

Tuition Fees Policy

Tuition Fees

The school is committed to get ADEK's approval concerning the School fees before they can be announced to Parents/Guardians and collected. Since the school does not charge the Parents/Guardians in excess of the School fees approved by the Council before the start of the School academic year.

Collection of School Fees in Advance

Registration or Re-registration Fees

The School may collect registration or re-registration fees up to four months ahead of the commencement of the school year, provided that such an amount is deducted from approved School fees and does not exceed 5% of Council-approved tuition fees. The registration or re-registration fees are charged only when the student is enrolled, not when applying. The School may retain the registration or re-registration fees collected for each student, should the student attend any day of week 1 of the semester or fail to show up at all without the Parent/Guardian notifying the School in writing sufficiently in advance before the commencement of teaching. If the School fails to enroll the student as a result of not having sufficient capacity, the School is committed to reimburse to the Parent/Guardian the full registration or re-registration fees. The School is committed to not obtain any financial guarantees or deposits or application fees or first-time enrolment fees from Parents/Guardians as a means to register students or as payment of any of the remaining fee balance, even if such were refundable.

Tuition Fees payment

Fees and dues should be paid in full on the dates specified below. In case of non-payment, the student will not be re-registered in the school next year. Also, transfer certificates will not be granted unless all dues are paid. Tuition fees are paid in three equal installments as follows for each academic year:

- The First installment 33% of the tuition fees in addition school uniforms will be paid **in the month of August.**
- The Second installment 33% of the tuition fees will be paid **from beginning to mid-December.**
- The Third installment 29% of the tuition fees (34% - 5% registration fees) will be paid **from beginning to mid-February.**

Tuition Fees and Other Fees

The School retains a certain amount of the tuition fees in any of the following cases:

- 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 will 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 will 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 will retain the value of two full months of tuition fees.
- If a student attends over six weeks in a term, the School will retain the full-term fee.
- These cases apply to newly enrolled students as well as students that register after a term has already commenced. Official holidays and absences from class are considered part of the week. The value of one month of tuition fees is calculated by dividing the total tuition fees for the school year by ten months.
- Any textbook and uniform fees paid to the School are to be refunded to Parents/Guardians if such have not yet been used.
- Transportation fees should be refunded in the same manner as tuition fees.

Non-Payment of School Fees:

- The School will not dismiss students due to a delay in the payment of School fees; however, the school has the right to suspend a student for up to three days but only after sending three warning notices each being one-week in duration each time to a student's Parents/Guardians.
- The School will withhold examination report cards, transfer certificates (or block a transfer on eSIS) and/or re-registering a student until all outstanding dues is settled. The School will not prevent students from sitting for any end-of-term or end-of-year examinations or any examinations assigned during the term as a consequence of non-payment of School fees.

If the student is using the school transportation and the financial fees is still unpaid, then the school will not prevent them from using the school transportation.

The School offers grants and discounts to the following cases:

- 50 % to School Staff children
- 100% to orphans through the Emirates Red Crescent

Authorized by the School Principal:

Name

Signature

Mrs. Rachael Giles

