



Alnoor International Schools

Refund Form (FIN002)

Name of student: _____ Level: _____

Contact no: _____ E-mail: _____

REFUND DETAILS

Reason for refund : Tuition Deposit Visa Deposit Other _____

Amount (RM) : _____

PAYEE BANK ACCOUNT INFORMATION

Payee Name : _____

Payee NRIC/Passport No : _____

Bank Name : _____

Account Number : _____

SUBMISSION REQUIREMENT

Please submit this completed form either by hand or by email finance@ais-kl.edu.my with the following documents:

1. Visa Cancellation (If Applicable) – A copy of the visa cancellation documents.
2. Original deposit receipt – **MANDATORY**
3. Release letter (**IF NOT ISSUED? Kindly contact front.desk@ais-kl.edu.my**)

You will be notified by email when your refund has been processed. It might takes up to 8 weeks for your transaction to arrive. You may text +6011-6394 8805 ([WhatsApp only](#)) should you have any questions.

Signature of Parent/Guardian

Date (Day / Month / Year)

OFFICE USE ONLY

Refund Amount: RM _____

Approved by: _____

Date: _____

Check List :

- Visa Cancellation (If Applicable)
- Withdrawal Form
- 1 Term Notice in Advance
- Original Receipt
- Release Letter