FUTURE LEADERS
International Private School
Madinat Zayed, Muroor Road - Branch 2

Fees Policy

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AIAASC
AMERICAN INTERNATIONAL ACCREDITATION ASSOCIATION OF SCHOOLS AND COLLEGES

WASC
ACCREDITING COMMISSION FOR SCHOOLS

In regulating the school sector in Abu Dhabi, ADEK aims to ensure that school fees are reasonable, transparent, and consistent with the quality of education provided, whilst also enabling the schools market to grow and meet the needs of a diverse population. This policy sets out the requirements for the setting of school fees and the establishment of fee payment schedules.fees.

Purpose

- Adopt a clear, transparent, and accurate approach to the regulation of fees, for both the school and parents, to ensure that tuition fees are reasonable, value-adding, mirror the quality of education, and accommodate different sections of the population.
- Outline the the school' fee structure and reasons behind fee increase.
- Enable parents to pay the required school fees in a timely and convenient manner.
- Encourage the growth of the school market and create a favorable environment for investors.

Fee Structure

1. Fee Components: The school will break down the ADEK-approved school fees into the specific components listed below. The school is authorized to categorize and organize the fee components at their discretion and will disclose them to parents during the registration process.

Tuition fees

- Educational resource fees
- Uniform fees
- Transportation fees
- Extracurricular fees
- Others

2. Board Examination Fees: The school may charge a separate fee for board exams.

- Additionally, the school may charge related board exam administration fees, with justification, to cover the processing of documents, invigilation, mailing, etc., if applicable.
- The school website will clearly identify separate board exam fees charged, with the grade levels to which they are applicable, and any additional board exam administration fees in line with the ADEK School Assessment Policy.

3. The school will adhere to the Value Added Tax (VAT) regulations, in line with the Federal Decree Law No. (8) of 2017 on Value Added Tax and its amendments.
4. Waivers: The school will waive, from parents, certain components of school fees for devices, textbooks, uniforms, etc., for students willing to use second-hand (e.g., resold or donated) items that meet the

current requirements of the school (e.g. valid book editions, current uniform colors/design, etc.).

Fee Transparency

1. The school will announce and publish, on their website, their ADEK-approved school fees, payment schedules, and procedures to parents.
    - The school will charge parents only within the ADEK-approved fee levels.
    - New schools or branches will include the proposed school tuition fees and other fees in their applications for a temporary license to ADEK.
    - The school will publish, on their website the stamped ADEK-approved fee schedule (effective from AY 2025/2026 (Fall term)).
    - When collecting tuition fees, the school will record the source of the tuition fee payment (e.g., parents, relatives, charity, companies, scholarships) and report this information to ADEK.

2. New Schools and Branches: In evaluating the "appropriateness" of the fees of new schools or branches, ADEK will take into account the following:
    - Submission of a full financial study using ADEK's Financial Feasibility Plan template including information on proposed school fees and expected profitability, and operational and capital expenditures.
    - Compliance with ADEK's Financial Feasibility Plan template.

Fees and Increments:

- Tuition Fee Increase: The school will submit clear and accurate applications for approval to increase their school fees, strictly as per the timelines announced by ADEK and any amendments.
    - The school will abide by the following pre-requisites for standard school fee increase (based on the education cost index:
        - Have a valid school license at the start of the academic year.
        - Be operating for a minimum of 3 years.
        - Submit the financial audit reports on the licensing system for the past 2 academic years. The reports will be approved and prepared according to the International Financial Reporting Standards (IFRS).
        - Submit the application during the fee increase window as approved by ADEK.
    - To be eligible for exceptional school fee increase the school will abide by the following conditions, while submitting applications to ADEK:
        - Adjusted operating losses for the last 2 consecutive academic years, endorsed by the school's auditor.
        - Operate at an occupancy rate of not less than 80%.
        - Have been in operations for at least 3 academic years.
        - Have a valid school license at the start of the academic year.

        - Submit audited financial reports for the last 2 academic years, prepared according to IFRS.
        - Guarantee that no implementation, in whole or in part, of any exceptional increase has been granted in the same academic year.
    - Embassies' private the school may apply for an exceptional increase in tuition fees provided they meet the following conditions:
        - Justification provided for the proposed fee increase.
        - Have obtained the approval of the governing board.
        - Have attached the approval of the embassy/consulate to which the school is affiliated, if applicable.
    - Rejection of Fee Increase Requests: Any request for standard tuition fee increases and/or any exceptional tuition fee increases may be rejected by ADEK in case the conditions of this policy are not met.
- Other fees: The school is authorized to charge book fees, uniform fees, and others based on actual expenses, as approved by ADEK.
    - The school is authorized to charge transportation fees, in accordance with the ADEK School Transportation Policy, with the required approvals from ADEK and the Integrated Transport Center (ITC).

