



## Future Leaders International School – Rabdan Fees Policy

### 1. Fees Components

FLIS - Rabdan adheres to the Abu Dhabi Education and Knowledge (ADEK)-approved fee structure, ensuring transparency and fairness in all financial matters. The school fees are categorized as follows:

- Tuition Fees
- Educational Resource Fees
- Uniform Fees
- Transportation Fees

### Board Examination Fees

FLIS may charge a separate fee for board examinations. Any additional administrative fees related to board exams (e.g., document processing, invigilation, mailing) will be clearly outlined and justified

### 2. Fee Transparency

#### 2.1 Fee Publication

FLIS will publish the ADEK-approved school fees, payment schedules, and procedures on its official website. Parents will be charged only within ADEK-approved fee limits.

#### 2.2 Fee Increments

Any increase in tuition fees will require prior approval from ADEK. FLIS will comply with all ADEK conditions and timelines regarding fee increase requests.

### 3. Payment Schedule

#### 3.1 Tuition Fee Payments

FLIS will provide a structured installment plan for tuition fee payments to ensure flexibility for parents. The tuition fees will be collected in three installments as follows:

- First Installment: 34% due on 1st August
- Second Installment: 33% due on 1st December
- Third Installment: 33% due on 1st March

In all cases in which the parent's employer or any other party will be paying the tuition fees directly to the school on behalf of the parent, kindly fill the "undertaking from Employer to pay Tuition fees" form.



### 3.2 Registration Fees

- The registration fee will not exceed 5% of the ADEK-approved tuition fee.
- Registration fees will be deducted from the total tuition fees for the academic year.
- Registration fees for returning students may be collected up to four months before the start of the academic year.
- No students will be re-registered without paying the re-registration fees and settling all outstanding tuition fees for the existing academic year.
- No students will be admitted without paying the re-registration / registration fees.

### 3.3 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.

## 4. Late Payment and Non-Payment Policy

### 4.1 Late Payment Consequences

FLIS will adopt a fair and transparent approach to late or non-payment of school fees, ensuring no punitive actions against students. The following measures will apply:

- Three consecutive warning notices will be issued, each at least one week apart.
- Students may be suspended for up to three days per term due to non-payment, following prior warnings.
- FLIS may withhold report cards, transfer certificates, and re-enrollment for students with outstanding fees.
- Students will not be barred from sitting for any examinations due to non-payment.

## 5. Refund and Fee Protection

### 5.1 Registration Fee Refund

- If FLIS cannot enroll a student due to capacity constraints, the full registration fee will be refunded.
- Full registration fee refunds will be provided if withdrawal is requested at least two weeks before the academic year starts.

### 5.2 Tuition Fee Refund

Refunds for tuition fees will be processed based on the following attendance periods:

- Up to one week: Retention of full registration fee (5% of annual tuition fee).
- 1 to 3 weeks: Retention of one full month's tuition fee.
- 3 to 6 weeks: Retention of two full months' tuition fee.
- More than 6 weeks: Retention of full term fees.
- If for any case the school decides to expel a student, the tuition fees will not be refunded.



### 5.3 Other Fees Refund

- Transportation fees will be refunded if the service was not used.
- Other fees may be refunded if the associated items or services remain unused.

### 5.4 Prohibited Financial Practices

- FLIS will not request deposits, application fees, or any additional financial guarantees beyond the ADEK-approved fees.
- No additional security deposits or first-time enrollment fees will be collected.

### 6. Transfer between FLIS schools branches

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

This policy is effective from the Academic Year 2025/2026 and will be subject to periodic reviews in accordance with ADEK guidelines