



**KINABALU  
INTERNATIONAL  
SCHOOL**

**NURTURING GLOBAL CITIZENS**

# **ADMISSIONS & FEES 2023-24**



NO. PERAKUAN PENDAFTARAN: XUBF01

# 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 global 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 and accepts no responsibility for errors or omissions.

Whilst the school reserves the right to revise or alter policies, to amend regulations and procedures at any time, every effort will be made to notify interested parties.

You are advised to contact the school directly if you require further information.

# A: ADMISSIONS

KIS follows the arrangements for the National Curriculum for England, which groups classes into Key Stages. Our academic year runs from August to July and, as per the UK guidelines, students are placed into year groups according to their age on the 1st of September.

However, the school reserves the right to recommend placement in an alternative year group, if this is deemed to be in the best interests of the child. Once assigned to a year group, a student will remain with this cohort throughout their time with us.

Date of birth	Age	2023/224 Academic Year August '23 – June '24	KEY STAGES
Turns 3 after 01/09/23 – 31/05/2024		Reception	Early Years Foundation Stage
01/9/2019 - 31/8/2020	3-4	Foundation 1	
01/09/2018 – 31/08/2019	4-5	Foundation 2	
01/09/2017 - 31/08/2018	5-6	Year 1	Primary Key Stage 1
01/09/2016 - 31/08/2017	6-7	Year 2	
01/09/2015 – 31/08/2016	7-8	Year 3	Primary Key Stage 2
01/09/2014 – 31/08/2015	8-9	Year 4	
01/09/2013 – 31/08/2014	9-10	Year 5	
01/09/2012 – 31/08/2013	10-11	Year 6	
01/09/2011 – 31/08/2012	11-12	Year 7	Secondary Key Stage 3
01/09/2010 – 31/08/2011	12-13	Year 8	
01/09/2009 – 31/08/2010	13-14	Year 9	
01/09/2008 – 31/08/2009	14-15	Year 10	Secondary Key Stage 4
01/09/2007 – 31/08/2008	15-16	Year 11	
01/09/2006 – 31/08/2007	16-17	Year 12	Sixth Form
01/09/2005 – 31/08/2006	17-18	Year 13	

Further details of the Admissions Procedure can be found in Section C.

## B: 2023-24 ACADEMIC YEAR SCHOOL FEES

### 1 APPLICATION FEE

A non-refundable Application Fee of **RM 800** is payable on submission of the application for all students from Reception to Year 13.

### 2 ONE TIME ONLY FEES

Fee Type	Applicable to	Fee per child	Notes
Registration Fee	Reception – Year 13	RM 2,500	Non refundable, a one-off fee to be paid before the student is enrolled
Capital Fee	Reception – Foundation 2	RM 2,000	Non refundable, a one-off fee to be paid before the student is enrolled in school. Transferable upon entry to Year 1
	Year 1 – Year 13	RM 8,000	Non refundable, a one-off fee to be paid before the student is enrolled in school
Refundable Deposit	Reception – Year 13	RM 2,500	The deposit will be returned to parents within 30 days of completion of all withdrawal procedures after deductions for any amounts owing to the school and in accordance with the school's withdrawal and refund policies. Six school weeks notice is required.

### 3 2023-24 SCHOOL FEES

Tuition fees published are for a whole academic year and it is billed on a termly basis. There are 3 terms per academic year. You may choose to pay it ;

- In monthly instalments (premium applies)
- On a termly basis
- A full years' fee in advance

School fees are strictly due and payable in advance before the date of admission and/or the first day of each term.

## 4 DISCOUNTS

### A. Full Fee Payment In Advance

Discount : A 3% discount will be applied if payment of the full Annual Tuition Fee is made on or before the first day of Term 1 (11th August 2023).

### B. Siblings Discount

Applicable to the tuition fee for siblings in Foundation 2 to Year 13:

Entitlement	Tuition Fee
First child	Full fee
Second child	5% discount
Third child	10% discount
Fourth child	20% discount
Fifth child	40% discount

NB: The oldest child is always the 1st child, regardless of date of admission.

### C. Alumni Discount

10% discount will be offered to KIS Alumni child. The tuition fees discount is offered for the whole duration of study at KIS and is applicable for all children of the alumni. The school may request for some form of documentation from the alumni to support the discount application. For further details, please contact the Admissions team.

