

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

3. Withdrawal

- 3.1 The parents/guardians may withdraw the student from school by giving the school a (1) month notice in writing by filling up the Student Withdrawal Form (Part A, B, C & E).
- 3.2 The withdrawal form must be filled by the parents/guardians and submitted to the Administrative Office for the official withdrawal process to take place. Verbal notice or emails/letters of any kind will NOT be accepted.
- 3.3 A meeting will be scheduled between the principal and the parents/guardians to discuss the reasons for withdrawal and address any concerns or questions raised by the parents/guardians. After the discussion, the principal should include any remarks or outcomes from the meeting in the withdrawal form.
- 3.4 After conducting the session with the parents, the completed withdrawal form will be submitted to the Customer Service and Finance Department for further processing.
- 3.5 A withdrawal acknowledgment receipt will be provided to parents for their referral.
- 3.6 In the event the parent/guardian withdraws the student without notice of one (1) month period, the parents/guardians shall still be responsible/liable for the payment of the Tuition Fees for the one (1) month notice period.
- 3.7 Notwithstanding the provisions contained herein, School Fees that are NOT prorated/refundable are as follows:
 - Registration fee
 - Assessment fee
 - Administration fee
 - Field trip
 - ICT
 - STEM Learning
 - Event fee
 - Uniform
 - Books
 - Meals
 - Fees other than Tuition Fee
- 3.8 Fees that may be prorated/refunded* (subject to terms and conditions)
 - Tuition fee

** Any withdrawal before 15th of the month, half (1/2) month fees will be charged*

** Any withdrawal after the 15th of the month, full month fees will be charged*

** Applicable only if the Student Withdrawal Form has been filled and submitted*
- 3.9 In the event that parents wish to withdraw in the same year of enrolment, annual fees are not refundable as stated at 3.7
- 3.10 Deposit
 - The deposit is refundable after all the conditions above (3.1-3.5) have been fulfilled.
 - The deposit is refundable within 30 days after Student Withdrawal Form is submitted, approved by the management, and after a withdrawal acknowledgment letter is received by the parents.
 - The deposit will NOT be refunded if:

- The student is not attending classes and/or not attending school and/or withdrawing enrolment after having accepted an offer.
 - The Student Withdrawal Form is not filled and submitted on or before the one (1) month notice in writing.
 - The student is expelled from school (i.e. enrolment terminated by the school)
 - School fees or any other payment due is not paid in full within the specified time.
 - Deposit shall not, under any circumstances, be deemed to be or treated as payment of fees or changes for any particular semester.
- 3.11 The parent/guardian who fails to adhere to the withdrawal procedures, the school will hold the student leaving certificate and academic report until the parent/guardian fulfills all the withdrawal procedures.
- 3.12 Parents who have enrolled their children are deemed as agreed with the Term and Conditions stated.
- 3.13 For Parents who have withdrawn and would like to enroll again in the same year of withdrawal, a re-registration fee will be charged at RM300, whilst no annual fee is charged.
- 3.14 If the enrolment is in the following year, all fees will be treated as a new enrolment and to be paid accordingly.
- 3.15 The school fees are not affected by any reason due to natural disasters or unforeseen circumstances unless otherwise notified by the management.
- 3.16 All fees are subject to be revised from time to time at the management's discretion. The announcement will be made 6 months prior to the revised fees.
- 3.17 All the Terms and Conditions above may be subject to change with notification or announcement.