



**KINABALU
INTERNATIONAL
SCHOOL**

NURTURING GLOBAL CITIZENS

FEES & ADMISSIONS

POLICY HANDBOOK

2026-2027

VISION, MISSION & VALUES



We are curious, creative and encourage everyone to explore new ideas and perspectives.

We are reflective, taking time to learn from our experiences and grow.

We collaborate, working together to achieve shared goals and make a positive impact.

We are courageous and embrace challenges.

We are respectful, treating everyone with dignity and kindness and we celebrate diversity.

WELCOME TO KINABALU INTERNATIONAL SCHOOL

At KIS, we are proud to offer a high-quality, internationally recognised education based on the **National Curriculum for England**. Our goal is to create a nurturing and engaging environment where every child can thrive both academically and personally.

KIS follows the structure of the National Curriculum, which groups students into **Key Stages** by age. The academic year runs from **August to July**, and students are placed into year groups based on their age as of **1st September**.

School Sections and Key Stages

KIS is divided into distinct school sections aligned with each Key Stage:

- **Early Years Foundation Stage (EYFS)**
Ages 3–5 | Foundation 1 & 2
Focuses on learning through play, social development, and early literacy and numeracy in a caring setting.
- **Primary School**
Ages 5–11 | Key Stage 1: Years 1–2 | Key Stage 2: Years 3–6
Builds strong foundations in core subjects and promotes curiosity, creativity, and independence.
- **Secondary School**
Ages 11–16 | Key Stage 3: Years 7–9 | Key Stage 4: Years 10–11
Offers greater subject depth and culminates in **IGCSE** exams at the end of Year 11.
- **Sixth Form (Post-16)**
Ages 16–18 | Years 12–13 (Key Stage 5)
Students specialise in **Cambridge A Levels**, preparing for university and future pathways.

While age is the primary placement factor, KIS may recommend alternative placements when it is in the best interest of the child. Students typically remain with their cohort throughout their time at KIS, supporting stability and continuous development.

Date of birth	Age	Year Group Placement 2026/27 Academic Year	KEY STAGES
Turns 3 after 1/09/2026		Reception	Early Years Foundation Stage
01/9/2022 - 31/8/2023	3-4	Foundation 1	
01/9/2021 - 31/8/2022	4-5	Foundation 2	
01/9/2020 - 31/8/2021	5-6	Year 1	Primary <i>Key Stage 1</i>
01/09/2019 - 31/08/2020	6-7	Year 2	
01/09/2018 - 31/08/2019	7-8	Year 3	Primary <i>Key Stage 2</i>
01/09/2017 - 31/08/2018	8-9	Year 4	
01/09/2016 - 31/08/2017	9-10	Year 5	
01/09/2015 - 31/08/2016	10-11	Year 6	
01/09/2014 - 31/08/2015	11-12	Year 7	
01/09/2013 - 31/08/2014	12-13	Year 8	Secondary <i>Key Stage 3</i>
01/09/2012 - 31/08/2013	13-14	Year 9	
01/09/2011 - 31/08/2012	14-15	Year 10	
01/09/2010 - 31/08/2011	15-16	Year 11	Secondary <i>Key Stage 4</i>
01/09/2009 - 31/08/2010	16-17	Year 12	
01/09/2008 - 31/08/2009	17-18	Year 13	
			Sixth Form

B: 2026-27 ACADEMIC YEAR SCHOOL FEES

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.

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.

2026-27 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.

SERVICE TAX (SST) NOTICE

*As part of government directive, private educational institutions registered under the Education Act 1996—excluding special schools and language centres—are now subject to a 6% Service Tax (SST) if they charge fees exceeding **RM60,000 per student per academic year**. The mentioned fees include tuition fees, Special needs/ EAL fees, examination fees, one-time fees (Application, Registration and Capital Fee), school development fund levy and other service fees stipulated by the government.*

In the event of a student's withdrawal, or if a new student who has paid fees in advance withdraws during the first academic year, any refund of the SST portion of the fees will be subject to the applicable requirements of the Royal Malaysian Customs Department and the School's ability to recover or adjust the SST. Where the SST has already been accounted for and remitted to the Royal Malaysian Customs Department and cannot be recovered or adjusted, the SST portion may not be refundable.

