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- 17.2.4. In the event the Student requests for a leave of absence in writing, the School reserves the right whether to take this request into consideration subject to full payment of Semester Tuition Fee and Security Deposit (top up deposit - where applicable) having been paid. The Semester Tuition Fee and Security Deposit will not be refunded if the Student does not attend School after the period of "leave of absence".
- 17.2.5. All notices of withdrawal shall be addressed to the Principal and such withdrawal shall be deemed to take effect from the date such notice is received by the School and not from the date as stipulated in the notice/ letter. If the Student is not withdrawn from the School after the said last day of attendance, a fresh notice of withdrawal shall be served on the School and the same condition shall apply to the refund of the Security Deposit.
- 17.2.6. The Security Deposit and all fees paid upon confirmation of enrolment shall not be refunded or shall not be transferable, if, after being confirmed a place, the Student does not attend School thereafter.
- 17.2.7. The Parent agrees and consents that the Security Deposit shall be forfeited in full, irrespective of whether the monies were paid by the parents / guardians or sponsors, in the event insufficient notice of withdrawal is given.
- 17.2.8. The Security Deposit and any others fees paid by the Students shall be forfeited if the Student is expelled from the School for breaching the rules and regulations of the School and the parent shall forfeit all entitlement of these paid with respect to the Student.
- 17.2.9. All deposits paid shall under no circumstances be treated as payment of tuition fees or any part thereof of any other payments required to be paid and may not be used to set-off any amount due and payable by the Parent.
- 17.2.10. The Parent shall pay such additional monies as is necessary to top up the deposit to maintain its equivalence to one semester's tuition fee on or before the commencement of the relevant semester term.
- 17.2.11. All monies refundable must be claimed by the Parent within one (1) year from the date the child ceases to be a Student of the School, failing which the Parent shall have no claim in respect of such monies thereafter.
- 17.2.12. Please note that the receipt of payment of deposit must be produced when claiming the refundable security deposit.

**N.B: All previous versions of the Rules and Regulations are forthwith withdrawn.**



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