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# KINABALU INTERNATIONAL SCHOOL

**Admission & Fee**

**Policies Guide**

**2010 - 2011**



## **KINABALU INTERNATIONAL SCHOOL MISSION STATEMENT**

**“At Kinabalu International School we are dedicated to providing an excellent education in a caring, respectful environment, challenging students to achieve their full potential as successful world citizens.”**

### DISCLAIMER

The School has made all reasonable efforts to ensure that the information contained within this publication is accurate and up-to-date when published but can accept no responsibility for any errors or omissions. The School reserves the right to revise or alter policies, to amend regulations and procedures at any time, but every effort will be made to notify interested parties. You are advised to contact the School directly if you require further information. This guidebook has been updated as of 13<sup>th</sup> July 2010.

# KINABALU INTERNATIONAL SCHOOL

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# Fee Structures & Policies



## 1 ONE TIME FEES

1.1	Application Fee (Non refundable, payable on submission of the application form.)		
	Foundation One	RM	100.00 per child
	Foundation Two - Year 11	RM	200.00 per child
1.2	Registration Fee (Non refundable)		
	Foundation Two - Year 11	RM	300.00 per child
1.3	Capital Fee (Non refundable, payable on/before the date of admission or the first day of term.)		
	Foundation Stages (Transferable to Main School)	RM	1,000.00 per child
	Year 1 - Year 11 (10% discount for 2 <sup>nd</sup> child, 15% for 3 <sup>rd</sup> child, 20% for 4 <sup>th</sup> child etc)	RM	5,000.00 per child
1.4	Book Deposit (Fully refundable subject to loaned text books being returned in the condition in which it was issued. Payable on/before the date of admission or the first day of term.)		
	Foundation Two - Year 6	RM	300.00 per child
	Year 7 - Year 11	RM	500.00 per child

## 2 TERMLY SCHOOL FEES

There are 3 terms per year (see details in the 2010 – 2011 school calendar).

School fees are strictly due & payable within 5 school days from the date of admission or the first day of term, as the case may be.

### 2.1 Tuition Fees

Tuition fees are inclusive of text books, materials, resources and general classroom stationery.

#### EARLY YEARS

<b>Foundation 1</b>	
RM 1,000	

#### FOUNDATION 2 - YEAR 11

<b>CONFIRMED FEES:</b>		<b>Yr 10 - Yr 11</b>	<b>Year 9</b>	<b>Yr 7- Yr 8</b>	<b>Year 6</b>	<b>F2-Yr 5</b>
1st child fee	FULL	9688	8488	8088	6827	6427
2nd child fee	10%	8719	7639	7279	6144	5784
3rd child fee	15%	8235	7215	6875	5803	5463
4th child fee	20%	7750	6790	6470	5462	5142
5th child fee	25%	7266	6366	6066	5120	4820
6th child fee	30%	6782	5942	5662	4779	4499

2.2 School Development Fund Levy -- This sum is payable termly with the tuition fees.

<b>School Development Fund Levy</b>	
RM 500.00	

## 3 ANNUAL SCHOOL FEES

Due & payable on or before the date of admission or annually on or before the first day of term.

(Schedule of benefits available on request)

<b>Student Accident Shield Insurance</b>	
RM 20.00 per child	

#### 4 FIRST STEPS @ KIS PROGRAMME

First Steps @ KIS is an informal group for parents and pre-schoolers. Each session is run by KIS staff and provides the opportunity for parents, carers and children to come together and have fun, make new friends and develop new skills in a safe,secure environment.

It is open to children from the age of 18 months up to three years old. Each session is limited to a maximum of 12 children with accompanying adults and takes place between 8am – 10am on Tuesdays and Thursdays during KIS term time. After reaching the age of 3, students will be expected to join our Foundation 1 Class in the following term.

Fees are non refundable and payable at the start of each term and include access to both sessions each week, drinks, snacks and craft activities.

Registration forms are available from the office. Please check our website or contact us for more details.

	TERM 1 DATES	FEE (RM)
<b>Full Term</b>	7th September - 9th December 2010	500
<b>First Half Term</b>	7th September - 19th October 2010	300
<b>Second Half Term</b>	2nd November - 9th December 2010	300



## 5 FOUNDATION 1 ADMISSIONS INFORMATION 2010-2011

Entry Point (1) Term 1 September 2010	Entry Point (2) Term 2 January 2011
Students born between January 1 <sup>st</sup> 2007 and August 31 <sup>st</sup> 2007.	Students born between September 1 <sup>st</sup> 2007 and December 31 <sup>st</sup> 2007.