2026- 2027 PRIMARY SCHOOL FEES

EARLY YEARS: RECEPTION – FOUNDATION 2

Year	Tuition Fee (Billed termly / 3x per year)	Annual Fee (Tuition Fee + School Development Fund Levy)
Reception & Foundation 1 ¹	4,930	16,890
Reception & Foundation 1 ²	7,121	23,463
Foundation 2	8,490	27,570

- Fees include : Text books, materials, resources and general classroom stationery.
- Reception & Foundation 1¹ : 11.30am finish.
- Reception & Foundation 1² : 2pm finish, available upon request and subject to a one week trial period.
- The School Development Fund Levy is RM700 per term or RM2100 for the whole year.

PRIMARY: YEAR 1 - YEAR 6

Year	Tuition Fee (Billed termly / 3x per year)	Annual Fee (Tuition Fee + School Development Fund Levy)
Years 1 & 2	11,115	35,445
Years 3, 4 & 5	11,780	37,440
Year 6	12,436	39,408

- Fees include : Text books, materials, resources and general classroom stationery.
- All Year 5 and Year 6 students are expected to have their own laptop devices.
- The School Development Fund Levy is RM700 per term or RM2100 for the whole year.

2026- 2027 SECONDARY SCHOOL FEES

YEAR 7 – YEAR 11

Year	Tuition Fee (Billed termly / 3x per year)	Annual Fee (Tuition Fee + School Development Fund Levy)
Years 7 & 8	14,376	45,228
Year 9	15,026	47,178
Year 10	16,739	52,317
Year 11	17,113	53,439

SIXTH FORM SCHOOL FEES

YEAR 12 – YEAR 13

Year	Tuition Fee (Billed termly / 3x per year)	Annual Fee (Tuition Fee + School Development Fund Levy)
Year 12	18,849	58,647
Year 13 (Term 1 & 2)	19,510	50,875
Year 13 (Term 3)	9,755	

- Fees include : Classroom materials and resources .
- All Secondary students are required to purchase approved course text books.
- Year 13 shall pay 50% of the third payment in Term 3.
- All Secondary students are expected to have their own laptop.
- School Development Fund Levy is applied at RM700 per term or RM2100 for the whole year.

OTHER SCHOOL FEES / DISCOUNTS

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.

OTHER SCHOOL FEES / COSTS

Annual Student Accident Insurance RM 35.00	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.
School Uniforms	Most school uniform can be purchased from the KIS Shop. The physical shop is located in the 1st floor Admin Office . Online purchase is available via shop.kis.edu.my .
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.
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.
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 Meals Canteen. Please speak to the School Office or visit https://www.kis.edu.my/catered-lunches/ for more details.

DISCOUNTS

A. 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.

B. Alumni Discount

KIS offers a 10% tuition fee discount for the children of KIS alumni for the entire duration of their study at KIS. This is applicable for all children of alumni who meet the following criteria:

- Studied at KIS for two or more consecutive years.
- Graduated from KIS.
- Employed at KIS for three or more years.

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.

