



# Fees Policy

## B – School Administration Policies & Procedures

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## **FEES POLICY**

### **POLICY**

The Board of Governors delegates and provides resources to the Headmaster who is responsible for the implementation of this policy and the associated procedures which are contained within the Financial Regulations.

### **TUITION FEES**

The academic year runs from September to June (or July) of each calendar year comprising of three terms as approved by ADEK. Usually the three terms will be as follows:

Autumn : September - December

Spring : January - March

Summer : April – June (July)

Tuition fees are payable on or before the first day of each school term in three equal installments.

An invoice is sent to parents two weeks before the end of term in Autumn and Spring term for the Spring and Summer term respectively; and during the summer after the promotions and classing have been completed, the invoice is issued for Autumn term. The invoice specifies the amount of fees due and the due date of payment.

The tuition fees are published on the BSAK website and can be increased only following Board of Governor, ADEK and Ministry of Education approval.

#### **New Joiners**

For new students joining the School, a registration fee equal to 5% of the annual fees is charged in order to guarantee a place and payable in advance by the earlier of two weeks from the invoice date or two weeks before the start of the term. This payment is offset against the full Autumn term fees when the student joins.

If a student is offered admission after commencement of School, all term fees are payable in advance. Tuition fees in this case are calculated on a weekly pro-rata basis by dividing the number of whole weeks in the academic year into the annual fee and then multiplying by the number of weeks attended.

If a student is unable to join the School at the start of any term (or another agreed date) without giving six weeks prior notice, a withdrawal fee of 5% of the annual fees may apply.

Similarly, the School may retain the registration fees collected for a student, should the student attend any part, or days, of week 1 of the term (or of the agreed starting week) or should the student fail to show up at all without the Parent/Guardian notifying the School in writing six weeks in advance.

### Leavers

Parents are required to give the School six weeks written notice if they wish to withdraw their child(ren) and sign a completed leavers' form; an internal release form has also to be signed off by the Bursar stating applicable refunds and actions.

If less than six weeks' notice is given the balance shall count as weeks attended in lieu of notice when calculating a refund.

If the student leaves the School permanently, the refund of tuition fees will be calculated according to ADEK regulations on the following basis:

- 7 weeks and over attendance within the term: no refund is due and the termly fees are payable in full
- Between 4 and 6 weeks attendance: 20% of annual fees are payable
- Between 2 and 3 weeks attendance: 10% of annual fees are payable
- Up to 1 week attendance: 5% of annual fees are payable

For the calculation of the tuition fees of both new joiners and leavers, if the child is present for any school day during the week, the full week charge will be applied. School days are from Sunday to Thursday. Official holidays and absences from class are considered part of the week.

Scholarships are granted for outstanding performance in academics, sports and music; however, not in the form of reduced fees.

Fee discounts are not given to parents or staff regardless of the number of children in the family attending school.

## **EXAMINATION FEES**

When students are entered for UK Awarding Body exams, fees are charged for each exam in line with the awarding body fee structure. These fees are due two weeks from the date of invoice.

## **INSTRUMENTAL SCHEME FEES**

The School runs an Instrumental Scheme and the Finance Department charges in three termly installments according to the data provided by the Instrumental Department, which includes number of students, type of lessons, sales of books and accessories and hire of instruments.

These fees are due two weeks from the date of invoice.

If instrumental fees are outstanding, the lessons may be interrupted until payment is made.

## **BUS FEES**

Bus fees are charged according to the amount approved by ADEK on the recommendation of the Department of Transport in three termly installments.

When a student has availed the bus service and is leaving, bus fees are to be calculated and eventually refunded as follows:

- Bus usage up to 1 week: daily fee due
- Bus usage 1-3 weeks: 1 month fee due
- Bus usage 4-6 weeks: 2 months fee due
- Bus usage more than 6 weeks: full term fee due.

When a student is joining the bus service part-way through a term, bus fees are to be calculated pro-rata with daily fees for the first month, monthly fees thereafter.

Bus fees are due two weeks from the date of invoice.

If bus fees are outstanding, the relevant service may be interrupted until payment is made.

## **OTHER FEES**

Entrance exams fees, trips, events and other activities fees are normally due in advance.

In order to ensure the best possible prices for families, invoices for such events are usually non-refundable for students who have provided a consent form to attend and have afterwards withdrawn or were unable to participate.

## **GENERAL PROVISIONS**

Invoices are issued only in United Arab Emirates Dirham (AED) and are tax compliant as per UAE VAT law, therefore amendments to invoices upon request are not permitted; invoices can only be credited by issuing a credit note if deemed necessary by the Head of Finance.

Invoices are payable in full by cash, cheque or bank transfer to BSAK current account. Payment of invoices by credit card, foreign cheques or drafts and any foreign currency notes are not accepted.

A receipt will be issued for all income collected by the School and handed over by hand or emailed. Replacement receipts may be re-printed if requested and stamped as copy.

Cheques receivable, including post-dated cheques, are deposited in the School's current account on the date of the cheque without further communication to the issuer or the customer.

The payment of invoices is considered to be the responsibility of the parents/guardians; BSAK, therefore, issues all invoices to them and not directly to their employers. Parents/guardians are personally responsible for the timely payment of all fees, irrespectively of arrangements made with employers. When there is an arrangement with the employers, BSAK may send a statement of account or a billing summary to the employer in order to enable payment from their side.

If tuition fees are overdue for more than one term, the student concerned may not be allowed to participate to any extracurricular activity, trip or other service provided by the School to which additional charges are levied; the same will apply if there is an outstanding amount of more than AED 1,000 for trips or activities.