### D. Admissions Offer / Seasonal Campaigns

The school may occasionally offer discounts on certain fees at its discretion. Current parents may not be entitled to promotional offers for new parents unless explicitly invited. The full details and terms of the programme would be published on the schools' official website or social media platforms. Please enquire with the Admissions Officer for the latest offer.

### E. Referral Reward

The school offers a reward to any existing parent who successfully refers a new family to the school. Please enquire with the Admissions Officer for the latest Referral Scheme.

## EARLY YEARS : RECEPTION – FOUNDATION 2 (all fees in RM)

Year	Annual Fee (Tuition Fee + School Development Fund Levy x 3)	Tuition Fee (Billed termly / 3x per year)	School Development Fund Levy (Billed termly / 3x per year)
Reception & Foundation 1 <sup>1</sup>	<b>15,378</b>	4,426	700
Reception & Foundation 1 <sup>2</sup>	<b>21,279</b>	6,393	700
Foundation 2	<b>24,966</b>	7,622	700

1. 11.30am Reception and Foundation 1 finish
2. 2pm Reception and Foundation 1 finish, available upon request and subject to a one week trial period

Fees include : Text books, materials, resources and general classroom stationery.

## PRIMARY: YEAR 1 - YEAR 6 (all fees in RM)

Year	Annual Fee (Tuition Fee + School Development Fund Levy x 3)	Tuition Fee (Billed termly / 3x per year)	School Development Fund Levy (Billed termly / 3x per year)
Years 1 & 2	<b>31,980</b>	9,960	700
Years 3, 4 & 5	<b>33,768</b>	10,556	700
Year 6	<b>35,538</b>	11,146	700

- Fees include : Text books, materials, resources and general classroom stationery.
- All Year 5 and Year 6 students are expected to have their own laptop computers.

## SECONDARY: YEAR 7 – YEAR 11 (all fees in RM)

Year	Annual Fee (Tuition Fee + School Development Fund Levy x 3)	Tuition Fee (Billed termly / 3x per year)	School Development Fund Levy (Billed termly / 3x per year)
Years 7 & 8	<b>40,815</b>	12,905	700
Year 9	<b>42,567</b>	13,489	700
Year 10	<b>51,828</b>	16,576	700

Year	Annual Fee (Tuition Fee + School Development Fund Levy x 3)	Tuition Fee *			School Development Fund Levy (Billed termly / 3x per year)
		Term 1	Term 2	Term 3	
Year 11	<b>43,540</b>	16,576	16,576	8,288	700

- Fees include : Text books, materials, resources and general classroom stationery.
- Year 11 & Year 13 shall pay 50% of the third payment in Term 3 from 2022/2023 onwards.
- All Year 7 and Year 11 students are expected to have their own laptop computers.

## SIXTH FORM : YEAR 12 – YEAR 13 (all fees in RM)

Year	Annual Fee (Tuition Fee + School Development Fund Levy x 3)	Tuition Fee *			School Development Fund Levy (Billed termly / 3x per year)
		Term 1	Term 2	Term 3	
Year 12	<b>53,670.00</b>	17,190	17,190	17,190	700
Year 13	<b>45,075.00</b>	17,190	17,190	8,595	700

- Year 11 & Year 13 shall pay 50% of the third payment in Term 3 from 2022/2023 onwards.
- Fees include : Materials, resources and general classroom stationery.
- Students in Years 12 and 13 are required to purchase approved course text books either hard copy or e-books from the school. All Year 12 and Year 13 students are expected to have their own laptop computers.

## 5 INDIVIDUAL NEEDS FEE

Individual Needs Support Fee (English as an Additional Language or Special Educational Needs):
RM 1,860 per term

Individual Needs Support Fee (Both English as an Additional Language and Special Educational Needs):
RM 2,790 per term

The above termly charge will be applied to all students from Year 1 upwards, who the school assess as requiring additional support for English as an Additional Language or Special Educational Needs. If required, Individual Needs Support is compulsory and not optional and will be reassessed each term until no further support is deemed to be necessary.

## 6 OTHER SCHOOL FEES / COSTS

Annual Student Accident Insurance
RM 32.00

Payable before the date of admission or annually before the first day of the academic year. The insurance fees are non-refundable. A schedule of benefits is available upon request.