C. Admissions Offer / Seasonal Campaigns

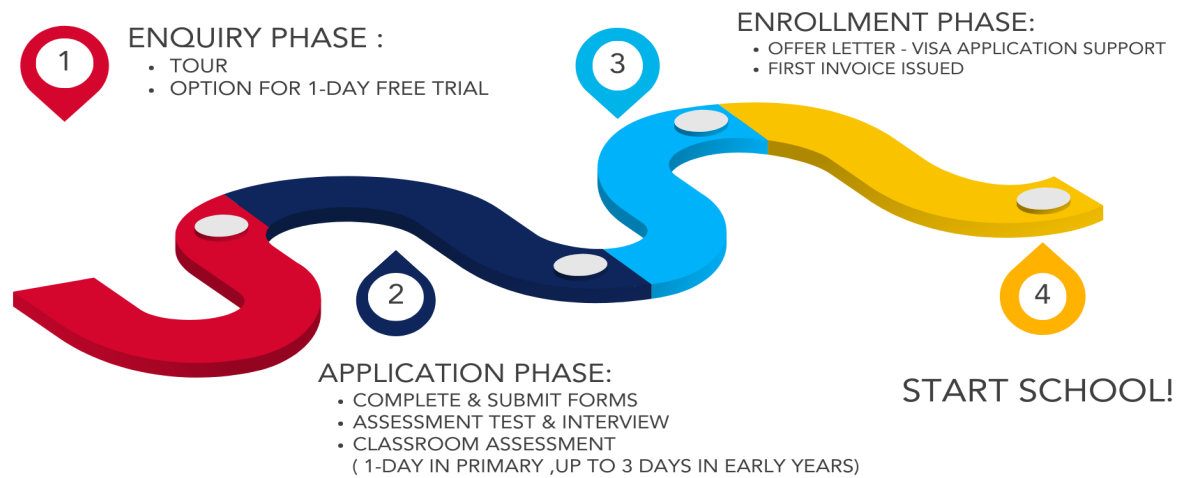
The school may occasionally offer discounts on certain fees at its discretion. Current parents may not be entitled to promotional offers for new parents unless explicitly invited. The full details and terms of the programme would be published on the schools' official website or social media platforms.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

D. 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.

ADMISSIONS PROCESS

ADMISSIONS JOURNEY



ENROLMENT & FREE TRIAL AT KIS

At KIS, we understand that choosing the right school is one of the most important decisions for your family. That's why we offer immersive Trial Days to give your child a true taste of life as a KIS student. These trial sessions provide a unique opportunity to experience our international curriculum, innovative teaching approaches, and nurturing school environment firsthand. It's a chance for both students and parents to explore what sets KIS apart and to see how we support every child's growth, confidence, and love for learning.

ENROLMENT CYCLE , STUDENT VISA AND ADMISSIONS TIMELINE

Kinabalu International School operates on a year-round Rolling Admissions Policy, allowing students to be admitted at any time, subject to availability. This approach is designed to support the transient and evolving needs of our international community.

To facilitate an efficient enrolment process—particularly when student or guardian visas are necessary—we advise international applicants to initiate the process at least six months before their intended start date and local Malaysian families to apply three months in advance.

Under the immigration regulations of Malaysia and Sabah, all international students are required to hold a valid visa upon entry. The process for securing a Student or Guardian visa necessitates prior authorisation from the Ministry of Education Malaysia. Families should anticipate a processing period of approximately three months to conclude, effective from the date of offer acceptance and the settlement of enrolment fees.

Below is an overview of the schedule to assist families navigating the KIS enrolment cycle

ENROLMENT CYCLE & ADMISSIONS TIMELINE

ENROLMENT TERM	Application Cut Off Date	Assessment Cycle	Confirmation & Offer Communication	Acceptance of Offer Deadline
ACADEMIC YEAR 2026 - 2027				
TERM 1 2026-2027 <i>1st September 2026</i>	30th April 2026	4th - 22nd May 2026	17th - 30th June 2026	17th July 2026
TERM 2 2026-2027 <i>4th January 2027</i>	30th September 2026	5th - 30th October 2026	23rd November 2026 - 4th December 2026	11th December 2026
TERM 3 2026-2027 <i>15th March 2027</i>	7th December 2026	18th January 2027 - 5th February 2027	15th - 24th February 2027	5th March 2027
ACADEMIC YEAR 2027 - 2028				
ENROLMENT TERM	Application Cut Off Date	Assessment Cycle	Confirmation & Offer Communication	Acceptance of Offer Deadline
TERM 1 2027-2028 <i>September 2027</i>	Week 1 May 2027	Week 3 - 4 May 2027	Week 3 - 4 June 2027	Week 2 - 4 July 2027
TERM 2 2027-2028 <i>January 2028</i>	Week 2-3 September 2027	Week 2 - 4 October 2027	Week 3 - Week 4 November 2027	Week 1 December 2027
TERM 3 2027-2028 <i>March 2028</i>	Week 1 - Week 2 December 2027	Week 3 January - Week 1 February 2028	Week 3 February 2028	Week 4 February - Week 1 March 2028

SUBMITTING AN APPLICATION

SUBMITTING A COMPLETED APPLICATION & PROCESSING TIMELINE

To apply for a place at KIS, please complete and sign the official Application Form and submit it along with the non-refundable application fee of RM800 and all required supporting documents. Applications will only be processed once all required items have been received.