**NB** Children who have their third birthday between January 1<sup>st</sup> 2008 and August 31<sup>st</sup> 2008, join F1 in Term 1 of the 2011-2012 academic year.

## 6 KEY STAGE 2 CLASS

With the increasing demand for places at KIS, we will be opening a new mixed year group Key Stage 2 class from August 2010. This new class will accept students assessed to be suitable for the school in the Year 3 to Year 6 age range and will follow the same curriculum as the single age-group classes in the rest of the Primary School. Mixed age classes are a feature of many local and International Schools around the world and KIS has a long history of successfully managing such groups, using our staff experience and expertise to maintain and develop impressive academic standards through a high quality programme.

The new class will have a maximum of 15 students who will join their peers in other Primary classrooms for some specialist lessons and activities, whilst also benefitting from the excellent student-teacher ratio which will ensure a very well supported and focused curriculum experience. Students will be expected to spend up to two terms in the Key Stage 2 class before being eligible to take up any places that become available in the single age-group classes in the rest of the Primary School.

## 7 FEE POLICIES

Kinabalu International School reserves the right to revise the terms and conditions herein from time to time as it sees fit.

### 7.1 Late Payment

Unpaid fees will be levied at RM10 per school day per student, after 5 school days from the date of admission or the first day of term, as the case may be.

### 7.2 Unpaid Fees

Kinabalu International School reserves the right to refuse entry to or remove any student from School for whom fees are not paid in accordance with the fee regulations.

A student may not start a new term if the previous term's fees are unpaid. The parent may, in special circumstances, make a formal written request to the Principal and Board of Management.

### 7.3 Pro-rata Tuition Fees

- A new student commencing school after the 6<sup>th</sup> week of a school term is entitled to pay half of the term's fees.
- Leaving student resuming school for part of a new term

0-6 weeks : half-term fee  
above 6 weeks : full term fee

- Ex-KIS students or visiting students can visit the school and stay in class if space and commitments allow. This is subject to a written application from the guardian/ parent to the Principal where it is more than one day. All requests are subject to approval from the Principal.

1 day : no fee  
exceeding 1 day : pro-rata per week based on a three-month term

### 7.4 Retention Fee

- A student who leaves school but might return can pay a RM100 one-off retention fee which will entitle them to pay only 1/3 of the capital fee on returning within one year from their last day of school or 2/3 of the capital fee upon returning within the second year. The full capital fee will be payable upon returning within the third year or later.
- Written notice is required for this scheme, failing which the student will pay the full capital fee.
- Paying this one-off retention fee does not guarantee a student a place in a class, which is strictly subject to availability at the time of re-enrolment.
- The Principal and Board of Management, however, reserves the right to review each case on an individual basis on receipt of a written request to do so from the parents.

### 7.5 Payment

- Cheque or bank draft in Ringgit Malaysia to be made payable to Kinabalu International School.
- Cash is acceptable.
- Payment into Kinabalu International School account using cash or cheque, please inform the school by phone, fax or e-mail. Attach a copy of your bank - in slip so that your payment can be verified accordingly.
- Bank Transfer or Online Banking: Please quote the Invoice number when paying via this method. The bank slip must be submitted to the school office in exchange for an official receipt.

**Kinabalu International School**  
**Account number : 560102107440**  
**Malayan Banking Berhad, Kota Kinabalu, Sabah**  
**Swift Code : MBBEMYKL**

## 8 INSTALMENT SCHEMES

( Not Applicable to Foundation One)

Parents can opt to pay fees in monthly instalments by ticking the 'Payment Option' box on the response slip of the termly billing, failing which, payment by instalment will not be acceptable. Please note

- Payment by instalments will be levied a premium of RM150 in addition to the total fees payable for the term concerned. Clause 2 under Article XIII of the School Constitution stipulates *"Members shall however, have the option of paying the term fee by instalments at a rate and interval decided by the Board of Management. In this event the fees must be paid BEFORE the beginning of such period."*
- The first instalment is due and MUST be paid duly within 5 school days from the date of admission or the first day of term as the case may be. The 2<sup>nd</sup> and 3<sup>rd</sup> payments must be paid PROMPTLY on or before the due date which will be stipulated via an Instalment Payment Confirmation Slip. Any payment after the due date shall immediately incur a late payment levy at RM10 per student per day.
- In the case of default to pay duly, the full amount due for the whole term must be settled immediately and the instalment payment option will no longer be available to the parents concerned. The total instalment fee of RM150 for the term will still be charged in this case.
- Parents can write in confidence to the Principal within the first five school days of the term to appeal their case. After this period no more appeals will be considered and the child will be asked to leave the school until the payment has been settled.