**a. School Uniforms:**

Most school uniform can be purchased from the KIS Shop. The physical shop is located in the School Hall. Online purchase is available via [shop.kis.edu.my](https://shop.kis.edu.my). See Appendix 2 for further details.

**b. Public Exams Fees:**

IGCSE and A Level exam fees are set each year by the Exam Boards. Fees will depend on the subjects taken. Parents with children taking these exams will receive a letter from the Examinations Officer detailing the fees and payment instructions.

**c. Field / Residential / Social / Class Trips:**

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

**d. Transport:**

Parents are requested to organise their own transport for students travelling to and from school.

**e. Catered Lunches:**

Students at KIS can bring in their own healthy lunches or alternatively pre-order a freshly cooked, hot lunch from the onsite Colour Meal Canteen. Please speak to the School Office or visit <https://www.kis.edu.my/catered-lunches/> for more details.

# C: ADMISSIONS PROCESS

## 1 SUBMITTING A COMPLETED APPLICATION

To submit an application to the school you will need to complete and sign our Application Form. The forms may be typed or completed in legible handwriting. The non-refundable application fee of RM 800 must accompany the forms, as well as the requested supporting information, BEFORE an application can be processed.

Please note that this is not a commitment from you to accept a place, nor does it confirm that your child will be offered a place. Applications can be submitted in person or by email.

## 2 ASSESSMENT

Assessments are conducted in school, by appointment. For families based overseas, it is possible for the assessments to be taken in your country of residence.

It is advisable that assessments are scheduled during school days. However, assessments for entry into Year 3 and above can be scheduled during the term holidays but with longer processing time.

### 2.1 EARLY YEARS FOUNDATION STAGE

#### **For entry into Reception and Foundation 1**

The assessment will be a series of visits to the classroom. Initially, the child will be accompanied by an adult for an hour's visit. Subsequently, the child will then visit the classroom for 1 hour (from 7:50-9:00am), 2 hours (from 7:50-10:00am) and finally for a full morning session. Please note, children applying for Reception and F1 must be toilet-trained before entering the school.

#### **For entry into Foundation 2**

Students will spend up to two full days in the class they are applying to join. This will give both you and the teacher the opportunity to confirm that your child will settle and be comfortable there. Please note, children applying for F2 must be toilet-trained before entering the school.

#### **Extended Trial for Assessment**

Your child may be required to attend additional trial days if it is felt that extra observations of your child in the classroom setting are needed. If the trials exceed a maximum of five school days, a pro-rated daily rate would be charged according to the prevailing tuition fee and an upfront 1 week fee would be collected. This is regardless of acceptance status.

Extended trial fees would be contra against the first invoice should the application be successful.

## 2.2 PRIMARY

### **For entry into Key Stages 1 and 2 (Year 1 – 6)**

Students will spend a day in the year group they are applying to join. This will give the teachers the chance to meet your child and observe them and it will give your child the opportunity to experience the school and to feel comfortable with joining the school in the future.

All applicants for Year 1 and above will sit a written test and meet with the Head of Primary. Applicants into Key Stage 2 (Year 3 – 6) will also sit an online cognitive abilities test.

Your child's current school will be contacted for a Confidential Student Reference.

## 2.3 SECONDARY

### **For entry into Secondary School (Year 7-10)**

The assessment takes the form of an online cognitive abilities test and written tests in Mathematics and English. Once the assessments have been reviewed by the relevant teachers, a student will be invited back to the school to attend an interview with a key member of the Secondary staff.

Your child's current school will be contacted for a Confidential Student Reference.

Please note that if accepted into the Secondary School, students will be expected to agree to and sign the Academic Good Standing Policy.

## 2.4 A LEVELS

### **For entry into A Levels (Year 12)**

In general terms students accepted into the programme will have a minimum of 5 IGCSE/GCSE/SPM passes (A\*-C) or the equivalent. Individual subjects may require students to have successfully completed an IGCSE/GCSE or the equivalent in that subject prior to entry, although all applications will be assessed on an individual basis. Potential applicants should refer to the entry requirements in the subject specific information for each course. Further information on the process can be found online: <http://www.kis.edu.my/admissions-process/>

## 3 APPLICATION AND ASSESSMENT

Following the assessment stage, our Heads of School and Principal are provided with all application information and assessment results to review and confirm the recommendations for a place at the school.

