1 In the event the Applicant decides not to enrol in the School after paying the Deposit, the Deposit will be refunded if a written and signed notice of withdrawal by the Applicant's parent/legal guardian is received by the Registry Department not less three (3) months before commencement of the school intake subject to Clause 4 below.

## 2. For a Student

- 2.1 The parent/legal guardian may withdraw his/her child from the School by giving the Registry Department a written and signed notice of withdrawal by the Student's parent/legal guardian.
- 2.1.1 If the Registry Department receives the notice of withdrawal in writing before the commencement of a new Academic Term, any School Fees paid for the said Academic Term shall be refunded but the Deposit will not be refunded unless and until the conditions set out in Clause 2.2 and Clause 4 are fully complied with.
- 2.1.2 If the Registry Department receives the notice of withdrawal in writing after the commencement of the new Academic Term, there shall be NO refund of School Fees and any refund of the Deposit is subject to the conditions set out in Clause 2.2 and Clause 4 below.
- 2.2 Subject to Clause 4 below, the Deposit will be refunded by the School upon fulfilment of the following conditions:-
- 2.2.1 The School is in receipt of a written notice of withdrawal of not less than *one (1) FULL Academic Term* before the commencement of the next Academic Term or the next Academic Year (as the case may be) ("withdrawal notice period") from the parent/legal guardian, failing which the Deposit shall be forfeited;
- 2.2.2 In the event that the next Academic Term falls into the next Academic Year, the written notice of withdrawal must still be received by the School on or before the first day of the preceding Academic Term;
- 2.2.3 The School Fees for the full Academic Term shall be paid in full regardless of whether the child/ward is physically present at the School; and
- 2.2.4 There is no outstanding amount owing by the Student to the School.

3. All monies refundable under the Application for Admission Form herein shall be refunded, free of interest, within two (2) months from the Student's official last day of school provided that all the terms and conditions pertaining to the refund have been complied with.

## 4. Notice of Withdrawal

- 4.1 All withdrawals are subject to an administrative charge of RM200.00 or the prevailing amount at the time the notice of withdrawal is received by the Registry Department.
- 4.2 Provisional or conditional notice of withdrawal is not accepted.
- 4.3 In amplification hereof the following constitutes as sufficient notice:-
- 4.3.1 All outstanding fees and charges due and payable by the parent/legal guardian must have been fully settled on or before the due dates. The School reserves the right to recover any outstanding sums owed to the School without further reference to the parent/legal guardian;
- 4.3.2 The notice of withdrawal must be delivered by hand or sent by AR Registered Post or by email ([registryklang@srikdu.edu.my](mailto:registryklang@srikdu.edu.my)) to the Registry Department at the address/email address set out in this form or any other address/email address, which may be applicable from time to time. The parent/legal guardian must ensure that the receipt of the notice of withdrawal is duly acknowledged by the Registry Department;
- 4.3.3 The notice of withdrawal shall only take effect from the date of its actual receipt by the Registry Department and duly acknowledged receipt by the Registry Department. In other words, any withdrawal notice period stipulated hereof shall begin to run from the date of the acknowledgement receipt of the notice of withdrawal by the Registry Department; and
- 4.3.4 The notice of withdrawal shall be made in writing and signed by the Student's/Applicant's parent/legal guardian.

**Note: Student's last day of school refers to the student's last day of paid School Fees.**

## TERMS OF RE-ADMISSION

1. A student who has withdrawn from the School and applies for re-admission at a future date shall be subjected to the following:-
- 1.1 Approval from management;
- 1.2 Availability of places;
- 1.3 Provide valid reasons justifying the re-admission;
- 1.4 Settlement of any outstanding sum owed to the school; and
- 1.5 Full payment of fees applicable to the intake applied for, which are:
- 1.5.1 Entry Fees (and any other fees applicable to that intake); and
- 1.5.2 School Fees

## NON-MALAYSIAN CITIZENS

For Non-Malaysian citizens, admission to and continued status as a student of the School is conditional on the policies set by the Malaysian Ministry of Education ("MOE") and the child/ward possessing a valid visa issued by the Malaysian Immigration Department. The parent/legal guardian shall undertake to keep the School informed of any changes in status during the child's/ward's enrolment at the School.

## EMERGENCIES

In the event of any emergency, where neither the parent nor the guardian can be contacted to give consent, the parent/guardian expressly agrees that the Principal may authorise the medical examination of the child/ward and/or the calling of further medical or specialist advice and/or the removal of the child/ward to a clinic/medical centre, with all costs and expenses thereby incurred by the parent/guardian. The parent/guardian further agrees and undertakes to fully indemnify the School of such costs and expenses.

## PHOTOGRAPHS AND IMAGES

The School, its company, related company and/or its ultimate holding company ("**the Sri KDU Group**") may and the parent hereby gives consent to the Sri KDU Group to take such photographs, images, recordings, works or derivative works including examination results of the Student and to use, free of charge, such photographs, images, recordings, work or derivative works including examination results in any media and for whatever purpose as the School deems fit, including without limitation for any promotional materials within the website, brochures, leaflets, magazines and or any other advertising medium of the Sri KDU Group.



Sri KDU Klang Sdn. Bhd.  
[201501021004 (1146340-V)]

**Sri KDU International School (Klang)**  
(No. Perakuan Pendaftaran: BUBA004)  
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41050 Klang  
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Website : <https://klang.srikdu.edu.my>

#### **CORRESPONDENCES**

1. All correspondences, letters and notices from the School will be addressed to the parent/guardian of the child/ward at the postal address(es) or e-mail address(es) stated in the Application for Admission Form and shall be deemed sufficiently served if:-
  - (a) If personally delivered to the child/ward, on the date of delivery;
  - (b) If sent by e-mail, on the date of e-mail transmission; or
  - (c) If sent by ordinary post, in the ordinary course of post.
2. No change in address of the parties howsoever brought about shall be effective or binding on either party unless that party has given to the other a notice in writing of such change of address. It shall be the parent/guardian's responsibility to notify the School of any changes to their contact details or address.

#### **VARIATION**

The School shall be entitled to add, amend, delete, revise, or vary any rules and regulations in respect of the admission and enrolment of the child/ward at the School or any matters incidental thereto at any time or from time to time without further notice. Any such addition, amendment, deletion, revision and or variation shall be effective immediately.

#### **ALUMNI**

All graduates or school leavers who have spent at least one Academic Term in the School shall automatically be included as the School's Alumni, where the said student may be contacted or notified of any School Alumni activities/updates unless, the student chooses otherwise and informs the School in writing.

#### **TIME OF THE ESSENCE**

Time wherever mentioned under these Terms and Conditions shall be of the Essence.

#### **INTERPRETATION**

Under these Terms and Conditions, unless there is something in the subject or context inconsistent with such construction or unless it is otherwise expressly provided:-

- (a) words importing the masculine gender shall include the feminine and neuter genders and vice versa;
- (b) words in the singular number include the plural number and vice versa; and
- (c) all references to "parent" or "guardian" shall be construed as either the parent of the child/ward or the legal guardian of the ward and agreements, covenants and undertakings expressed to be made by or binding upon such parent shall be deemed to be made by or binding upon both parents of the child/ward jointly and severally.

**Note: The Terms and Conditions above shall be read together with the latest version of the School Handbook. In the event of any discrepancy between the above Terms and Conditions and the School Handbook, the terms stipulated in the School Handbook shall prevail.**