

**RULES RELATING TO PAYMENT OF FEES, DEPOSITS,
INCREASES IN DEPOSITS AND NOTICE OF TERMINATION OF STUDY**

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Fees Chargeable

The Board of Governors may increase the fees at the beginning of any academic year by such amounts as the Board considers necessary to meet the cost of operations in the running of the school.

Payment of deposit

A deposit is required to be maintained at all times for each child. It should be noted that, when a child is to move to a year level for which the fees are higher, the deposit will increase. This deposit is refundable when the child leaves the school provided that :

- i) written notice of withdrawal, in accordance with the school rules, has been given to the Principal at least a term before the start of the following term. Failure to do so will result in the forfeiture of the deposit. Fees are not refundable on account of ill-health, enforced absence or removal without notice during the term. This does not apply to students of Year 11 who are in the last term of the academic year.
- ii) all fees due have been settled.

Payment of fees, deposits and increases in deposits

The parent/ guardian will be notified by mail during the period preceding a school term. In the case of new pupils who enter during the term, invoices will be sent when the child registers.

All term fees, deposits and increases in deposits are payable on or before the school term commences.

Please note :

- a) If fees and deposits are not paid within 7 days after the commencement of the school term, a 10% penalty will be levied on unpaid fees.
- b) If the fees still remain unpaid at the end of 30 days, the child concerned will not be allowed to attend classes until such payment has been received.
- c) The penalty is also applicable if remittances are not cleared by the School's bank. Therefore, please write out your cheques clearly.

Notice of leave and temporary absence

Where a child will be leaving school or will be temporarily absent, advance notice must be given in writing to the Principal. This notice will include the date of departure and return. Such notice must be given before the start of the next term.

Temporary absence is granted to a child if the child is medically ill and wishes to seek medical treatment abroad. Suitable documentation must accompany the letter requesting temporary absence. The acknowledgement of such a request must be obtained from the Principal.

It is regretted that notice not in accordance with the rules set above, is not acceptable for the purpose of refund of fees or refund of deposits held in lieu of fees charged. Oral notice is not acceptable.

Please note :

- a) The school academic year is from September to July.
 - i) The 1st. term begins in September
 - ii) The 2nd. term begins in January
 - iii) The 3rd. term begins in April
- b) The school reserves the right to discipline, suspend or dismiss any student whose lack of academic progress or whose behavior is considered by the Principal to be unacceptable to the School. If a pupil is dismissed, the deposit and any fees for the remainder of the current term shall be forfeited.
- c) The school reserves the right to require that a test for drugs be undertaken by any student whose behavior or actions have caused suspicion.

Change of address and telephone number

The school should be informed of all changes of addresses and telephone numbers.

I hereby declare that I have read and understood the contents of the agreement. I affirm that my child does not have any special needs.

Parent / Guardian
Name :
Date :

Witness
Name :
Date :