

## SCHOOL FEES POLICY OF THE GERMAN SCHOOL KUALA LUMPUR

### § 1: GENERAL

This fee policy is valid for children who are studying at the German School Kuala Lumpur (DSKL) as well as the associated kindergarten. In the following the term "child/children" is used for all age groups.

The school year begins on August 1st and ends on July 31st of the following calendar year. The school year consists of two semesters of 6 months each. The fees are calculated with a key of 1/12 of the annual fee per month, regardless if there are days off in the respective month. The first semester starts on August 1st and ends on January 31st of the following year. The second half of the school year begins on February 1st and ends on July 31st.

Invoices, reminders and other correspondence are sent exclusively by e-mail. The e-mail addresses of parents and guardians are noted down at the time of the children's registration. It is the responsibility of the parents or guardians to notify the school immediately about changes in e-mail addresses by e-mail to [office@dskl.edu.my](mailto:office@dskl.edu.my). Furthermore, it is the responsibility of the parents to ensure that e-mails can be delivered without any errors and to take note of any e-mails sent by the school.

The current school fee table is an integral part of this fee policy.

### § 2: REGISTRATION AT THE BEGINNING OF THE SCHOOL YEAR

Registration is made in writing using the [registration form](#), sent by e-mail to [office@dskl.edu.my](mailto:office@dskl.edu.my). At the same time a membership [application](#) for the German School Association Malaysia must be submitted. Invoices will be issued upon successful application to the German School Association Malaysia. After payment of the registration fee to the school account, the space at the school or at the kindergarten will be guaranteed. If a family registers several children at the same time, the full registration fee is charged for each child.

The registration fee will not be refunded in any form or credited against school fees or other fees. The amount of the full registration fee is listed in the current school fee table. In the event that the child moves up from Kindergarten to school the fee difference will be invoiced.

Deadline for payment: The application fee must be credited to the account of the German School Kuala Lumpur by 1st August.

### § 3: DEPOSIT

A deposit must be made before the child enters the kindergarten or school. The deposit will be invoiced when the child is admitted to the school. The amount of the deposit corresponds to the school fees for two months and will be adjusted accordingly in the event that the child reaches another school fee level or if there is an increase in school fees.

Payment deadline: The security deposit is due together with the registration fee. When changing the school fee category and/or in the event of an increase in the school fees with effect of the next school year, the difference must be credited to the account of the German School Kuala Lumpur by August 1st.

The security deposit will be refunded without interest no later than two months after the child has been deregistered from the school, as long as the school fees have been paid in full and no other liabilities to the school are outstanding.

The deposit per child is stated in the currently valid school fee table.

#### **§ 4: KINDERGARTEN- AND SCHOOL FEES**

The kindergarten and school fees for each child, according to the respective age or class level, are listed in the currently valid school fee table. All fees, as well as the lump sums for books and school trips, must be paid in advance. Costs for special services such as bus transport, school materials and school uniforms, will be invoiced separately. Fees for afternoon activities (“Arbeitsgemeinschaften”) are not included in the school fees.

The following payment method must be chosen at the time of registration or by the end of June (for existing children):

(The corresponding form should be sent by e-mail to [finance@dskl.edu.my](mailto:finance@dskl.edu.my). If no option is chosen, the annual payment method applies).

**Option 1:** Annual payment method (invoicing on July 1st)

**Option 2:** Half yearly payment method (invoicing on July 1st / January 1st)

**Option 3:** Three monthly payment method (Invoicing on July 1st / October 1st / January 1st / April 1st)

The school fees are listed in the currently valid school fee table. The payment deadline is 4 weeks after the invoice has been issued.

Monthly payment is possible on request in exceptional cases: A corresponding payment plan must be requested from the administrative management and approved by the board. If the application is approved, a payment plan must be signed. The full school fees will be invoiced at the beginning of the school year and must be credited to the account of the German School Kuala Lumpur by the 1st of each month.

Child care or schooling is only granted if the school fee payment is paid on time.

#### **§ 5: ENTRIES DURING A SCHOOL YEAR**

If a child joins the school during the school semester, the school fees for this semester (August to January or February to July) must be paid proportionately.

1/12 of the annual school fees is payable for each month including the month of the registration.

