

## Refund Policies And Procedures

### A. APPLICABLE TO ALL STUDENTS

I hereby agree that:

1. All Fees paid are strictly **NON-REFUNDABLE** and **NON-TRANSFERABLE** under any circumstances.
2. Once the initial fees are fully utilized, fees will be charged for the academic term(s) registered as published as per the School's Fee Schedule.
3. In the event I withdraw my Child / Ward from UCSI International School after the commencement of classes for any academic term, UCSI International School reserves the right **NOT** to refund the said term's School Fees.

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4. UCSI International School shall only be liable to refund the Deposit(s) collected if all FEES due have been paid and proof of the same is duly adduced.
6. The Deposit shall not be treated as fee payment or set off throughout the tenure of the Student's stay in the School.
7. The Deposit, i.e. Caution Deposit and Boarding Deposit, are only refundable upon completion of the Student's entire course of study at the School, or upon withdrawal, strictly subject to the following:
  - i. There are no outstanding fees that are due and/or payable to UCSI International School.
  - ii. UCSI International School, in its sole discretion determines that there is no violation of the School's rules and regulations, no harm, damages, breakages or vandalism to any person or School's asset / property is attributable to the Student concerned.
  - iii. There is full compliance of the Withdrawal Notice and procedure.
8. In the event of a withdrawal where notice of the said withdrawal is **LESS than four (4) months** from the date of the said withdrawal, UCSI International School hereby reserves the right **NOT** to refund the said Deposit(s). The said withdrawal notice shall be made in writing and must be by way of personal delivery to UCSI International School or by AR registered post.
9. In the event of graduation or in the event of a withdrawal, the respective forms must be submitted not less than **two (2) terms** from the event for the Refundable Deposit(s) as per paragraph 7 above.
10. At all times, it is imperative that all rules and regulations are strictly adhered to, failing which UCSI International School shall forfeit all Refundable Deposits and the said Deposits may be required to be paid once again, where applicable.
11. In the event that I fail to settle School Fees in accordance to the respective due date, I shall be liable to pay late payment charges that shall be levied accordingly by UCSI International School.

12. I will abide to and support all rules and regulation as stipulated in the UCSI International School student handbook.

#### B. APPLICABLE TO INTERNATIONAL STUDENTS ONLY

##### Enrolment Information

1. If I am not a Malaysian citizen, I am made to understand that in the event I am not able to obtain the relevant visa from the Malaysian authorities (and strictly and solely for this reason alone), I may apply to UCSI International School for a refund of tuition fees paid. I fully understand and hereby agree that any/all fees paid in respect of the Application Fee and International Student Services Fee is strictly not refundable.

#### C. APPLICABLE TO MALAYSIAN STUDENTS ONLY

1. In the event that a refund is requested, a 50% refund of the academic term fees may occur provided always that the withdrawal from UCSI International School is made/submitted before the commencement of the classes, with the exception of Saturday, Sunday and Public Holidays. In the event I have not paid the fees, 50% of the fees based on the published Fee Schedule for the academic term are chargeable. UCSI International School has every right to use the Refundable Deposits to offset the outstanding due to the School.

2. In the event that a refund is requested, a 30% refund of the academic term fees may occur provided always that the withdrawal from UCSI International School is made not more than seven (7) days after the commencement of the classes. In the event I have not paid the fees, 70% of the fees based on the published Fee Schedule for the academic term are chargeable. UCSI International School has every right to use the Refundable Deposits to offset the outstanding due to the School.

3. There shall be NO refund of academic term fees if the withdrawal is done, anytime later and/or not in compliance with the fore-going conditions.

#### D. APPLICABLE TO INTERNATIONAL STUDENTS ONLY

1. I hereby agree that all initial tuition fees paid as stipulated in the Letter of Acceptance/Conditional Letter of Acceptance are strictly **NON-REFUNDABLE**.

2. In the event that a refund is requested, once the initial fees are fully utilized, a refund amounting to 50% of the tuition fees for the IMMEDIATE semester will be allowed, provided that the application for the said refund is strictly made BEFORE THE COMMENCEMENT OF THE SAID TERM, this deadline is imperative to be complied with, failing which UCSI International School will not entertain any request for refund.

3. All application should be duly submitted in the prescribed form and not in any other manner whatsoever. In the event I have not paid the fees, 50% of the fees based on the published Fee Schedule for the academic term are chargeable. UCSI International School has every right to use the Refundable Deposits to offset the outstanding due to the School.

4. In the event that a refund is requested, once the initial fees are fully utilized and after the commencement of the academic term, a refund amounting to 30% of the of the tuition fees for the IMMEDIATE semester will be allowed, provided that the application for the said refund is made NOT LESS MORE SEVEN (7) DAYS AFTER THE COMMENCEMENT OF THE SAID SEMESTER, this deadline is imperative to be complied with, failing which UCSI International School will not entertain any request for refund.

5. All application should be duly submitted in the prescribed form and not in any other manner whatsoever. In the event I have not paid the fees, 70% of the fees based on the published Fee Schedule for the academic term are chargeable. UCSI International School has every right to use the Refundable Deposits to offset the outstanding due to the School.

6. I hereby agree to submit my Application Form, Application Fee and International Student Services Fee, and I agree that in the event I am not able to obtain the relevant visa from the Malaysian authorities, all money paid will not be refunded.

7. I hereby agree to remit with immediate effect all initial tuition fees to UCSI International School, upon my visa being approved and I being notified of the same, prior to arriving at UCSI International School, Malaysia.

Declaration by Parent(s) / Guardian(s)

1. I hereby declare that all information herein provided is complete, accurate, and true to be the best of my knowledge.

2. I hereby agree that:

2.1 UCSI International School reserves the right to verify the same and I also agree that the School reserves the right to vary or reverse any decision in respect of the registration in the event that the said information is found to be false, incorrect or incomplete; and

2.2 In the event that UCSI International School shall forfeit the said fees, I shall not have any claim whatsoever against the School.

3. I also agree that UCSI International School reserves the right to alter, amend, change or modify the current published fees and all fees payable shall be the published fees at the time of payment.

4. I hereby understand and / or agree that:

4.1 All personal data information are collected on this form and during the enrolment in order to meet UCSI International School's obligation to ensure student compliance with the immigration obligation under Malaysian Immigration requirement generally; and that the School can release the information provided to and not limited for the purpose of verifying qualifications and checking references, financial standing, immigration status or any action similar or relevant in nature;

4.2 UCSI International School, hereby reserves the right to make use of the said personal data information by me, its related companies or selected parties;

4.3 I would not hold UCSI International School liable for any breach or unauthorized use / access or any loss or damage suffered as a result hereof.

5. I acknowledge that all documents submitted shall become the property of UCSI International School.

6. I hereby understand and agree that it shall be my responsibility to know and abide with all relevant and applicable rules and regulations of UCSI International School.

Signature      Date