



## School Finance Policies Related to Parents

### (Registration / Tuition Payments / Withdrawal)

#### School Fees:

The FLIS school fees, payment schedules and procedures, are usually approved by the **Abu Dhabi Department of Education and Knowledge** before announced to parents or collected from them. The school shall not charge parents the increased fees until the start of the following academic year:

#### Registration & Re-registration

- **New student registration:** Payment of (5%) from the school's annual tuition fees (registration and admission fees) deducted from tuition fees.
  - ♦ No students will be admitted without paying the re-registration and admission fees.
- **Old student re-registration:** Payment of (5%) from the school's annual tuition fees (re-registration fees) deducted from tuition fees.
  - ♦ No students will be re-registered without paying the re-registration fees and settling all outstanding tuition fees for the existing academic year.

#### The school registration fees

The school does not charge any guarantee money or deposit money or application fees or first-time enrollment fees from parents as means to register students or as payment of any of the remaining fee's balance.

#### Tuition Fees & Payment Terms:

Tuition fees should be paid by three installments (cash or cheque only) as follows:

1. First installment on 1<sup>st</sup> September of every year, total of (34%) of the school tuition fees after deducting (re-registration fees) or (registration and admission fees).
  2. Second installment on 1<sup>st</sup> December of every year, total of (33%) of the school tuition fees.
  3. Third installment on 1<sup>st</sup> March of every year, total of (33%) of the school tuition fees.
- Second & third installment should be paid by two postdated cheques on 1<sup>st</sup> December & 1<sup>st</sup> March and to be handed over along with the first installment on 1<sup>st</sup> September of every year.
  - In all cases in which the parent employer or any other party will be paying the tuition fees directly to the school on behalf of the parent, kindly fill the attached form "undertaking from Employer to pay Tuition fees".
  - amount of Dhs.100 will be charged against every return cheque.

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- Failure to pay tuition fees or delay in payment
- ♦ Withholding student's academic results.
- ♦ Suspend the student for a period up to 3 days from attending classes renewed as and when require
- ♦ Changing the tuition fees payment terms to the parent for next year.
- ♦ Not accepting the student to register for next year.
- ♦ Withholding the student's transfer letter to other schools.
- ♦ The school will not dismiss students due to a delay in payment of school fees.
- ♦ The school will not prevent the students from sitting for any end-of term or end of year examinations or any examinations assigned during the term as a consequence for nonpayment issues.
- ♦ The school will not ban any student from using school transport going or coming back from school in the case that the student's guardian did not pay school tuition fees on time.

### Withdrawal Policy:

#### 1. Withdrawal before the beginning of the academic year:

- a. Re-registration fees / Registration & Admission fees are non-refundable if students choose not to return to school for the next academic year; or incase the parent did not inform the school about his children withdrawal before the beginning of the school academic year.
- b. Parents will be fully reimbursed in the case that the school fails to enroll the student as a result of insufficient capacity

#### 2. Withdrawal after the beginning of the academic year:

- a. If the student attends school in the first week of the semester or did not attend school at all and the parent failed to inform the school in writing before enough time from the school opening day. Then the school has the right not to refund the registration / re-registration fees.
- b. If the student attends school for a period ranging between one week and three weeks, one-month fees will be deducted.
- c. If the student attends school for a period ranging between three weeks & six weeks, two months fees will be deducted.
- d. If the student attends school for more than six weeks, one semester fees will be deducted.
- e. Textbook fees paid to the school are to be refunded in the same manner as tuition fees, if they were not used.

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- f. The school uniform is purchased from outside provider " Emirates Industry co.- AD" and the school does not collect uniform fees from parents
- g. Transportation services are provided by a third party "Emirates Transport", be refunded in the same manner as tuition fees.

#### Notes:

- If a student register and do not attend to school, the above withdrawal policy will be applied and the actual withdrawal date will be considered from the date of the parent's written request to the school through filling the "withdrawal request" form.
- The value of the fee per month is calculated by dividing the total tuition fees by ten.
- Official holidays & student absence will be included along with the student attendance period.

#### Late Registration:

Fees will be calculated on the remaining months till the end of the academic year taking under consideration that a fraction of a month will be consider as a whole month.

#### Transfer between FLIS schools branches:

In case of any student transferring to another FLIS Schools branch the tuition fees will be adjusted according to the new branch the student is transferring to.

#### Expelling Students:

If for any case the school decides to expel a student the tuition fees will not be refunded.

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