## 4 OFFER OF A PLACE

The above process usually takes between 7 – 14 school days to process. Applications done during school holidays will usually take 14 days longer. We will confirm whether we are able to offer your child a place at Kinabalu International School verbally as soon as possible. We will also send you written confirmation of the offer of a place, class placement and admission date.

## 5 ACCEPTANCE OF A PLACE AND PROVISION OF WELCOME INFORMATION

We ask that you confirm your acceptance of an offer with the school within 7 days of receipt of our offer letter. Having received your signed confirmation, we will then confirm your child's place in their class, raise an invoice for the fees and provide you with all the information required for starting school.

Students will not be admitted into the school unless a signed letter of offer has been received and all fees have been paid in advance.

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 school roll and the application fee forfeited. If subsequently a place is still required, a new application and fee will be mandatory.

## 6 STUDENT VISA

The school does not provide a student/guardian pass application service for international students joining the school. You may engage in the service of an agent to assist you.

However, we are happy to sign a Personal Bond prescribed under *Regulation 18 of the Immigration Regulation 1963* in which a Personal Bond fee (refundable) is payable to the school. The Personal/Security Bond rates range from RM200 to RM2,000 depending on nationalities; updated from time to time and can be referred at the Immigration Department of Malaysia website here <https://www.imi.gov.my/portal2017/index.php/en/visa/security-bond-bank-guarantee-rates.html>.

*Please contact the Admissions Officer for further information*

## ADMISSIONS REGULATIONS

### **Students with Special Educational Needs (SEN)**

We ask that any known learning disabilities, difficulties or any such related Special Educational Needs are clearly stated in the application form, with relevant supporting information. The application will then be reviewed by the Heads of School, in consultation with relevant staff, to determine if the school will be able to support the needs of the student and will be reviewed termly. The physical limitations of the school site mean that the school is unable to cater for students with physical disabilities requiring specialist provision, including wheelchair access. As detailed in Section B-3, additional termly fees (the Individual Needs Support Fee) will apply for additional support required inside and / or outside of the classroom.

Following acceptance of a student, if the student is diagnosed with learning disabilities / difficulties or related Special Educational Needs, but such information was not included in the Application Form or not known in advance of acceptance of the student, a meeting will be arranged between the school and parents to discuss this issue. The school reserves the right to withdraw the place if any known Special Educational Needs or learning disabilities / difficulties were not included in the application form, or if the school is unable to support the needs of a student, which have been identified following acceptance.

Non-disclosure of past serious behavioural issues in previous schools may also jeopardise the student's place in the school. The school reserves the right to withdraw the place at KIS.

### English as an Additional Language (EAL)

During the application process students with English as an additional language will be assessed to determine the level of EAL support required. A place will be offered and a year group allocated only if the school has the appropriate resources to support the student. Students who require support will be charged an extra fee each term (the Individual Needs Support Fee, see Section B-3). In some cases a condition of entry may be additional language support outside school.

If required, EAL support is compulsory and not optional and will be reassessed each term until no further EAL support is deemed to be necessary.

### 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 have a parent employed by the school
- Pool B - Students whose siblings are studying at KIS
- Pool C- Students for whom English is their first language
- Pool D - Students with English as an additional language but who are fluent in English
- Pool E - Students with English as an additional language who are not fluent in English.

## D: FEE PAYMENT AND POLICIES

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

### 1. Payment Methods & Account Details

- Cheque or bank draft in Ringgit Malaysia made payable to '**Kinabalu International School**'.
- For payment into the Kinabalu International School account using cash or cheque, please inform the school by fax or e-mail. Attach a copy of your bank-in slip so that your payment can be verified accordingly.
- For 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**  
  
**E-mail : [finance@kis.edu.my](mailto:finance@kis.edu.my)**

## 2. Payment via e-wallet (Boost)

- E-wallet payments are accepted for payments of small amounts such as Trips, Clubs and meals at the school canteen.

## 3. Late Payment and Non Payment

School fees are strictly due and payable in advance before the date of admission and/or the first day of each term. Unpaid fees will incur a late charge of RM10 per school day per student. The school reserves the right to refuse entry to students whose fees have not been paid. When fees are outstanding, the school is unable to issue any paperwork and or reports etc. The school reserves the right to absorb any payment made for activities (i.e trips) into any outstanding fees owing. This may result in non-participation of the activity. The school will seek legal advice for prolonged non-payment of fees.