You may submit your application in person or via email.

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.

LIST OF APPLICATION DOCUMENTS

Applications forms should be submitted by email to admissions@kis.edu.my or hard copies brought to the School Office, with the following supporting information for each student:

- Completed KIS Application form
- Completed KIS Health Form
- An official copy of the previous years' school reports.

A minimum of 2 years' reports are required. (Reports in languages other than English must be translated into English.)

- A copy of the applicants' birth certificate and identity card or passport
- 1 recent colour passport-size photograph of the child.
- 1 set of passport-size photograph of the parents.
- A copy of parents' identity cards, passports and name cards.
- A copy of any special medical reports if relevant and any educational needs assessments.
- Confidential Reference from Current School
 - The Admissions Team would be requesting for an email address of the Head of School/ Head of Key

Stage for a confidential reference. Please have this information ready at the application stage.

APPLICATION TIMELINE AND PROCESSING SUMMARY

Step	Timeline
1. Submit a complete application	Day 1
2. Assessment / Trial / Interview	Within 10–14 school days
3. Admission decision & Offer Letter	Within 14 school days after assessment
4. Accept the Offer	Within 14 school days
5. Invoice Issued	Within 3 days of acceptance
6. Fee Payment & Welcome Pack	Sent upon receipt of payment
7. Visa Application (International Students)	3 months upon receipt of payment
7. Student Starts School	Usually 3–5 days after Visa is issued/ payment received (subject to Admissions approval)

Application timeline for local/ Malaysian students	: 4-5 weeks
Application timeline for International students (Visa)	: 4 months

International Students

To provide every student with a smooth and successful start, KIS is unable to permit attendance until all admissions and immigration requirements have been fulfilled. Advance planning and adherence to the 'Enrolment Cycle and Timeline' would help families secure Visas required before the preferred start date

During School Holidays

Applications submitted during school holidays may require an additional **2–3 weeks** for processing. Families are encouraged to apply early according to the 'Enrolment Cycle and Timeline' schedule to secure their preferred start date.

Important Notes

- Submission of an application **does not guarantee a place** at the school.
- Receiving an admission offer **does not obligate** families to enrol.

ASSESSMENT AT KIS

At KIS, our assessment process is designed to help us get to know each student as an individual. As a non-selective school, we do not use assessments to filter applicants, but rather to ensure we understand each child's needs, learning style, and readiness for their year group. This allows us to provide the right level of support from the very beginning and to create a positive transition into school life. Assessments also offer an opportunity for students to experience the KIS environment and for teachers to observe how they interact and learn in a classroom setting.

- Assessments are conducted by appointment and are required as part of the admissions process.
- For families residing overseas, assessments can be arranged to take place online. Please contact our Admissions Team to discuss suitable arrangements.
- Whenever possible, assessments should be scheduled during the school term. For applicants entering Year 1 and above, assessments may be arranged during school holidays, although processing may take longer during this period.

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.

OFFER OF A PLACE

- The above process usually takes between 7 – 14 school days. 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.

SUMMARY OF ASSESSMENT FOR ADMISSIONS BY SCHOOL				
	Classroom Assessment	CAT 4 Online Test	CPI Assessment	Interview with Head of School
EARLY YEARS ● Reception & F1 ● Foundation 2	5 days 2 full days	N/A	N/A	N/A
PRIMARY	1 day (case by case / at request of academic team)	N/A	YES	YES
SECONDARY	N/A	YES	N/A	YES
SIXTH FORM / A LEVEL	CAT4 TEST A minimum of 5 IGCSE/GCSE/SPM passes (A*-C)			YES

EARLY YEARS FOUNDATION STAGE

RECEPTION & FOUNDATION 1

FOUNDATION 2

Children will join the class for a series of short trial visits:

- 1 hour with a parent
- 2 hours independently
- Half – day morning session
- Two full school day

Children must be toilet-trained before starting school.