## INSTALMENT SCHEMES



Scale of Payment

† denotes where applicable, any one-time fees, annual fees, or the termly School Development fee which are to be paid with 1<sup>st</sup> Payment.

Year 10 - 11	1st Payment +	2nd Payment	3rd Payment	TOTAL FEES
1st Child	RM 3,638.00	RM 3,100.00	RM 3,100.00	RM 9,838.00
2nd Child	RM 3,469.00	RM 2,700.00	RM 2,700.00	RM 8,869.00
3rd Child	RM 3,185.00	RM 2,600.00	RM 2,600.00	RM 8,385.00
4th Child	RM 2,900.00	RM 2,500.00	RM 2,500.00	RM 7,900.00
5th Child	RM 2,816.00	RM 2,300.00	RM 2,300.00	RM 7,416.00
Year 9	1st Payment +	2nd Payment	3rd Payment	TOTAL FEES
1st Child	RM 3,238.00	RM 2,700.00	RM 2,700.00	RM 8,638.00
2nd Child	RM 2,989.00	RM 2,400.00	RM 2,400.00	RM 7,789.00
3rd Child	RM 2,765.00	RM 2,300.00	RM 2,300.00	RM 7,365.00
4th Child	RM 2,740.00	RM 2,100.00	RM 2,100.00	RM 6,940.00
5th Child	RM 2,516.00	RM 2,000.00	RM 2,000.00	RM 6,516.00
Year 7 - 8	1st Payment +	2nd Payment	3rd Payment	TOTAL FEES
1st Child	RM 3,238.00	RM 2,500.00	RM 2,500.00	RM 8,238.00
2nd Child	RM 2,829.00	RM 2,300.00	RM 2,300.00	RM 7,429.00
3rd Child	RM 2,625.00	RM 2,200.00	RM 2,200.00	RM 7,025.00
4th Child	RM 2,420.00	RM 2,100.00	RM 2,100.00	RM 6,620.00
5th Child	RM 2,416.00	RM 1,900.00	RM 1,900.00	RM 6,216.00
Year 6	1st Payment +	2nd Payment	3rd Payment	TOTAL FEES
1st Child	RM 2,377.00	RM 2,300.00	RM 2,300.00	RM 6,977.00
2nd Child	RM 2,294.00	RM 2,000.00	RM 2,000.00	RM 6,294.00
3rd Child	RM 2,153.00	RM 1,900.00	RM 1,900.00	RM 5,953.00
4th Child	RM 1,812.00	RM 1,900.00	RM 1,900.00	RM 5,612.00
5th Child	RM 1,870.00	RM 1,700.00	RM 1,700.00	RM 5,270.00
F2 - Year 5	1st Payment +	2nd Payment	3rd Payment	TOTAL FEES
1st Child	RM 2,377.00	RM 2,100.00	RM 2,100.00	RM 6,577.00
2nd Child	RM 2,134.00	RM 1,900.00	RM 1,900.00	RM 5,934.00
3rd Child	RM 2,013.00	RM 1,800.00	RM 1,800.00	RM 5,613.00
4th Child	RM 1,892.00	RM 1,700.00	RM 1,700.00	RM 5,292.00
5th Child	RM 1,770.00	RM 1,600.00	RM 1,600.00	RM 4,970.00

## 9 OTHER FEES

### 9.1 UNIFORMS

#### The Uniform Room

Most school uniform (see below) can be purchased from the Uniform Room at school.

The Uniform Room is located in the School Hall, beside the stage and is managed by members of the Parent Teachers Association (PTA).

- **Opening times:**

The Uniform Room is open every **Monday 7.30am – 8.30am** during term time.

It is also open a few days before the start of each term – please ask the School Office for details.

- **Payment:** Please **pay in cash**. Any cheques should be made payable to: 'KIS PTA Uniform'



#### PRIMARY School Uniform: Foundation 1

Uniform	Buy from	Cost
Blue, collared polo shirt with KIS logo	Uniform Room	RM35
Navy blue shorts	Uniform Room	RM35
KIS school cap	Uniform Room	RM30
<b>PE kit:</b> White, collared polo shirt with KIS logo	Uniform Room	RM40
PE shorts in School House colour	Uniform Room	RM35

## PRIMARY School Uniform: Foundation 2 – Year 6



Uniform	Buy from	Cost
Red, collared polo shirt with KIS logo	Uniform Room	RM40
Girls Navy blue "skorts"	Uniform Room	RM35
Boys Navy blue shorts	Uniform Room	RM35
KIS school cap	Uniform Room	RM30
<b>PE kit:</b> White, collared polo shirt with KIS logo	Uniform Room	RM40
PE shorts in School House colour	Uniform Room	RM35

## SECONDARY School Uniform: Year 7 – 11

Secondary students wear made to measure grey "skorts" (girls) or grey shorts/long trousers (boys). You will need to order these in advance from a tailor. Please allow at least 2 weeks for tailoring services.