## 4. Students Excluded or Suspended from the School

No fees will be refunded to students who are excluded or suspended from the school.

## 5. Registered Students

Should a registered student not attend school for a month without a formal explanation, the student's name will be taken off the register. Subsequently, if the place is still required, a new application will be mandatory.

## 6. Pro-rata Tuition Fees

A new student commencing school after the sixth week of a school term is entitled to pay half of the term's fees.

Students withdrawing from KIS part way through a term are required to pay the following fees:

Withdrawal within 0-6 weeks of the start of term:	half-term fee
Withdrawal more than 6 weeks after the start of term:	full term fee

NB All other fees are non-refundable

## 7. Visiting Students

Ex-KIS students or visiting students can visit the school but may not stay in class.

## 8. Instalment Scheme

Payment by instalment is possible and will include a premium of RM150 per student in addition to the total fees payable for the term concerned. Please see Appendix 1 for further details of the instalment scheme.

## E: WITHDRAWAL POLICY

### 1. Withdrawal

- A parent/guardian may withdraw their child from the School by giving six "school weeks" notice to the Admissions Officer. Failure to give six "school weeks" notice will result in the forfeiture of the refundable deposit.

For example: if a student's last day is 19th May 2023, notice of withdrawal must be given by 17th March 2023

Key dates for withdrawal deadlines:

Last Day of School	Latest date for receipt of Leaver's Form
15th December 2023	3rd November 2023
22nd March 2024	9th February 2024
28th June 2024	17th May 2024

- Notice will be deemed to have been given when a completed Leaver's Form has been received, and acknowledged, by the Admissions Officer. No other confirmation, written or otherwise, will suffice. Requests for exceptions to this policy may be made in writing to the Principal, who has the discretion to vary this policy in exceptional circumstances.
- Any refundable deposit, club & trip refunds that has been unclaimed within 2 years of the student's last day of school is deemed as donated to the school.

### 2. Retention Fee

A student who leaves school but who may return in the future can pay a RM250 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 for students 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. For students who pay the retention fee and return to KIS within one year of their last day of school, the application fee and registration fee will be waived.

The Principal and Board of Governors, however, reserve the right to review each case on an individual basis on receipt of a written request to do so from parents.

## **F: WHY SCHOOL FEES ARE IMPORTANT TO US**

KIS is one of an increasingly small number of not-for-profit schools in the region. The school is owned and governed by parents, all of whom are members of the School Association. At KIS we respect the trust placed in us by families to educate our young learners and we in return trust that our KIS families will meet the fee deadlines for the quality education we work so hard to provide. Our school fees are our only major source of income and unpaid or late fees impact on our capacity to provide the very best for our students. We are therefore very much dependent on each family meeting their financial obligations towards the school in a timely and appropriate manner.

### **How You Can Help**

In the event of any likely delay or potential non payment, please help us to help you by communicating immediately and in person with the school Principal to ask for extenuating circumstances to be considered and to determine an appropriate course of action. In the event of a substantial delay in payment KIS 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.

## G: GENERAL INFORMATION

**Mission Statement:** At Kinabalu International School we are dedicated to providing an excellent education in a safe, caring environment, challenging students to achieve their full potential as successful global citizens.

### Guiding Statements:

1. We celebrate individual and cultural diversity
2. We are honest, responsible and accountable for our actions
3. We treat others with dignity and respect
4. We are supportive of each other and recognise the importance of each other's well-being
5. We work with others to make the world a better place

### Aims:

1. To provide an internationally recognised curriculum
2. To encourage global citizenship, providing students with knowledge, skills and attitudes to participate positively in the world
3. To provide a range of opportunities that challenge students to develop a wide range of skills
4. To achieve positive growth and life-long learning
5. To ensure a safe, secure and well-equipped learning environment for all.

## KIS PRINCIPAL AND HEADS OF SCHOOL

<p><b>Mr Sam Gipson</b> Principal</p> <p><a href="mailto:principal@kis.edu.my">principal@kis.edu.my</a></p>
<p><b>Mrs Margaret Renshaw</b> Deputy Principal &amp; Head of Secondary</p> <p><a href="mailto:margaretrenshaw@kis.edu.my">margaretrenshaw@kis.edu.my</a></p>
<p><b>Mr Mark Beresford</b> Head of Primary</p> <p><a href="mailto:mberesford@kis.edu.my">mberesford@kis.edu.my</a></p>

## APPENDIX 1: INSTALMENT SCHEME

Payment by instalment will include a premium of RM150 per student in addition to the total fees payable for the term concerned.