Children will spend up to two full days in class to help determine readiness.

Toilet-training is also required.

Extended Trials

If more time is needed to assess your child, additional trial days may be arranged (up to 5 days). A pro-rated fee applies and will be offset against tuition if your child is accepted.

PRIMARY (YEARS 1 – 6)

- Children will be required to take the CPI online assessments. At the schools' request, children may be required to spend a full day in their prospective year group for a closer assessment if required.
- We will contact your child's current/previous school for a confidential reference. A family meeting will be scheduled at the end of the assesment process.

ASSESSMENT AT KIS

SECONDARY (YEARS 7 – 11)

- Students will be required to take the CAT4 online assessments.
- We will contact your child's current/previous school for a confidential reference. A family meeting will be scheduled at the end of the assessment process. Accepted students are required to sign the Academic Good Standing Policy.

SIXTH FORM / A LEVEL (YEARS 12 – 13)

- Students will be required to take the CAT4 online assessments.
- Applicants should have at least five IGCSE/GCSE/SPM passes (grades A–C), or equivalent results from a recognised end-of-year national examination at the secondary school level.
- Some subject options may require a prior IGCSE or equivalent in that subject.
- Each application is reviewed individually.
- Application cut off into Year 12 is September.
- For full entry requirements, visit: www.kis.edu.my/admissions-process

ACCEPTANCE OF A PLACE AND PROVISION OF WELCOME INFORMATION

We ask that you confirm your acceptance of an offer with the school within 7 - 14 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.

STUDENT VISA

To facilitate an efficient enrolment process—particularly when student or guardian visas are necessary—we advise international applicants to initiate the process at least six months before their intended start date and local Malaysian families to apply three months in advance.

Under the immigration regulations of Malaysia and Sabah, all international students are required to hold a valid visa upon entry. The process for securing a Student or Guardian visa necessitates prior authorisation from the Ministry of Education Malaysia. Families should anticipate a processing period of approximately three months to conclude, effective from the date of offer acceptance and the settlement of enrolment fees. 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

SPECIAL NEEDS/WAIT LIST

STUDENTS WITH SPECIAL EDUCATIONAL NEEDS (SEN)

At KIS, we are committed to supporting the diverse needs of our students and fostering an inclusive learning environment. To help us ensure that every child receives the support they need, we kindly ask that families share any known learning difficulties, disabilities, or Special Educational Needs (SEN) in the application form, along with relevant supporting documentation. This information will be reviewed by the Heads of School in consultation with our specialist staff to determine how best we can support your child. Student needs will continue to be monitored and reviewed on a termly basis.

Due to the physical layout of our campus, we regret that we are currently unable to accommodate students with physical disabilities requiring wheelchair access or specialist mobility provisions. Where additional learning support is required, either inside or outside of the classroom, a termly Individual Needs Support Fee will apply.

If a student is diagnosed with SEN or learning difficulties after joining KIS, and this information was not disclosed at the time of application or was not known, the school will meet with parents to review support options. In cases where the school is unable to provide adequate support, or where known needs were not disclosed during application, KIS reserves the right to withdraw the offer of a place. To ensure a safe and supportive environment for all, it is also important that any history of significant behavioural challenges in previous schools is shared during the admissions process. Failure to do so may affect a student's enrolment status.

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

KIS welcomes students from a wide range of linguistic backgrounds. During the admissions process, students for whom English is not their first language will be assessed to determine the level of English language support required. Placement into a year group and confirmation of enrolment will be based on the school's ability to provide the appropriate level of EAL support. Where needed, this support is compulsory and will incur a termly Individual Needs Support Fee.

