

Withdrawal Policy (Refer to IDRISSI Admission & Finance School Terms & Conditions)



3. Withdrawal

3.1 For an Applicant

- 3.1.1. In the event the applicant decides not to enrol in the school after paying the deposit, the deposit will be refunded if a notice of withdrawal by the parent(s)/legal guardian(s) is received by the school at least four (4) months before commencement of the school term subject to terms and conditions contained herein below.
- 3.1.2. The parent(s)/legal guardian(s) may withdraw his/her child from the school by giving a notice of withdrawal at least four (4) months to the school.
- 3.1.3. If the notice of withdrawal is given to the school before the commencement of the new term, any school fees paid for the new term shall be refunded and the deposit will not be refunded unless and until clause 3.1.5 are fully complied with.
- 3.1.4. If the notice of withdrawal is given to the school after the commencement of the new term, there shall be NO refund of school fees and any refund of the deposit will not be refunded unless and until clause 3.1.1. and clause 3.1.2. are fully complied with.
- 3.1.5. Subject to clause 3.1.3. and clause 3.1.4., the deposit will only be refunded by the school upon fulfilment of the following conditions:
 - (a) The school shall receive a written notice of withdrawal of a minimum of four (4) months from the date of such intended withdrawal or from the intended last day of school ("withdrawal notice period") from the parent(s)/legal guardian(s);
 - (b) The school fees for the withdrawal notice period shall be paid in full regardless of whether the child is physically present at the school; and
 - (c) There is no outstanding amount owing by the student to the school.
- 3.1.6. All monies refundable under the registration form herein shall be refunded free of interest and will be issued in cheque within two (2) months from the student's official last day of school provided that all the terms and conditions pertaining to the refund have been complied with.

4. Notice Of Withdrawal

- 4.1. All withdrawals are subject to an administrative charge of RM200.00.
- 4.2. Provisional or conditional notice of withdrawal is not accepted.
- 4.3. In amplification hereof the following constitutes as sufficient notice: -
 - (a) All outstanding fees and charges due and payable by the Parent(s)/Legal Guardian(s) must have been fully settled on or before the due dates.
 - (b) In the event notice of withdrawal is not given to the School, all the Deposits shall be forfeitable and as such the School has the right to claim for any outstanding fees together with one (1) term school fees, being compensation incurred by the School.