+ denotes, where applicable, any one-time fees, annual fees, or the termly School Development fee, which are to be paid with the first payment.

Reception & F1 (until 11.30am)	1st Payment +	2nd Payment	3rd Payment	TOTAL FEES
1st Child	RM 1,876	RM 1,350	RM 1,350	RM 4,576
Reception & F1 (until 2pm)	1st Payment +	2nd Payment	3rd Payment	TOTAL FEES
1st Child	RM 2,543	RM 2,000	RM 2,000	RM 6,543
F2	1st Payment +	2nd Payment	3rd Payment	TOTAL FEES
1st Child	RM 3,172	RM 2,300	RM 2,300	RM 7,772
2nd Child	RM 2,991	RM 2,200	RM 2,200	RM 7,391
3rd Child	RM 2,910	RM 2,050	RM 2,050	RM 7,010
4th Child	RM 2,548	RM 1,850	RM 1,850	RM 6,248
5th Child	RM 1,823	RM 1,450	RM 1,450	RM 4,723
Year 1 - 2	1st Payment +	2nd Payment	3rd Payment	TOTAL FEES
1st Child	RM 3,710	RM 3,200	RM 3,200	RM 10,110
2nd Child	RM 3,612	RM 3,000	RM 3,000	RM 9,612
3rd Child	RM 3,314	RM 2,900	RM 2,900	RM 9,114
4th Child	RM 2,918	RM 2,600	RM 2,600	RM 8,118
5th Child	RM 2,426	RM 1,850	RM 1,850	RM 6,126
Year 3 - 5	1st Payment +	2nd Payment	3rd Payment	TOTAL FEES
1st Child	RM 4,306	RM 3,200	RM 3,200	RM 10,706
2nd Child	RM 3,979	RM 3,100	RM 3,100	RM 10,179
3rd Child	RM 3,651	RM 3,000	RM 3,000	RM 9,651
4th Child	RM 3,395	RM 2,600	RM 2,600	RM 8,595
5th Child	RM 2,584	RM 1,950	RM 1,950	RM 6,484
Year 6	1st Payment +	2nd Payment	3rd Payment	TOTAL FEES
1st Child	RM 4,296	RM 3,500	RM 3,500	RM 11,296
2nd Child	RM 3,938	RM 3,400	RM 3,400	RM 10,738
3rd Child	RM 3,781	RM 3,200	RM 3,200	RM 10,181
4th Child	RM 3,467	RM 2,800	RM 2,800	RM 9,067
5th Child	RM 2,737	RM 2,050	RM 2,050	RM 6,837
Year 7 - 8	1st Payment +	2nd Payment	3rd Payment	TOTAL FEES
1st Child	RM 5,055	RM 4,000	RM 4,000	RM 13,055
2nd Child	RM 4,810	RM 3,800	RM 3,800	RM 12,410
3rd Child	RM 4,364	RM 3,700	RM 3,700	RM 11,764
4th Child	RM 3,874	RM 3,300	RM 3,300	RM 10,474
5th Child	RM 2,993	RM 2,450	RM 2,450	RM 7,893
Year 9	1st Payment +	2nd Payment	3rd Payment	TOTAL FEES
1st Child	RM 5,039	RM 4,300	RM 4,300	RM 13,639
2nd Child	RM 4,764	RM 4,100	RM 4,100	RM 12,964
3rd Child	RM 4,690	RM 3,800	RM 3,800	RM 12,290
4th Child	RM 4,141	RM 3,400	RM 3,400	RM 10,941
5th Child	RM 3,243	RM 2,500	RM 2,500	RM 8,243
Year 10 & Year 11 (Term 1 & 2 only)	1st Payment +	2nd Payment	3rd Payment	TOTAL FEES
1st Child	RM 6,526	RM 5,100	RM 5,100	RM 16,726
2nd Child	RM 5,897	RM 5,000	RM 5,000	RM 15,897
3rd Child	RM 5,668	RM 4,700	RM 4,700	RM 15,068

