

SCHOOL FEES POLICY OF THE GERMAN SCHOOL KUALA LUMPUR

§ 1: SCHOOL FEES

Tiered school fees according to the respective level are payable upon enrolment in the school (refer to current school fees, Annex 2).

Invoices will be issued once at the beginning of the school year for the entire school year. 50% of this amount of school fees are to be paid on 1st February of the current school year.

However, a reduction of RM 500 per child will be granted if the entire amount is paid within three weeks after the date of invoice.

§ 2: ADMISSION FEE

A one-off admission is payable before the child is enrolled in school or Kindergarten, which is not refundable. If the child transfers from Kindergarten to the school, the difference in amount shall be due upon the transfer. The amount of the admission fee is listed in Appendix 2 in the current fee schedule.

§ 3: LOAN CERTIFICATE

For every family whose children are admitted to DSKL, an interest free loan is to be drawn. The depositor receives a so-called 'loan certificate' as confirmation of receipt. (Appendix 2: Current fee schedule)

The loan will be repaid without interest after the child is withdrawn from the school, earliest 1 month, latest 2 months after receipt of the termination letter.

§ 4: DEPOSIT

On the acceptance of a place at school, a security deposit is to be paid. The amount corresponds to the school fee for one quarter and is to be adjusted accordingly in the case of a change in the school fee level or any increase in school fees.

Once the child has left the school, the security deposit will be refunded without interest.

§ 5: LIEN (RIGHT OF RETENTION)

If, at the time the child leaves the school, bills have not been paid or loaned school property has not yet been returned in full or damaged, the German School Kuala Lumpur may withhold the deposit and/or the loan certificate and use it to offset any outstanding payments.

§ 6: SCHOOL BUS

Should the school bus be utilized, a cost-covering fee is payable 12 times a year. These fees will be invoiced like the school fees at the beginning of the school year.

§ 7: TEACHING MATERIALS, SCHOOL TEXTBOOKS AND CLASS TRIPS

1. The school textbooks and teaching materials required for the lessons are included in the school fees and are not billed separately.
2. The school fee includes a flat rate for class trips. Costs that exceed the flat rate, as well as the expenses of school trips in which the students participate shall be borne by the parents.

§ 8: SHORT TERM SCHOOL ATTENDANCE

If a child attends the German School Kuala Lumpur for a period of less than six months, a lump sum may be paid instead of the school fees, the loan and the admission fee. The amount of the lump sum will be determined taking into account the respective amount of school fees.

§ 9: ARRIVING DURING MID-TERM

If a child arrives mid-term and is offered a place, the school fees for the respective half year (August – January or February – July) are calculated pro rata:

Including the full month of registration, one-twelfth of the annual fee is payable for each month.

§ 10: CHARGES UPON TERMINATION

The deregistration form should be submitted before each quarter of school year as follow:

- 1) 31.10. - End of notice period by 31.08.
- 2) 31.01. - End of notice period by 30.11.
- 3) 30.04. - End of notice period by 28 / 29.02.
- 4) 31.07. - End of notice period by 31.05.

If the deregistration form is given in due period, refund of the respective school fee per quarter is effective. For late deregistration form receive after the notice period, refund will not be effective for the following quarter.

§ 11: PAYMENT AND DEFAULT

1. According to § 1, the school fees as well as the school bus expenses will be billed to the parents by the German School Kuala Lumpur.
2. The adjustment of the deposit according to § 4 of the fee schedule will be effected after promotion to the next level.
3. Payment shall be due 14 days after the invoice date.
4. Payment of the admission fee according to § 2, the loan certificate according to § 3, as well as the deposit according § 4 are due upon registration, at the latest two weeks before the child's entry into the school.
5. If payments are not made within 30 days from the due date, a default interest of 9% p. a. will be invoiced.
6. Should installments not be paid within the stipulated period, a default interest of RM 5 per day will be charged.

§ 12: SCHOOL FEES REDUCTION

1. In cases of hardship, whereby parents are unable to pay the full amount of the school fees according to §1 of the fee schedule, the Board may decide to grant reductions in exceptional cases. Such a decision shall be taken at the written request of the parents, which ought to be submitted to the Board by September 1st of the respective school year. The Board of the German School Association Malaysia determines the type of documents that must be attached to the application.
2. Furthermore, in justified cases the Board may issue payment facilities for the loan certificate pursuant to § 3 of the fees schedule. Payment facilities are granted either in the form of an installment payment or the payment of a higher school fee instead of the loan payment. The respective payment modalities are set out in Appendix 2 Loan Certificate.
3. The payment facilities are valid for the duration of the school year for which the authorization is granted. At the end of the school year, payment facilities must be applied for again at the German School Association Malaysia.
4. Applications as well as the accompanying documents are treated strictly confidentially.



DEUTSCHER SCHULVEREIN MALAYSIA PERSATUAN SEKOLAH JERMAN MALAYSIA

13: FINAL PROVISIONS

The following annexes form an integral part of the fee schedule:

1. Annex 1: Arrangements regarding the payment of the loan certificate.
2. Annex 2: Current Fee Schedule

The above fee schedule has been approved by the Board of the German School Association of Malaysia on 22/05/2002 and will become effective from 1 August 2002 onwards.

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Annex 1

Loan Certificate

Each family whose children attend the German School Kuala Lumpur, is required to deposit an interest-free loan of RM 10,000.-- (,Loan Certificate').

The Loan Certificate may be replaced by a different procedure in particularly justified cases by the Board upon written request.

For this purpose, the following supplementary models are provided:

Financing proposal for the Loan Certificate:

1. Duration : 12 Months
 Interest rate : 4%
 Monthly instalment : RM 867.--
 Total payment : RM 10,400.--

2. Duration : 24 Months
 Interest rate : 4.5%
 Monthly instalment : RM 455.--
 Total payment : RM 10,900.--

3. Duration : 36 Months
 Interest rate : 5%
 Monthly instalment : RM 320.--
 Total payment : RM 11,500.--

A supplementary school fee is required for companies or entitled parents who are unable to pay the loan certificate. The additional school fee amounts to RM 900.00 per half year.

Annex 2

Current Fee Schedule