

### POLICY ON SCHOOL FEE

INTRODUCED: April, 2018	REVISED: March, 2021
PREVIOUS REVIEW : March, 2019	NEXT REVIEW: MARCH 2023
IMPLEMENTED BY: Principal	

#### DEFINITION:

Tuition fees are those sums that are directly associated with educating students. Other fees include textbooks, uniforms and transportation fees. School fees refer to both tuition fees as well as other fees which a School charges to Parents.

#### PURPOSE:

- To adopt clear and transparent approach to the regulation of fees that ensures tuition fees mirror the quality of education and that School fees are reasonable and approved by the Council.
- To enable Parents to pay the required School fees in a timely and convenient manner.

#### POLICY FRAMEWORK:

##### **Collection of School Fees in Advance (Registration or Re-registration Fees)**

- The registration or re-registration fees are charged only when the student is enrolled, not when applying.
- School may collect registration or re-registration fees up to four months ahead of the commencement of the school year, the same is deducted from approved School tuition fees.
- School will retain the registration or re-registration fees collected for each student, should the student attend any part, or days, of week 1 of the semester or fail to show up at all without the Parent/Guardian notifying the School in writing sufficiently in advance before the commencement of teaching.

##### **Tuition Fees and Other Fees**

As per ADEK policy, there must be at least three equal instalments for tuition fees in each academic year, but for the convenience of our parents/ guardians, we have a facility of fee payment on yearly basis, in 4 instalments or monthly installments.

- The School will collect the first instalment within one month preceding the beginning of the school year that is April.
- The School will retain a certain amount of the tuition fees in any of the following cases:
  - If a student attends any part of week one of the Quarter or fails to show up at all without the Parent/Guardian notifying the School in writing sufficiently in advance before the beginning of a quarter. In such a case, the School may retain the value of the registration or re-registration fees.

# Dunes International School

Plot no 19; Shabiya 9; Mussafah; Abu Dhabi; P.O Box 5121  
Tel.: 0097125527527  
School code: 90201 | Affiliation number: 6630051



## مدرسة ديونز الدولية

رقم قطعة: ١٩، شعبية ٩، مصفح، أبوظبي، ص ب : ٥١٢١  
هاتف: ٠٠٩٧١٢٥٥٢٧٥٢٧  
كود المدرسة: ٩٠٢٠١ | رقم الانتساب: ٦٦٣٠٠٥١

- If a student attends from one week and up to three weeks in a quarter, the School will retain the value of one full month of tuition fees.
  - If a student attends over three weeks and up to five weeks in a quarter, the School will retain the value of two full months of tuition fees.
  - If a student attends over six weeks in a quarter, 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.
- Official holidays and absences from class are considered part of the week.
  - The value of one month of tuition fees is calculated by dividing the total tuition fees for the school year by ten months.
  - Transportation fees will be refunded in the same manner as tuition fees.
  - School administration is to notify the Parents/Guardians in writing of these conditions upon registration or reregistration, ideally through a written agreement between the Parent/Guardian and the School.

### Approved School Fees:

School fees, together with payment schedules and procedures are approved by the Council.  
The total fees payable for the 1st quarter should include the fee for books and transport.

### Monthly mode of payment:

Class	Full Year Tuition Fees	1st Qtr (APR-JUN) Current dated cheque/Cash to be submitted	2nd Payment (Sep) Cheque to be dated as 10th Sep	3rd Payment (Oct) Cheque to be dated as 10th Oct	4th Payment (Nov) Cheque to be dated as 10th Nov	5th Payment (Dec) Cheque to be dated as 10th Dec	6th Payment (Jan) Cheque to be dated as 10th Jan	7th Payment (Feb) Cheque to be dated as 10th Feb	8th Payment (March) Cheque to be dated as 10th Mar
KG1	12000	3000	1286	1286	1286	1286	1286	1286	1284
KG2	12500	3125	1340	1340	1340	1340	1340	1340	1335
Grade 1	14000	3500	1500	1500	1500	1500	1500	1500	1500
Grade 2	14000	3500	1500	1500	1500	1500	1500	1500	1500
Grade 3	15500	3875	1661	1661	1661	1661	1661	1661	1659
Grade 4	15500	3875	1661	1661	1661	1661	1661	1661	1659
Grade 5	15500	3875	1661	1661	1661	1661	1661	1661	1659
Grade 6	17500	4375	1875	1875	1875	1875	1875	1875	1875
Grade 7	18000	4500	1929	1929	1929	1929	1929	1929	1926
Grade 8	19500	4875	2090	2090	2090	2090	2090	2090	2085



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Grade 9	21000	5250	2250	2250	2250	2250	2250	2250	2250
Grade 10	22000	5500	2358	2358	2358	2358	2358	2358	2352
Grade 11	23500	5875	2518	2518	2518	2518	2518	2518	2517
Grade 12	23500	5875	2518	2518	2518	2518	2518	2518	2517

### Quarterly mode of payment:

Class	Full Year Tuition Fees	1st Quarter (APR-JUNE) Current dated cheque/Cash to be submitted	2nd Quarter (JULY-SEP) Cheque to be dated as 10th June	3rd Quarter (OCT-DEC) Cheque to be dated as 10th September	4th Quarter (JAN-MAR) Cheque to be dated as 10th December
KG1	12000	3000	3000	3000	3000
KG2	12500	3125	3125	3125	3125
Grade 1	14000	3500	3500	3500	3500
Grade 2	14000	3500	3500	3500	3500
Grade 3	15500	3875	3875	3875	3875
Grade 4	15500	3875	3875	3875	3875
Grade 5	15500	3875	3875	3875	3875
Grade 6	17500	4375	4375	4375	4375
Grade 7	18000	4500	4500	4500	4500
Grade 8	19500	4875	4875	4875	4875
Grade 9	21000	5250	5250	5250	5250
Grade 10	22000	5500	5500	5500	5500
Grade 11	23500	5875	5875	5875	5875
Grade 12	23500	5875	5875	5875	5875



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### Transport fees

Area	Transport Fees	QTR 1	QTR 2	QTR 3	QTR - 4
		(Apr-Jun) Current dated cheque/Cash to be submitted	(Jul-Sep) Cheque to be dated as 10th June 2019	(Oct-Dec) Cheque to be dated as 10th September 2019	(Jan-Mar) Cheque to be dated as 10th December 2019
Mussafah / Khalifa/Abu Dhabi	4500	1350	450	1350	1350

### Book fees

Class	Book Fees	Vat	Total
KG1	400	5%	420.00
KG2	400	5%	420.00
Grade 1	430	5%	451.50
Grade 2	430	5%	451.50
Grade 3	430	5%	451.50
Grade 4	430	5%	451.50
Grade 5	480	5%	504.00
Grade 6	480	5%	504.00
Grade 7	480	5%	504.00
Grade 8	700	5%	735.00
Grade 9	700	5%	735.00
Grade 10	700	5%	735.00
Grade 11	1000	5%	1050.00
Grade 12	1000	5%	1050.00

### Fees for extra-curricular activities

- Fees associated with optional, extra-curricular activities which incur separate charges will not be included as part of tuition fees



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### Non-Payment of School Fees

- In case of nonpayment of school fees, three warning notices each being one-week in duration each time will be given to a student's Parents/Guardians.
- Failing to respond to the notices and paying the fees, the schools will suspend a student for up to three days.
- Further, the schools will withhold examination report cards, transfer certificates (or block a transfer on eSIS) and/or re-registering a student until all outstanding dues are settled.

Principal's Approval	
Revised Date:	March, 2021