4th Child	RM 5,211	RM 4,100	RM 4,100	<b>RM 13,411</b>
5th Child	RM 4,095	RM 3,000	RM 3,000	<b>RM 10,095</b>

<b>Year 11 (Term 3 only)</b>	<b>1st Payment +</b>	<b>2nd Payment</b>	<b>3rd Payment</b>	<b>TOTAL FEES</b>
1st Child	RM 4,038	RM 2,200	RM 2,200	<b>RM 8,438</b>
2nd Child	RM 3,825.50	RM 2,100	RM 2,100	<b>RM 8,023.50</b>
3rd Child	RM 3,609	RM 2,000	RM 2,000	<b>RM 7,609</b>
4th Child	RM 2,980.50	RM 1,900	RM 1,900	<b>RM 6,780.50</b>
5th Child	RM 2,522.50	RM 1,300	RM 1,300	<b>RM 5,122.50</b>
<b>Year 12 &amp; Year 13 (Term 1 &amp; 2 only)</b>	<b>1st Payment +</b>	<b>2nd Payment</b>	<b>3rd Payment</b>	<b>TOTAL FEES</b>
1st Child	RM 6,940	RM 5,200	RM 5,200	<b>RM 17,340</b>
2nd Child	RM 6,480	RM 5,000	RM 5,000	<b>RM 16,480</b>
<b>Year 13 (Term 3 only)</b>	<b>1st Payment +</b>	<b>2nd Payment</b>	<b>3rd Payment</b>	<b>TOTAL FEES</b>
1st Child	RM 3,945	RM 2,400	RM 2,400	<b>RM 8,745</b>
2nd Child	RM 3,715	RM 2,300	RM 2,300	<b>RM 8,315</b>

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 Governor. In this event the fees must be paid BEFORE the beginning of such period."

The first instalment is due and MUST be paid duly before the date of admission. The second and third 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 family concerned. The total instalment fee of RM150 per student for the term will still be charged in this case. Parents can write 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.

## APPENDIX 2: SCHOOL UNIFORM

Most school uniform can be purchased from the physical KIS Shop, located in the School Hall, beside the stage. Purchase can also be made online via [shop.kis.edu.my](http://shop.kis.edu.my). Please note that online purchases can be collected at the front office after 2PM of the next school day only.

**Opening times:** The KIS Shop is open **Monday, Tuesday and Thursday** from **7.30am – 8.30am** during term time. It is also open before the start of each term. Please ask the School Office for details.

**Payment:** Please pay in cash or online transfer. Any cheques should be made payable to: 'Kinabalu International School'.

### UNIFORM REQUIREMENTS:

#### EARLY YEARS: Reception - Foundation 2

Uniform	Available from	Cost
Blue, collared polo shirt with KIS logo	KIS Shop	RM 35
Girls navy blue "skorts"	KIS Shop	RM 40
Boys navy blue shorts	KIS Shop	RM 40
KIS school hat	KIS Shop	RM 40
PE kit: White, PE T-shirt with KIS Logo	KIS Shop	RM 35
PE shorts in School House colour	KIS Shop	RM 25
Optional long sleeve jacket	KIS Shop	RM 65

#### PRIMARY: Year 1 – Year 6

Uniform	Available from	Cost
Red, collared polo shirt with KIS logo	KIS Shop	RM 40
Girls navy blue "skorts"	KIS Shop	RM 40
Boys navy blue shorts	KIS Shop	RM 40
KIS school hat	KIS Shop	RM 40
PE kit: White, PE T-shirt with KIS Logo	KIS Shop	RM 35
PE shorts in School House colour	KIS Shop	RM 35
Optional long sleeve jacket	KIS Shop	RM 65

#### SECONDARY: Year 7 – Year 11

Uniform	Available from	Cost
White, collared polo shirt with KIS logo	KIS Shop	RM 40
Girls grey "skorts"	Tailor*	From RM 90
Boys grey shorts	Tailor*	From RM 90
KIS school hat	KIS Shop	RM 40
<b>PE kit:</b> PE T-shirt in School House colour with KIS logo	KIS Shop	RM 40
Navy blue PE shorts with KIS logo	KIS Shop	RM 40
Optional long sleeve jacket	KIS Shop	RM 65

