

## LEAVER'S CLEARANCE FORM

To be completed by PARENTS / GUARDIANS

Date of form submission:

Student's name:

Class:

Final day at KIS:

Reason/s for withdrawal:

**Malaysian Students:**

- Return to home town
- Parents' work relocation
- Transfer to another school in KK / Malaysia / overseas
- State school name and location: \_\_\_\_\_

**Expatriate Students:**

- Return to home country
- Parents' work relocation
- Transfer to another school in KK/ Malaysia /overseas
- State school name and location: \_\_\_\_\_

- Graduated (Year 13)
- Personal reasons

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- Personal reasons

**Retention Fee Scheme:**

Students returning within 2 years of their last day at KIS can apply to pay a reduced Capital Fee upon returning to the school. A non-refundable retention fee of RM250 per student is chargeable. Please see the Retention Fee Policy in the Admissions & Fees booklet for more information

Yes, I would like to apply for the retention fee scheme and will make payment to the Finance Department

**Refundable Deposit Claim:**

- I wish to donate the refundable deposit to the school
- I wish to claim a refund of my child's deposit via cash / online transfer (please circle one)

*For online transfer, please provide the following details:*

Full name as registered with bank: \_\_\_\_\_

IC No./Passport No. as registered with bank: \_\_\_\_\_

Bank name and account number: \_\_\_\_\_

**PLEASE NOTE:**

The deposit refund and any requested Leavers Documentation shall be prepared for collection on the final day at KIS. This is subject to the following conditions:

- At least 6 term weeks' notice has been given to the school
- There are no outstanding fees
- All books, equipment and school items have been returned to the School Librarian fourteen days before the final day at KIS
- An authorisation note from Parent/Guardian is provided if another person is collecting the deposit on their behalf

Please confirm your forwarding contact details:

Email address:

Postal address:

Contact number:

.....  
Parent's Signature

.....  
Date

.....  
Received by Admissions Officer

.....  
Date

"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 global citizens"

**FOR OFFICE USE:**

Librarian: No outstanding books  Books outstanding (including home readers):

Date .....

Signature .....

Head of School:

Date .....

Signature .....

Office Clerk: Parent pass returned

Date .....

Signature .....

Finance: No outstanding fees  Receipt number / Date:

Retention Fee paid (if applicable)  Receipt number / Date:

Deposit returned (if applicable)  Amount:

Date .....

Signature .....

**Additional Remarks:**