



## ABUDHABI INDIAN SCHOOL, BRANCH 1 SCHOOL FEE & PAYMENT POLICY

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**Name** : **SCHOOL Fee & Payment POLICY**

**Purpose of Policy** : **To inform and ensure that the SCHOOL Fee & Payment POLICY is clear and understood by all**

**Approval for this Policy given by** : **Principal**

**Responsibility for its update** : **Principal**

**Policy applies to** : **To all the staff of Abu Dhabi Indian School, Branch 1**

**Date of Approval** : **10-01-2021**

**Proposed Date of Review** : **01/01/2025**

**Principal's Signature** :

*[Handwritten Signature]*  
5/4/22





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# **SCHOOL FEE AND 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 ADEC applicable from the year 2014-2015 academic year until any subsequent approvals by ADEC.

## **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 July and August.
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.
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 this 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.

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 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.

### **STUDENT WITHDRAWALS**

The Transfer Certificate form are available in the school website and the parents need to download the forms and submit it to the accounts department for clearance. Parents must give a one full months' notice in writing to collect Transfer Certificates and even for cancellation of transport.

If a student is transferring from one School to another in a different Emirate, a transfer certificate to the other Emirate is needed. If no transfer certificate exists, a report card or equivalent document from the previous school shall be sufficient for the purposes of the new school. Attested transfer certificate is a mandatory document. Only report card will not suffice the requirement.

### **RETURNED CHEQUES:**

For any cheques that is 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 ADEC approval. Please note that the latest Fee Schedule in effect at the time will take precedence.

*Shibanti*

Ms. Shibanti Bhowmik  
Principal