## SIXTH FORM: YEAR 12 - 13

Uniform	Available from	Cost
Blue, collared polo shirt with KIS logo	KIS Shop	RM 40
Girls beige skirt	Tailor*	From RM 90
Boys beige long trousers	Tailor*	From RM 100
KIS school hat	KIS Shop	RM 40
<b>PE kit:</b> PE T-shirt in School House colour with KIS logo	KIS Shop	RM 40
Navy blue PE shorts with KIS logo	KIS Shop	RM 40
Optional long sleeve jacket	KIS Shop	RM 65

### \* TAILORED UNIFORMS

Our recommended tailors are:

<p><b>New Fashion Tailor</b>, Ground Floor, Wisma Merdeka</p> <p>Tel: 088 234376</p> <p>Mr Chong 012-8358493</p> <p>Mr Koh 016-8324376</p> <p><b>New Pyramid Fashion</b>, Lot A18, 1st Floor, Centre Point Shopping Mall</p> <p>Tel: Peter Liew 012 8334577).</p> <p>Please allow at least 2 weeks for tailoring services.</p>
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- All students are placed in a School House (Gaya, Sulug or Sapi). Notification of House placement will be in the letter of offer.
- All students should wear black or white shoes with white ankle socks. No coloured shoe laces are allowed.
- Other than a single pair of stud earrings, jewellery is not to be worn. Nail polish and make-up are not permitted and hair colouring must be natural colours only.

### PE Uniform

When students attend a PE lesson they should wear a KIS t-shirt in their House colour along with their KIS PE shorts and a school hat. Students must wear sports specific trainers to all PE lessons. They will not be permitted to wear Converse style trainers for safety reasons, as they do not offer a sufficient amount of support. To further ensure good practice in terms of health and safety, jewellery and adornments in any form should not be worn at any time. Students must wear sports kit for any extra-curricular club. This does not have to be the KIS PE kit but it should still be appropriate for sports and physical activity.

**Swimwear**

KIS Swimwear can be purchased from the KIS Shop. KIS Swimwear is priced at RM100 to RM130. We are very keen that as many students as possible wear our KIS swimwear for swimming lessons and when representing the school in local and international competitions. KIS swimming caps are compulsory for local and international competitions and can be purchased from the KIS Shop for RM 32.

However, whilst we continue to source appropriate swimming costumes to meet the needs of all sections of our community, the purchase of our KIS swimming costumes is not compulsory. Students who do not have the official KIS swimwear should ensure they are appropriately attired for swimming lessons. We require that boys do not wear board shorts and that girls wear one piece costumes.



# KINABALU INTERNATIONAL SCHOOL

## 2023 - 24 ACADEMIC CALENDAR

August 2023							September 2023							October 2023							November 2023							Term 1: Mon 14 Aug to Fri 15 Dec	
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Tues 8 - Fri 11	Staff Days (no pupils)
		1	2	3	4	5						1	2		1	2	3	4	5	6	7						Mon 14 Aug	First day of Term 1	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	15	16	17	18	19	20	Mon 23 Oct	Staff Day (no pupils)	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	22	23	24	25	26	27	Mon 16 - Fri 20 Oct	Half Term Holiday	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	Fri 15 Dec	Final day of Term 1
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			Number of pupil days:	81

December 2023							January 2024							February 2024							March 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2		1	2	3	4	5	6					1	2	3							
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
31																					31						
Term 2: Mon 8 Jan to Fri 22 Mar																											
Mon 8 Jan														First day of Term 2													
Mon 12 Feb - Fri 16 Feb														Half Term Holiday													
Fri 22 Mar														Final day of Term 2													
Number of pupil days:														50													

April 2024							May 2024							June 2024							July 2024							Term 3: Mon 8 Apr to Fri 30 June	
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Mon 8 Apr	First day of Term 3
	1	2	3	4	5	6				1	2	3	4															Mon 27 - Fri 31 May	Half Term Holiday
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	Fri 28 June	Final day of Term 3
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20		
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27		
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31					
																												Total number of pupil days: 180	

☐ School holidays ☐ Public holidays\* ☐ Non-pupil days ☐ Half Term Fee ☐ Start of Ramadan\*

\* Dates are correct at the time of printing, but can be subject to change.

\*\* For the school events calendar, visit: <http://www.kis.edu.my/school-events-calendar/>

Version: 230602

