

## TERMS AND CONDITIONS

### 1. FEES

- 1.1** The school fees (hereinafter referred to the Fees) payable shall be as per our Fees Structure and it must be paid in full prior to commencement of the new semester.
- 1.2** The fees quoted in USD will be revised as and when the need arises from the fluctuation of the currency exchange rates.
- 1.3** Registration and other fees can be paid by any of the following methods:

- (a) Credit or Debit Card (Master/Visa).
- (b) Cheque. Cheques should be made payable to 'IIUM Schools Sdn Bhd' and issued by local banks only. A penalty of RM100 will be imposed on any dishonored cheques.
- (c) Telegraphic Transfer.

Payments should be made to the following bank account:

**Beneficiary** : IIUM Schools Sdn Bhd  
**Bank** : Bank Islam Malaysia Berhad  
**Bank Account Number** : 1416 2010 0035 53  
**Branch** : UIAM Branch  
**SWIFT Code** : BIMBMYKL  
**Bank Address** : C1, Central Complex, International Islamic  
University Malaysia, Jalan Sungai Pusu, 53100  
Kuala Lumpur, Malaysia.  
**Telephone Number** : +603-61853150 / +603-61853262 / +603-61853282

- (d) Online Transfer.

**Beneficiary** : IIUM Schools Sdn Bhd  
**Bank** : Bank Islam Malaysia Berhad  
**Bank Account Number** : 1416 2010 0035 53  
**Branch** : UIAM Branch

### 2. SCHOOL/HOSTEL DEPOSIT

- 2.1** Upon acceptance by the school, the deposit is payable in full together with the Fees as stated in our Fee Structure.
- 2.2** If a student chooses to discontinue studies at IISM or Sekolah Setiabudi, a notice of withdrawal must be made in writing. A written notice which includes valid reasons for withdrawal must be delivered to the school at least three (3) months before the intended date. The fees must be fully settled right up to the student's last day of school. In such instances and if there are no outstanding bills or amounts owing by the student concerned to the school, the deposit will be refunded. If the notice of withdrawal is received by the school less than three (3) months before the student's last day of school, the Fees must be paid for the subsequent three (3) months commencing from the date of receipt of the withdrawal notice by the school in order to qualify for the refund of the deposit. If the deposit is not enough to pay for the three months school fees, the student has to pay the balance amount. This is so regardless of whether the student attends school during the three months' notice period.
- 2.3** The deposit will be forfeited if:

- (a) The school does not receive the required written notice of withdrawal at least three (3) months prior to the intended date; and / or
- (b) The fees are not paid for the subsequent three (3) months commencing from the date of receipt of the withdrawal notice by the school.

- 2.4** Any refund of Deposit shall be subjected to deduction at the Accounts and Finance Department and subjected to the deduction of the same in the event the student / parents / guardians have committed a breach.

### 3. WITHDRAWAL FROM STUDIES / HOSTEL

- 3.1** Students who wish to withdraw from their studies must fill in the "Clearance Form for Leaving School/Hostel" and "Deposit Refund Form"; and submit those forms to the School/Hostel three (3) months before the student's last day at the school/hostel.

The deposit will be refunded subject to the following:

- (a) Compliance with the policy of submitting three (3) months' notice of withdrawal to the School; and
- (b) Full payment of outstanding fees and School/Hostel Fees for the three (3) months withdrawal notice period.

- 3.2** Registration Fee and the Fees are not refundable in the event of student's withdrawal or due to their failure to complete their course of study or due to any reason whatsoever inclusive but not exhaustive to the situation catered in item 5.3 hereinafter appearing.
- 3.3** Students who desire to return to IISM or Sekolah Setiabudi after withdrawal are required at the time of re-enrolment to pay the full Registration Fee and the relevant Fees.

#### **4. DEFERRAL FROM STUDIES**

- 4.1** Students who wish to defer from their studies must apply to the school in writing provided that no deferral shall be allowed after fourteen (14) days from the commencement date of the new semester by providing reasonable and concrete reasons acceptable by the school.
- 4.2** Deferral of studies shall only come into effect upon being approved in writing by the school. The effective date and the period of deferral would be as specified in the written approval.

#### **5. OBSERVANCE OF RULES AND REGULATIONS**

- 5.0** All students must abide by the School Rules and Regulations which are presently in force, inclusive, as may be imposed from time to time by the School.
- 5.1** Any criminal activities within the School premises shall be reported to the relevant authorities.
- 5.2** The Disciplinary Board shall have the authority to suspend or / and expel any students behaving in a manner that may provoke a breach of the School Rules and Regulations or any manner that may affect the reputation, good name, safety and security of the school, its staff and students.

#### **6. THE SCHOOL'S DISCRETION FOR ADMISSION**

- 6.1** Admission of the students is discretion of the School. The school reserves the right to accept or reject any applications without assigning any reason.

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