



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 in three installments:

Autumn : 2 weeks before the first day of the term

Spring : on or before the first day of the term

Summer : on or before the first day of the term

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 School is able to provide a full year invoice to parents upon request and in this case the due date will be the first day of the academic year or two weeks from the invoice date if it is requested during the academic year.

The tuition fees are published on the BSAK website and also displayed in the School reception area. The School is allowed to increase the tuition fees, provided that this is approved in writing by the Board of Governors and the British Embassy. The Ministry of Foreign Affairs and ADEK are subsequently informed.

Applicants and New Joiners

An application fee of AED 250 (incl. VAT) is charged at the time of submission of an application for consideration. The application fee is non-refundable and non-transferrable and is charged to all new applicants without exception.

The application fee is not deductible from the tuition fees if the student is offered and accepts a place.

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 as follows:

- 7 weeks and over attendance within the term: the termly fees are payable in full
- Between 4 and 6 weeks attendance: 20% of annual fees are payable (equivalent to 2 full months)
- Between 2 and 3 weeks attendance: 10% of annual fees are payable (equivalent to 1 full month of tuition)
- Up to 1 week attendance: up to 5% of annual fees are payable (registration fee)

If a student is unable to join the School at the start of any term (or another agreed date) the family should give six weeks prior notice.

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; the transfer can be finalized once the Finance team has confirmed there are no outstanding tuition fees or other charges

- 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 (equivalent to 2 full months)
- Between 2 and 3 weeks attendance: 10% of annual fees are payable (equivalent to 1 full month)
- Up to 1 week attendance: 5% of annual fees are payable (equivalent to half month)

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 attendance charge will be applied. School days

are from Monday to Friday. Official holidays and absences from class are considered part of the week.

The value of 1 month of tuition fees is calculated by dividing the total tuition fees for the school year by 10 months.

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 in three termly installments according to the amount approved by the Board of Governors and the British Embassy. The Ministry of Foreign Affairs and ADEK are subsequently informed.

When a student is joining the bus service part-way through a term or has availed the bus service and is leaving, bus fees are to be calculated and eventually refunded as follows:

- 7 weeks and over attendance within the term: the termly fees are payable in full
- Between 4 and 6 weeks attendance: 20% of annual fees are payable (equivalent to 2 full months)
- Between 2 and 3 weeks attendance: 10% of annual fees are payable (equivalent to 1 full month of tuition)
- Up to 1 week attendance: up to 5% of annual fees are payable (equivalent to half month)

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

The value of 1 month of tuition fees is calculated by dividing the total tuition fees for the school year by 10 months.

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 outstanding, a strict schedule of reminders and sanctions is applied in accordance to ADEK regulations. Failure to pay tuition fees may lead to:

- Temporary suspension of the student for up to 3 days
- Withholding of school reports and internal examination report cards
- Withholding transfer certificates or blocking a transfer in ESIS
- Withdrawal of a place in school for the following academic year until all dues are settled.

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.

Addendum 1

Extract from Debt Recovery and Bad Debt Provision Policy, section "Credit controls and debt recovery"

Any amount which is not received after the invoice due date is considered outstanding.

If tuition fees are outstanding, each term a strict schedule of reminders and sanctions is applied in accordance to ADEK regulations:

1. First reminder 15 days after the due date of the tuition fees invoice (by email)
2. Second reminder 7 days after the first reminder (by email)
3. Following the 2 reminders BSAK will consider sending a third and final reminder (7 days after the second reminder) including a notice for the applicable ADEK processes (by email):
 - Temporary suspension of the student for up to 3 (three) days.
 - Withholding of school reports and internal examination report cards
 - Withholding transfer certificates or blocking a transfer in ESIS
 - Withdrawal of a place in school for the following academic year until all
 - Dues are settled.
4. After the third reminder is sent, a follow up will be made with a telephone call.

Following the third reminder, when the full tuition fees are unpaid for the term and there are no post dated cheques or a payment plan to cover the amount, the School will send a final warning with reference to suspension (by email).

As a result of the suspension letter, if there is no further contact made to the School or there is no payment received by the deadline (usually a week), the student will be suspended for 3 days. Suspension will not be applied if the student is in a public exam year (Y11 or Y13).

Withholding of school reports, internal examination cards, transfer certificates and blocks on eSIS apply to all students (including Y11 and Y13).

Any amount which is not received by the end of the term is considered serious arrears.

In this case, if any money is received (irrespective of the fact that it is intended by the parent to be paid against tuition fees or extras), it is allocated in the following order:

- 1) Arrears (tuition fees or extras)
- 2) Eldest child (tuition fees or extras)
- 3) Tuition fees, even if there are older extras outstanding

In any instance where payment has been allocated to an activity, trip or service and the School later identifies that tuition fees are outstanding or that the payment has been allocated to a younger child, the Financial Regulations will prevail.

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.

If tuition fees for an academic year are still unpaid by the end of the Summer term, the place for the child may be withdrawn