**\*Recommended Tailor:**  
**New Pyramid Fashion:**  
**(Peter Liew H/P 012 8334577)**  
**Lot A18, 1<sup>st</sup> Floor, Centre Point shopping mall, KK**



Uniform	Buy from	Cost
White, collared polo shirt with KIS logo	Uniform Room	RM40
Girls Grey "skorts"	Tailor*	Approx. RM60
Boys Grey shorts or long trousers	Tailor*	Approx. RM60
KIS school cap	Uniform Room	RM30
<b>PE kit:</b> PE T-shirt in School House colour with KIS logo	Uniform Room	RM40
Navy blue PE shorts with KIS logo	Uniform Room	RM40

**PE:** All students are placed in a School House (Gaya, Sulug or Sapi). Please ask the School Office which House your child is in as this determines the colour of their PE shorts (in Primary) and PE T-shirt (in Secondary).

## 9.2 FIELD / RESIDENTIAL / SOCIAL / CLASS TRIPS

All school trips must be self-financing. Fees are normally charged on a trip to trip basis based on quoted costs incurred for the trip concerned.

## 9.3 GCSE / IGCSE EXAMINATION FEES

Students are charged by the subject and there is no candidate fee apart from the examination fees. An additional charge to cover the cost of the courier service will also be levied.

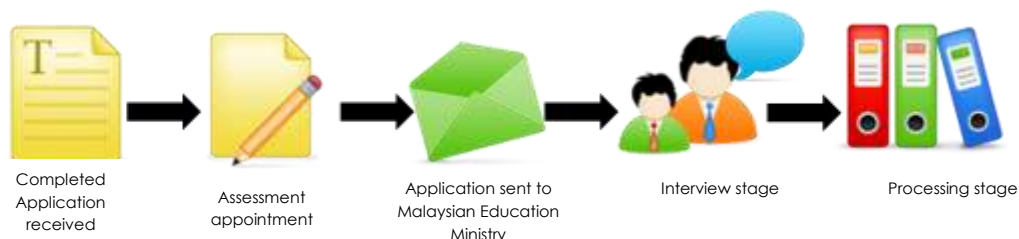
# Enrolment Information



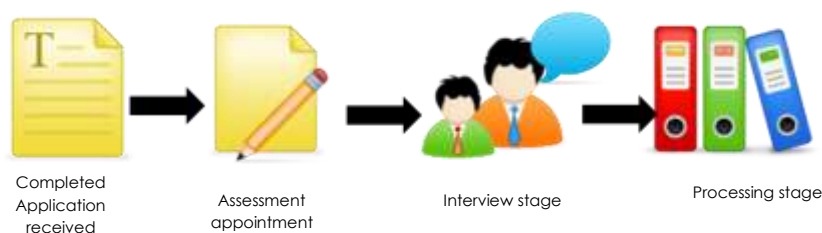
## 1 ADMISSION PROCEDURE

The basic application procedure to Kinabalu International School is as shown below;

### Malaysian Applicant



### Non-Malaysian Application



## 1.1 Admission Regulations



### NEW STUDENTS

- Assessment tests/ interviews apply for every application into Kinabalu International School.
- Written tests are applicable for students applying for Year 3 - Year 11 whilst younger students will be required to join the class in session .
- Assessment and admission processing takes within 7 - 14 school days to process.
- Student will NOT be admitted to the school unless all papers required for registration are duly completed and submitted to the school office and all fees paid IN ADVANCE.
- After a successful assessment and registration, class placements and admissions date will be confirmed at the school's discretion.
- Should a student not attend school within two weeks from the date he/she is expected to start, the student's name will be taken off the list and the application fee forfeited. If subsequently a place is still needed, a new application and fee will be required.

## APPLICATION FORMS

Application forms are available from the school office and can also be downloaded from the school website. All forms must be duly completed and signed, either typed or in legible handwriting. The non-refundable application fee must accompany forms BEFORE an application is processed.

