



ABU DHABI

## Fees Policy

|   |                    |
|---|--------------------|
| Date of Approval by Board of Governors: | March 2017         |
| Date of next review:                    | March 2020         |
| Committee:                              | Finance & Premises |

## **Policy Statement**

### **TUITION FEES**

Tuition fees are payable on or before the first day of each school term. The three terms in a year are:

Autumn (September – December)

Spring (January – March)

Summer (April – June)

Exact dates may vary from year to year in line with the ADEC approved calendar.

Fees are set by reference to the following segments according to an ADEC approved schedule and may increase from time to time in line with ADEC policy.

Nursery (FS1)

Reception (FS2)

Year 1 to Year 6

Year 7 to Year 13

An invoice will be sent to parents before the close of the previous term notifying them of the amount and due date of payment.

For new pupils joining the school in any year, 5% of the annual fees are payable in advance by the earlier of two weeks from the date of invoice or 2 weeks before the start of term. Such payment will then be offset against the full term fees when becoming due.

If a pupil is unable to join the school at the start (or agreed date) of any term without giving 6 weeks prior written notice to the Registrar a withdrawal fee of 5% of the annual fee will apply.

### **EXAMINATION FEES**

When entered for UK Awarding Body exams, fees will be charged for each and every exam in line with the awarding body charging structure. These fees are due within 2 weeks from the date of invoice and late payment may result in the access to the exam being withdrawn.

### **LATE FEES**

Parents are personally responsible for the timely payment of all fees, irrespective of arrangements made with an employer.

Tuition fees are due on or before the first day of term. If tuition fees are not received by the due date, a strict schedule of reminders and sanctions will be issued in line with ADEC regulations and any parental/school agreement.

Sanctions for non-payment of fees may ultimately lead to the exclusion of pupil(s) from school.

In all cases where tuition fees are overdue the pupil(s) concerned will not be allowed to participate in any extracurricular activity, trip or school provided service to which additional charges apply.

In such cases, where payment is presented to school for an activity, trip or service it will be firstly be applied to reduce any outstanding fees and only the surplus, if any, will be applied to the chargeable item which will not be allowed to proceed until paid for in full.

In any instance where payment has been allocated to an activity, trip or service and the School later identifies that tuition fees are outstanding this Fees Policy will prevail.

## **ADMISSIONS DURING THE ACADEMIC YEAR**

If a pupil is offered admission to the school after commencement of a term, all fees for that term are payable in advance of the pupil entering the school.

Tuition fees in this case will be charged on a weekly pro rata basis by dividing the number of whole weeks in the year into the annual fee.

The week is from Sunday to Thursday, if the pupil is present for any part of the week full week charge is applied.

## **WITHDRAWAL FROM SCHOOL**

Pupils absent from school for any reason does not form part of the withdrawal process.

Parents are required to give the Registrar 6 weeks' written notice that they wish to withdraw their child(ren) and sign a completed leavers form.

If less than 6 weeks' notice is given the balance shall be counted as weeks attended in lieu of notice when calculating a refund.

If a pupil leaves the school permanently during a term a refund of tuition fees will be calculated on the following basis:

- 7 weeks and over attendance within the term – no refund due
- Between 4 and 6 weeks attendance within the term – 20% of annual fees payable
- Between 2 and 3 weeks attendance within the term – 10% of annual fees payable
- Up to 1 weeks attendance within the term – 5% of annual fees payable

Refunds for trips and extracurricular activities may only be possible depending on individual circumstance. It is likely deposits will be lost and outstanding payments may still be liable depending on timings and commitments made by school at the date of withdrawal.

## **NON-PAYMENT OF FEES POLICY:**

Parents are required to clear their outstanding school fee for the term, on or before the due date mentioned on the invoice.

In the case of company payments, parents are responsible to ensure that companies have paid all fees on time. We will be pleased to provide early invoices before the start of the academic year. Please contact the accounts department if you have any enquires.

If payments are not made the School will send a School Fee Default Reminder (email & hard copy).

Following **THREE** School Fee Default Reminders, if parents have still not cleared their account, the School will approach Abu Dhabi Education Council (ADEC) to seek approval to enact necessary action as defined in ADEC's Private School's Policy Manual.

As per Chapter 10 - Policy 39 of ADEC's Private School's Policy Manual, the following are the actions the School can take following the three School Fee Default Reminder;

- Temporarily suspend the student for three days
- Withhold any school exam results of the student
- Withhold transferring the student in ESIS

- Refrain from re-enrolling the student for next academic year until the fees is cleared.

Please note that NO CHILD will be removed from the school OR prevented from appearing for any school exams due to non-payment of tuition fees within the academic year.