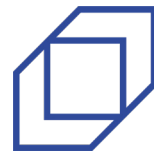
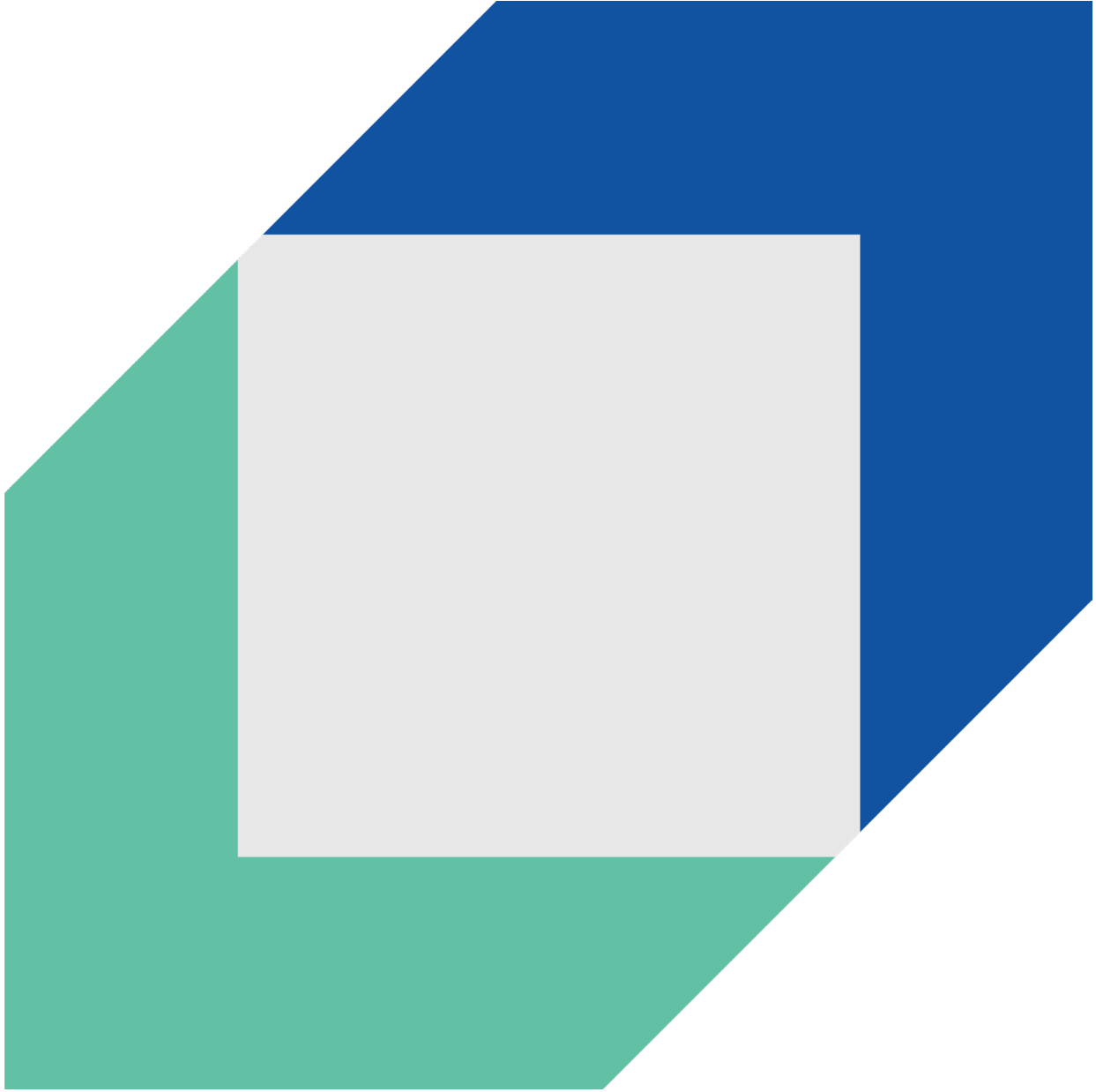


PROVISIONS ABOUT NOTICE - TERMS & CONDITIONS



ليوا للتعليم
Liwa Education



PROVISIONS ABOUT NOTICE - TERMS & CONDITIONS

1. **Notice to be given by Parents** means (unless the contrary is stated in these terms and conditions) **a term's written notice addressed to and actually received by the Principal or Head of Section personally**. It is expected that parents will consult with the Principal or Head of Section before giving notice to withdraw a student.
2. **Notice** is valid only for the term in which it is given and only when written and accepted in writing by the Principal or Head of Section personally.
3. **Notice of Withdrawal from School:** Please note that the provisions about notice within this clause adhere to Abu Dhabi Department of Education and Knowledge (ADEK) guidelines on withdrawals and refunds.

If parents give notice of withdrawal in writing in any part of week one of the term or fail to give notice in writing one month before the beginning of a term, the School may retain the value of the registration or re-registration fee.

If parents give notice of withdrawal from one week and up to three weeks in a term, the School may retain the value of one full month of tuition fees. All other tuition fees paid will be returned.

If parents give notice of withdrawal after three weeks and within six weeks in a term, the School may retain the value of two full months of tuition fees. All other tuition fees paid will be returned.

If parents give notice after six weeks in a term, the School may retain full term fee. All other tuition fees paid will be returned.

As per ADEK regulations, the value of the school fee per month is calculated by dividing the total annual tuition fees by ten.

No refunds will be paid until the student has been given clearance by the class teacher, Librarian, the Principal and the Finance Department. No refunds will be paid until the student has left the school.

If an applicant/student qualifies for a refund in accordance with this Policy for Refund of Fees, but has an outstanding balance due from other transactions (including sibling accounts), the net refund amount will be the qualifying refund amount less the outstanding balance due from the other transactions.



The following statements are as per ADEK guidelines.

- If a student attends any part of week one of the term or fails to show up at all without the Parent/Guardian notifying the School in writing sufficiently in advance before the beginning of a term. In such a case, the School may retain the value of the registration or re-registration fees.
- If a student attends from one week and up to three weeks in a term, the School may retain the value of one full month of tuition fees.
- If a student attends over three weeks and up to six weeks in a term, the School may retain the value of two full months of tuition fees.
- If a student attends over six weeks in a term, the School may retain the full-term fee.
- Transportation fees should be refunded in the same manner as tuition fees.
- Any textbook and uniform fees paid to the School are to be refunded to Parents/Guardians if such have not yet been used.

