

## 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:

\_\_\_\_\_

Graduated (Year 13)

☐

Personal reasons

☐

**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

☐

### 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	<input type="checkbox"/>	Books outstanding (including home readers ):	
	Date	.....		
	Signature	.....		

Head of School:	Date	.....
	Signature	.....

Office Clerk:	Parent pass returned	<input type="checkbox"/>
	Date	.....
	Signature	.....

Finance:	No outstanding fees	<input type="checkbox"/>	Receipt number / Date:	
	Retention Fee paid (if applicable)	<input type="checkbox"/>	Receipt number / Date:	
	Deposit returned (if applicable)	<input type="checkbox"/>	Amount:	
	Date	.....		
	Signature	.....		

**Additional Remarks:**