Supporting Documents of Student Applicant:-

- An official copy of the previous years' school reports. A minimum of 2 years report required. ( Reports in languages other than English must be translated into English)
- A copy of birth certificate, identity card, passport, student visa, 2 recent colour passport-size photographs.
- A copy of parents' identity cards, passports and name cards.
- A copy of special medical reports if relevant and any educational needs assessments.

## REGISTERED STUDENTS

- Should a student not attend school after one month from the date he/she was expected to start and no communication is received, the student's name will be taken off the register and the relevant authorities notified accordingly.
- Subsequently, if the place is still needed, a new application will be required, together with a new application made to the relevant authorities for permission to enter KIS.

## WITHDRAWAL

- One term's WRITTEN notice is required for withdrawal of students from school.
- Failure to comply with this may mean that the school is unable to fulfill its obligations towards the student before he/she leaves, including the writing of school reports and transfer documentations requested by parents and/ or their next place of education

## 2 ELIGIBILITY

### FOUNDATION 1 & FOUNDATION 2 CLASSES

- Whatever the child's nationality, no permission from SWASTA, Kuala Lumpur, is required.
- Admission can be at any time, subject to a vacancy in the class concerned and the agreement of the Head of Primary.
- Foundation One Class: The child must be 3 years old and toilet trained.
- Assessment & Registration forms must be completed, together with the payment of a RM100 (Foundation One Class) or RM500 (Foundation Two Class) non-refundable application fee.

## YEAR 1 - YEAR 11 CLASSES

### **Category A: EXPATRIATE STUDENT APPLICATION**

(Both parents expatriate)

- Admission can be at any time and is based on a "first come first served" basis, subject to a vacancy in the class concerned, assessment and approval from the Principal.
- Class placement is strictly at the discretion of the Principal.
- Assessment & Registration forms must be completed together with the payment of an RM200 application fee (non refundable).

### **Category B: MALAYSIAN STUDENT APPLICATION**

- Admission is based on a "first come first served" basis, within the approved Ministry quota of 40% of KIS total capacity.
- Approval from the Education Ministry, SWASTA is required before a student can be admitted. The application process takes from 3 - 6 weeks.
- The offer of a place is subject to KIS admission procedures and regulations.
- Assessment & registration forms to be completed together with the payment of an RM200 application fee (non refundable).
- It is compulsory for Malaysian students to take the following subjects:-

#### Primary Department

- 1) Bahasa Malaysia,
- 2) Moral/Islamic Studies
- 3) Local Studies

#### Secondary Department

- 1) Bahasa Malaysia,
- 2) Moral/Islamic Studies
- 3) Local History

## 3 WAITING LIST

Parents will be informed if a class is full. If they still wish to continue with the application procedure, they will be advised that the student will be placed on a waiting list in the appropriate pool. The pools are as follows:

- Pool A - students who come from countries where English is the first language
- Pool B - students with English as a second language but who are fluent in English
- Pool C - students with English as a second language who are not fluent in English.

# General Information

## 1 Term Dates



<b>1st Term</b>	
<b>First Day</b>	Wed, 25 <sup>th</sup> August 2010
<b>Mid Term Holiday</b>	Thurs, 21 <sup>st</sup> - Fri, 29 <sup>th</sup> October 2010 inclusive
<b>School Resumes</b>	Mon, 1 <sup>st</sup> November 2010
<b>Last Day</b>	Fri, 10 <sup>th</sup> December 2010
<b>End of Term Holiday</b>	Mon, 13 <sup>th</sup> December – Fri, 31 <sup>st</sup> December inclusive

<b>2nd Term</b>	
<b>First Day</b>	Mon, 3 <sup>rd</sup> January 2011
<b>Mid Term Holiday</b>	Wed, 2 <sup>nd</sup> – 8 <sup>th</sup> February 2011 inclusive
<b>School Resumes</b>	Wed, 9 <sup>th</sup> February 2011
<b>Last Day</b>	Fri, 1 <sup>st</sup> April 2011
<b>End of Term Holiday</b>	Mon, 4 <sup>th</sup> April 2011 - Fri, 15 <sup>th</sup> April inclusive

<b>3rd Term</b>	
<b>First Day</b>	Mon, 18 <sup>th</sup> April 2011
<b>Mid Term Holiday</b>	Mon, 30 <sup>th</sup> May - Friday 3 <sup>rd</sup> June 2011 inclusive
<b>School Resumes</b>	Mon, 6 <sup>th</sup> June 2011
<b>Last Day</b>	Wed, 13 <sup>th</sup> July 2011