In addition, the fees according to § 2, § 3 have to be paid.

#### **§ 6: SHORT TERM SCHOOL VISIT**

For short-term school visits, up to a maximum of 100 school days according to the currently valid holiday schedule, short-term school fees can be requested. The fees are to be paid in advance for the planned duration of the school visit. Short term school fees can be found in the currently valid school fee table for short-term school visits.

Fees for special services such as bus transport, books, school materials, school uniforms and class trips will be invoiced separately and must also be paid in advance.

#### **§ 7: SCHOOL BUS**

The school bus is not part of the services provided by the DSKL, it is not subsidised and must therefore be organised by the parents. The DSKL administration provides organisational support on arrival and departure at the school/kindergarten, on behalf of and in coordination with the parents' bus committee. The shuttle bus between school and kindergarten is organised by the school.

#### **§ 8: TEACHING MATERIALS, SCHOOL BOOKS AND CLASS TRIPS**

The costs for the schoolbooks needed in class as well as a lump sum for class trips are listed separately and will be invoiced together with the school fees. If the costs for class trips or school excursions exceed this lump sum, the difference has to be paid by parents or legal guardians.

#### **§ 9: DE-REGISTRATION OF CHILDREN**

Deregistration is possible at the end of each month with one month's notice.

The de-registration of a child from the school or kindergarten must be made in writing by e-mail to [office@dskl.edu.my](mailto:office@dskl.edu.my) and using the [de-registration form](#).

After termination, the school fees will be charged until the end of the month in which the termination becomes effective.

#### **§ 10: PAYMENT AND PAYMENT DEFAULT**

All fees mentioned above will be charged to the parents or legal guardians by the German School Kuala Lumpur. The issued invoices must be paid according to the due dates ("payment deadlines"). In case of payment delays beyond the specified due dates a reminder will be sent out.

Default actions: The first reminder ("payment reminder") is sent 4 weeks after the invoice is due. If payment is still not made, the second and third reminder will follow at intervals of 14 days after the due date of the reminders. Upon delivery of the third reminder, an exclusion procedure will be initiated. The initiation of the exclusion procedure leads to a temporary suspension of schooling or supervision and does not result in a reduction of the fee debt.

The temporary suspension will be lifted immediately when the outstanding payments are cleared.

The certificate at the end of the school year will not be issued if payment obligations are outstanding.

#### **§ 11: SCHOOL FEE SUBSIDIES**

1. Application for a school fee reduction: Families who are not able to pay the full amount of school fees according to § 5 of the Fee Regulations due to an unexpected emergency situation or a situation of hardship through no fault of their own can apply for a reduction in school fees. A corresponding decision is granted in exceptional cases and is made upon written application by the parents. There is no entitlement to a reduction in school fees. The Board of the German School Society Malaysia determines which documents have to be enclosed with the application. The processing time can take six to eight weeks.
2. School fee subsidies apply to the approved school year. After the end of this school year, a new application must be submitted to the German School Association Malaysia for the following school year.
3. Applications and the related documents shall be treated in strict confidence.
4. The applicant must not be part of the financial committee or hold the post of the treasurer.

After the fourth and ninth fully paid school year, a reduction in fees is granted according to the school fee table.

#### **§ 12 FORCE MAJEURE**

Deductions or the retention of parts or all of the school fees are not permitted and lead to the suspension of child care or schooling. If the German School Kuala Lumpur is closed due to force majeure (e.g. haze, closure due to health endangering circumstances or school closures ordered by the local authorities) the fees are still due. This is necessary to ensure the financial stability of the school and the continuation of school operations after the circumstances caused by force majeure have normalised.

### § 13 PAYMENT OPTIONS

The fees are payable in Malaysian Ringgit (MYR) to the account stated on the invoice. Alternatively, payment in Euro to the German account of DSKL is possible. A receipt for payment in euros can be requested by e-mail to [finance@dskl.edu.my](mailto:finance@dskl.edu.my). The current embassy exchange rate is used to calculate the invoice amount from MYR to EUR.

### § 14: FINAL CLAUSE

The following annexes are part of the school fee policy:

#### **Annex 1:** Current school fee table

The above schedule of fees was approved by the annual general meeting on November 26th, 2020 and comes into force on February 1st, 2021.