



興華中學

Sekolah Menengah Hin Hua

141, Persiaran Raja Muda Musa, 41200 Klang, Selangor D.E. Malaysia.

2024 Student Fees Payment Instructions

1 Payment method :

- 1.1 At the end of an academic year, students are required to register for the following year and pay the registration fee. If the students fail to do so, they will not be reserved a place.
- 1.2 The yearly school fee is the total of all the items listed in the attachment provided, and payments can be settled in stages.
- 1.3 There are three payment modes :
 - (A) one-off payment : *Payment is made upon registration for the following year, inclusive of the registration fee and the school fees for the entire year.*
 - (B) In two stages : *First stage payment is made upon registration, which includes the registration fee and the school fees of the 1st to 5th payments. The second stage payment includes the 6th to 10th payment of school fees.*
 - (C) In 10 payments : *The registration fee is paid upon registration. The balance of school fees will be divided into 10 payments. (Please refer to the attachment.)*
- 1.4 Operating hours of the payment counter are :
 - ✻ 1st and 2nd recess, every Monday to Friday
- 1.5 Every payment should be settled by the 15th day of the month. If it falls on a Sunday or a school holiday, the payment due date will be extended accordingly.
- 1.6 All payments made are non-refundable and non-transferable.

2 Procedure :

- 2.1 Payment by Cash :
 - 2.1.1 Students can settle their fees at the payment counter.
 - 2.1.2 Upon payment, a formal receipt will be issued.
 - 2.1.3 Receipts should be kept for verification purposes; otherwise, the records of the Accounts Department will be deemed accurate.
- 2.2 Payment by Cheque :
 - 2.2.1 Parents can issue a cheque made payable to 'Sekolah Menengah Hin Hua'.
 - 2.2.2 At the back of each cheque, include the student's name, student ID number and class. Cheques can be sent by post to the school. Students can also drop it off in the cheque collection box.
 - 2.2.3 A receipt will be issued upon cheque clearance, and students are to pass it to their parents.
 - 2.2.4 Receipts should be kept for verification purposes; otherwise, the records of the Accounts Department will be deemed accurate.
- 2.3 Online banking :
 - 2.3.1 Only applicable to school fees made in 10 payments.
 - 2.3.2 Please refer to the www.hinhua.edu.my for details on the procedures of online banking.

3 Extension or late payments :

- 3.1 Students who are unable to pay the fees on time should apply for an extension from the Head of the Accounts Department. The forms are available at the Accounts Department. *(Note: Application forms must bear the parent's signature, or it will be deemed invalid.)*
- 3.2 Students who have been granted an extension must settle the payment by the stipulated deadline.
- 3.3 **Students who fail to pay without an approved extension will be deemed as late payment, and will be charged a processing fee of RM 5**
- 3.4 Students who do not settle the payment of school fees will receive an arrear notice from the school urging parents to make a timely payment.
- 3.5 If the fees are still unpaid in spite of the notice, with no valid reason and no application for extension, the school reserves the right to suspend the student.
- 3.6 If any fees are not settled, the student's report card, graduation certificate and other official documents will be retained by the school.

1) Year 2024 School Fee Structures for Different Levels

Mode of Payment :

- (1) *One-off payment for all fees*
- (2) *in two stages : —*
 - 1st stage payment: registration fee, first to fifth payment*
 - 2nd stage payment: sixth to tenth payment*
- (3) *Payment of registration fee, and subsequent payments according to the installment plan*

Fees Structures (For the entire year)

Level \ Item	Basic School Fee (Tuition Fee) (RM)	Miscellaneous Fee (RM)	Upon Registration (RM)	Total (RM)
Junior	3,100	1,000	1,610	5,710
Senior Art & Commerce	3,250	1,000	1,710	5,960
Senior Science	3,450	1,000	1,710	6,160

Installment Plan (10 payments)

Level \ Month of payment	2023yr Registration Fee	01/24	02/24	03/24	04/24	05/24	06/24	07/24	08/24	09/24	10/24	11/24	Fee for the entire year
	RM	RM	RM	RM	RM	RM	RM	RM	RM	RM	RM	RM	RM
Junior One	1,610		410	410	410	410	410	410	410	410	410	410	5,710
Junior Two	1,610	410	410	410	410	410	410	410	410	410	410		5,710
Junior Three	1,610	410	410	410	410	410	410	410	410	410	410		5,710
Senior 1,2,3 Art & Commerce	1,710	425	425	425	425	425	425	425	425	425	425		5,960
Senior 1,2,3 Science	1,710	445	445	445	445	445	445	445	445	445	445		6,160

2) Boarder fees and payment

Fee Structure for Boarders (for the entire year)

RM	Hostel fee	Facilities	Meals (Lunch and Dinner)	Laundry	Hostel fund	Activity fund	Total for the entire year	
							New Boarder	Subsequent Year Boarder
	2,200	1,000	2,750	500	200	100	6,850	6,750
Deposit (1 st year)	RM100	<ul style="list-style-type: none"> ⚙ Refundable at the end of the school year upon leaving the hostel ⚙ Boarders who are expelled or have withdrawn before the end of the school year will not be eligible for the refund 						

Installment plan for Hostel students (10 payments)

	12/2023 Registration fee	01/24	02/24	03/24	04/24	05/24	06/24	07/24	08/24	09/24	10/24	11/24	Total
	RM	RM	RM	RM	RM	RM	RM	RM	RM	RM	RM	RM	RM
New Boarder	1,550		530	530	530	530	530	530	530	530	530	530	6,850
Subsequent Year Boarder	1,450	530	530	530	530	530	530	530	530	530	530		6,750