In some cases, additional external language support may be required as a condition of enrolment.

EAL needs are reviewed on a termly basis, and support continues until it is no longer deemed necessary by the school.

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.

FEES PAYMENT AND POLICIES

FEES PAYMENT METHODS

At KIS, we aim to make the fee payment process as convenient and transparent as possible for our families. Please find below the available payment options and important details to help us process your payments smoothly.

Online Bank Transfer

If you are paying via online transfer, please include the following reference format so we can accurately track and allocate your payment: "Student Name - Invoice Number". For example: John-1Too1

The school bank details are as follows

Beneficiary	: KINABALU INTERNATIONAL SCHOOL		
Bank	: MAYBANK		
Account No	: 5601 0210 7440	Swift Code	: MBBEMYKL
Registration No	: X5FC002	E-mail	: finance@kis.edu.my

Cash Deposit

Please note that cash payments are not accepted at the school.

However, you may deposit cash directly into the school's bank account. After making the deposit, kindly send a copy of the payment slip to:

- Email: yvonnek@kis.edu.my / jchow@kis.edu.my
- WhatsApp: KIS Finance Mobile at 013-731 2325

Cheque

Cheques can be:

- Hand-delivered to the Finance Office (1st Floor), or
- Deposited into a Maybank cheque deposit machine

Please remember to email or WhatsApp a copy of the cheque deposit slip for our records.

Credit Card via CardUp

KIS has partnered with CardUp, an online platform that allows you to pay school fees using your credit card.

Please note the following transaction fees charged by CardUp:

- 2.25% for local credit cards
- 3.3% for international credit cards

These charges will be automatically calculated at checkout. To use this option, please email finance@kis.edu.my to request a secure payment link. Please note: Credit card payments are not accepted at the school premises.

Payment via e-wallet (Local Malaysian Banks)

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

FEE POLICIES & OTHER INFORMATION

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.

Students Excluded or Suspended from the School

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

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.

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
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Withdrawal more than 6 weeks after the start of term:	full term fee
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NB All other fees are non-refundable

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 request for the instalment scheme from the Finance team.

WITHDRAWAL POLICY

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 28th May 2027, notice of withdrawal must be given by 9th April 2027

Key dates for withdrawal deadlines:

Last Day of School	Latest date for receipt of Leaver’s Form
End of Term 1: 11th December 2026	2nd November 2026
End of Term 2 : 5th March 2027	18th January 2027 th
End of Term 3: 8th July 2027	22nd May 2027

- **Notice of Withdrawal:** Notice will be considered officially given once a completed Leaver’s Form has been received and acknowledged by the Admissions Officer. No other form of confirmation; verbal, SMS, email or otherwise, will be accepted. Any requests for exceptions to this policy must be made in writing to the Principal, who may, at their discretion, grant exceptions in exceptional circumstances. An official leavers form can be requested from the Admissions office.
- **Unclaimed Refunds:** Any refundable deposit, visa guarantee bond, or club and trip refunds that remain unclaimed within two years of the student’s last day at school will be regarded as a donation to the school.

RETENTION FEE POLICY

Students who leave KIS but may wish to return in the future have the option to pay a one-off retention fee of RM250. This fee provides the following benefits:

- **Returning within one year from their last day of school:** only 1/3 of the capital fee is payable.
- **Returning within the second year:** only 2/3 of the capital fee is payable.
- **Returning in the third year or later:** the full capital fee will be payable.

Written notice is required to opt into this scheme. Failure to provide written notice will result in the full capital fee being charged upon return.

Please note that paying the retention fee does not guarantee a place in a specific class; placement is strictly subject to availability at the time of re-enrolment.

For students who return to KIS within one year of their last day of school, both the application fee and registration fee will be waived.

The Principal and Board of Governors reserve the right to review cases individually upon receiving a written request from parents.

WHY SCHOOL FEES ARE IMPORTANT TO US

At KIS, we are proud to be one of the few not-for-profit international schools in the region. This means that every ringgit we receive through school fees goes directly back into enhancing the learning experience for our students—whether through high-quality teaching, classroom resources, campus improvements, or student support services.

