

VIKAS INTERNATIONAL SCHOOL

SCHOOL FEE POLICY & PAYMENT GUIDELINES

Documents Required

(Please submit the following at the time of admission)

1. Student Passport Size Photos - 2 pcs
2. Parent Passport Size Photos - 2 pcs each
3. Original Transfer Certificate / Mark Sheets as a support document, if any
4. Copy of Students Birth Certificate
5. Copy of Passport and Visa for Students and Parents for Non-Malaysian
6. Copy of I.C for Malaysian

Fees & Payment Policy

1. **Monthly Fee Payment**
 - Monthly fees must be paid on or before the 7th of every month.
 - A late payment surcharge of 5% will be applied after the due date.
 - The school reserves the right to suspend enrolment of the student and forfeit the security deposit if fees remain unpaid for more than two consecutive months.
2. **Tuition Fee Structure**
 - Tuition fees are charged on a 10-month basis.
 - Full-month holidays are observed in July and December.
 - The academic year is divided into two semesters.
3. **Security Deposit**
 - The security deposit is refundable only if the student completes the full school term and all outstanding fees are cleared.
4. **Sibling Fee Benefit**
 - A 25% discount on tuition fees is applicable for the younger sibling.
 - No security deposit is required for the younger child.
5. **Special Fees Include**
 - Textbooks and Notebooks, Stationery
 - Activity Programs, Co-curricular Activities
 - Lab Experiments (**Excluding Grade XI and XII**)
 - Games and Field Trips, Cultural Events
 - Sports Day and Annual Day Functions
 - School Bag (**For New Admissions Only**)
 - Lunch is included for Pre-KG to Grade 1
6. **Discontinuation / Transfer**
 - A minimum of 30 days' prior written notice must be given for discontinuation or transfer.
7. **Mode of Payment**
 - Fees and All Payments must be paid via Online Transfer or Card Payment Only to
 - Account Name: VIKAS INTERNATIONAL SCHOOL SDN BHD
 - Account Number: 5141 1443 9121
 - Bank Name: Maybank (MBB)
8. **Payment Reference**
 - Kindly mention your child's name and grade in the payment remarks.
 - Please email the proof of payment to: vis@vikas.edu.my