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# SCHOOL FEE PAYMENT POLICY

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**ABU DHABI INDIAN SCHOOL, BRANCH 1, AL WATHBA**



## **FEE STRUCTURE APPROVALS**

At Abu Indian School, Al Wathba, the fee policy is in accordance with the fee structure established by the School Management under the approved levels of fee by ADEK applicable from the year 2014-2015 academic year until any subsequent approvals by ADEK.

## **PAYMENT OF FEES**

1. The school fees will be collected from the parents/guardians on a trimester (quarterly) basis in four instalments. The School will collect the first instalment within one month preceding the beginning of the school year. The first instalment shall be in March – April.
2. Tuition fees must be paid by the 20<sup>th</sup> of the 1<sup>st</sup> month of the term. The transport fees will be collected for 10 months only excluding Summer Vacations.
3. Cheques and DD are accepted mode of payment and can also be made in person by the parent or the guardian at the school accounts office. Post Dated cheques will not be accepted.
4. School will collect registration or re-registration fees up to four months ahead of the commencement of the school year and that 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.
5. School will retain the registration or re-registration fees collected for each student, if the student has attended any part, or days, of week 1 of the quarter or fail to show up at all without the Parent/Guardian notifying the School in writing sufficiently in advance before the commencement of teaching.
6. Please note that the above Tuition Fees are exclusive of transport, text books, and school uniforms.
7. From the academic year 2015-2016, the exam fees and school magazines fees will be included in the 1<sup>st</sup> quarter of the tuition fees.
8. Tuition fees does not include the cost of field trips, additional after-school/extracurricular activities/clubs all of which shall be charged separately (Optional for students).

## **NON-PAYMENT OF SCHOOL FEES**

For fee defaulters, school will not dismiss students due to a delay in the payment of School fees, however, School will suspend a student for up to three days but only after sending three reminders each being one-week in duration to the student's Parents/Guardians. The parents/guardians are contacted by the admin office or the class teacher and it will not be sent through the student.

**Fees of each Academic Year have to be completely paid by 30<sup>th</sup> March of that Academic Year, failing which, your ward will be removed from the School rolls and re-admission will be granted based on the availability of seats.**

Further, School will also withhold examination report cards, transfer certificates (or block a transfer on eSIS) and/or re-registering a student until all outstanding dues are settled. 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.

### **REFUND POLICY**

The registration fee will be adjusted in the 1<sup>st</sup> quarter tuition fees. If a student withdraws or leaves school for any reason, the refunds will be processed as follows and returned to the original payee.

- 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. The value of one month of tuition fees is calculated by dividing the total tuition fees for the school year by twelve months. Any textbook 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.

### **RETURNED CHEQUES:**

For any cheques that are returned, bank charges will be imposed on the parents/guardians.

**Abu Dhabi Indian School, Al Wathba reserves the right to change this Fee Schedule and these terms and conditions from time to time, subject to ADEK approval. Please note that the latest Fee Schedule in effect at the time will take precedence.**

*Shibanti*

Ms. Shibanti Bhowmik  
Principal