As a school governed by a parent-led School Association, we deeply value the trust families place in us to nurture and educate their children. In return, we trust that our families will honour their financial commitments in a timely manner. School fees are our primary source of income, and delays in payment can have a real impact on our ability to maintain the quality of education we provide for all students.

How You Can Help

We understand that unexpected challenges may arise from time to time. If you anticipate any difficulty in meeting a fee deadline, we encourage you to reach out as early as possible—preferably in person—to speak with the Principal. We are committed to working with families in good faith and will do our best to understand and support your circumstances.

However, as a community-funded school, we must also ensure fairness and sustainability. In cases of significant or prolonged non-payment, the school reserves the right to withdraw access to lessons or place a hold on student enrolment for the upcoming term until outstanding fees are settled. Thank you for partnering with us to ensure KIS remains a strong and vibrant learning community for all.

SCHOOL UNIFORM

Most school uniform can be purchased from the physical KIS Shop, located in the Admin Office (1st floor)

Purchase can also be made online via shop.kis.edu.my.

Please note that online purchases can be collected at the front office after 2PM of the next school day only.



KIS ONLINE SHOP

Opening times:

- The KIS Shop is open daily 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 / qr pay or online transfer.
- Any cheques should be made payable to: 'Kinabalu International School'.

UNIFORM PRICES

UNIFORM	EARLY YEARS	PRIMARY	SECONDARY	SIXTH FORM
Collared Polo Shirt With KIS Logo	RM 35 (Light Blue)	RM 40 (Red)	RM 40 (White)	RM 40 (Navy)
● Navy Blue "Skorts" / Secondary Grey Skorts ● A Level Beige Skirts	RM 40	RM 40	From RM 90 (Custom order / Tailored)	From RM 90 (Custom order / Tailored)
● Boys Navy Blue Shorts ● Secondary Grey Shorts / Trousers ● Sixth Form Beige Trousers	RM 40	RM 40	From RM 90	From RM 100
KIS School Hat	RM 40	RM 40	RM 40	RM 40
PE Kit: White, PE T-Shirt With KIS Logo	RM 35	RM 35	RM 40	RM 40
PE Shorts In School House Colour	RM 25	RM 35	RM 40	RM 40
Optional Long Sleeve Jacket	RM 65	RM 65	RM 65	RM 65

* TAILORED UNIFORMS

Our recommended tailors are:

New Fashion Tailor, Ground Floor, Wisma Merdeka

Tel: 088 234376

Mr Chong 012-8358493

Mr Koh 016-8324376

New Pyramid Fashion,

Lot A18, 1st Floor, Centre Point Shopping Mall

Tel: Peter Liew 012 8334577).

Please allow at least 2 weeks for tailoring services.

KIS SENIOR LEADERSHIP TEAM



Mr Sam Gipson
Principal

principal@kis.edu.my



Mrs Charlotte Baker
Head of Secondary

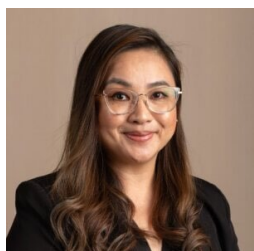
cbaker@kis.edu.my



Mrs Emma Wheatley
Head of Primary

ewheatley@kis.edu.my

ADMISSIONS TEAM



Ms Lisa Ambrose
Head of Marketing and Admissions

lambrose@kis.edu.my



Ms Tina Koroh
Admissions Officer

tinak@kis.edu.my

CONNECT WITH US



CONNECT ON WHATSAPP



Head of
Marketing



Admissions
Officer

BOOK A TOUR AND ADMISSIONS APPOINTMENT

2026 - 27 ACADEMIC CALENDAR

Updated: 09/06/2026

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

NOTES

NOTES





CIS WE ARE AN
ACCREDITED
SCHOOL

FBISIA

Proud to deliver
**THE DUKE OF EDINBURGH'S
INTERNATIONAL AWARD**

**Cambridge Assessment
International Education**
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AIMS

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