Schedule

Tuition Fees: The school will develop and publicly share detailed fee payment schedules on their school website and are authorized to enter into agreements/contracts with parents on adhering to their fee payment schedules, in line with the following:

- The school will enforce three or more equal tuition fee payment installments (e.g., 3, 4, or 10 installments) in each academic year.
- The school is authorized to collect the first installment up to 1 month before the beginning of the academic year.

Registration Fees (includes Re-Registration Fees):

- Cap on Registration Fees: The school is authorized to charge registration fees amounting to up to 5% of their ADEK-approved tuition fees.
- The school is authorized to collect registration fees only from enrolled students.
- The school is authorized to collect registration fees up to 4 months before the beginning of the academic year.
- The school will deduct any charged registration fees from the student's final tuition fees.

Late Payment or Non-Payment of School Fees

School Policy on Late Payment or Non-Payment of School Fees: The school will publish a clear, transparent, responsible, and fair policy outlining their response to non- payment or late payment of school fees.

- The school will honor the right of parents to a fair and reasonable payment system, without punitive sanctions.
- The school will maintain confidentiality and discretion on late payment or non-payment issues to protect students from unnecessary attention and embarrassment.
- The school is not authorized to communicate non-payment of fees to students, even as a reason for their suspension.

Actions on Late Payment or Non-Payment of School Fees:

- The school will issue parents with 3 consecutive warning notices, each being at least 1 week apart, in response to late or non-payment of school fees.
    - The school is authorized to suspend a student for up to 3 days in response to late or non-payment of school fees, after issuing the 3 consecutive warning notices, and only at most once a school term.
- The school is authorized to withhold examination report cards, transfer certificates (or block a transfer on eSIS), and/or withhold re-enrolling a student until all outstanding dues on school fees are settled.
    - The school will inform parents in writing at least 3 months before the end of the academic year of the risk of their child not being re-enrolled in the next academic year unless outstanding fees are settled.
- The school will not prevent students from sitting for any examinations in response to late or non-payment of school fees.

Protection of Fees

School Fee Refund: The school will disclose, in writing, complete information on fees, refund policies, deadlines for requesting refunds, and other related relevant information to parents during the registration process, in alignment with the following:

- **Refund/Retention of Registration Fees:**
    - The school will refund the full registration fees if the school fails to enroll the student as a result of insufficient capacity or following an ADEK-approved “Inability to Accommodate” notification, in line with ADEK School Inclusion Policy.
    - The school will refund the full registration fee for new students if the parents provide written notification to the school two weeks prior to the start of the new academic year.
    - The school is authorized to retain the value of the registration fee for students enrolled in the previous academic year if they do not attend the school in the following academic year.
- **Refund of Tuition Fees**: The school is authorized to retain a proportion of the tuition fees paid on behalf of an enrolled student, as mentioned, if:
    - The student attends up to a part of the first week of the term and discontinues without written notification from parents. In

such instances, the school is authorized to retain the full registration fee (capped at 5% of annual tuition fee).
    - The student attends at least 1 week and up to 3 weeks in a term. In this case, the school is authorized to retain the value of 1 full month of tuition fees.
    - The student attends at least 3 weeks and up to 6 weeks in a term. In this case, the school is authorized to retain the value of 2 full months of tuition fees.
    - The student attends more than 6 weeks in a term. In this case, the school is authorized to retain the value of the full-term fee.
- **Refund of Other Fees:**
    - The school will refund transportation fees to parents if the bus services have not been used by the student.
    - The school will determine the refund of any other fees to parents, in cases where the items or services have not been used.

Prohibition of Collection of Additional Financial Securities: The school will not request or accept any financial guarantee from parents in lieu of payment for an outstanding fee balance.

- The school will not request or accept deposits, application fees, or first-time enrollment fees, refundable or otherwise, from parents, prior to student enrollment.

Special Fee Agreements with Staff: The school that offer special fee arrangements for staff who enroll their children in the same school must include all details regarding amounts, times, refund mechanisms, etc., in their contracts.

Disclosure of Tuition Information: The school will report information regarding the source of tuition fee payments (e.g., parents, relatives, charity, companies), as well as any other payment-related information upon request, in line with the ADEK School Reporting Policy.