



POLICY ON SCHOOL FEE AND FEE COLLECTION

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|---------------|---|
| INTRODUCED : | April, 2018 |
| REVIEW 1 : | September 2022 |
| REVIEW 2: | September 2023 |
| REVIEW 3: | NOVEMBER 2024 [To be effective from April 2025] |
| NEXT REVIEW : | NOVEMBER 2025 |

DEFINITION:

Tuition fees are those sums that are directly associated with educating students. Other fees include books, 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 competent authority (ADEK).
- ❖ To enable Parents to pay the required School fees in a timely and convenient manner.

POLICY FRAMEWORK:

Collection of Registration/Re-registration Fees

- ❖ The registration fees are charged only when the student is enrolled, not when applying.
- ❖ School may collect registration fees up to four months ahead of the commencement of the school year, the same is adjusted from the first instalment of the tuition fee.
- ❖ For the present enrolled students the re-registration amount will be collected on or before 31st January 2025 ahead of the commencement of the school year, the same is adjusted from the first instalment of the tuition fee.
- ❖ Failing to do so, the seat may be offered to other deserving candidate.
- ❖ The School has approval for school fees to be changed to be shared with parents through the circular and school portal well in advance. The school does not charge any kind of fees from the parents which are not approved by ADEK.
- ❖ The School charges registration fees only when the student is enrolled, not when applying for new admission.
- ❖ The School reimburse to the parent/guardian the full registration or re-registration fees if the school fails to enroll the student as a result of not having sufficient capacity.
- ❖ The School refrain from charging any guarantee money or deposit money or application fees or first time enrollment fees from parents/guardians as means to register students or as payment of any of the remaining fees balance even if such were refundable.





Fee concessions from the academic year 2025-2026:

- ❖ **5% tuition fees discount is given to 2nd sibling onwards.**
- ❖ **In case of early withdrawal / incomplete academic year the parent will be liable to clear the fees without any discount.**

For the convenience of our parents/ guardians, we have a facility of fee payment on yearly basis, in 2 instalments, 4 instalments or 8 instalments.

- ❖ The School will collect the first instalment within one month preceding the beginning of the school academic year. **The total fees payable for the 1st instalment should include the fee for books and transport.**

- If a student attends any part of week one after school reopening or fails to show up at all without the Parent/Guardian notifying the School in writing before the beginning of the academic year- in such a case, the parent is liable to pay 5% of yearly tuition fees.
- If TC for current students is not applied on/before 31st January of the current academic year the School will charge 5% of yearly tuition fees.
- If a student attends/applies for TC without attending from one week and up to three weeks from the start of the academic year then the School will retain/charge the value of one full month of tuition fees.
- If a student attends/applies for TC without attending over three weeks and up to six weeks from the start of the academic year then the School will retain/charge the value of two full months of tuition fees.
- If a student attends/applies for TC without attending over six weeks from the start of the academic year then the School will retain/charge three months 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.
- ❖ **Books: Books can be purchased from the school only after the payment of tuition fee and books fee only.** Payment done for books will not be refunded.
- ❖ **Uniform: Uniforms are available in school but managed by an outside vendor.** Payment done for uniform will not be refunded.
- ❖ **Transportation fees must be paid in 4 installments or yearly basis only.**
- ❖ Parent is liable to pay transport fee for the entire instalment even if the bus is used for one particular day of that instalment period. Transportation fee should pay along with the tuition fee. **(2nd Instalment starts from the day of the school reopening after the summer break till 31st October)** School administration notify the parent/guardian in writing of these condition upon registration or re- registration.

Tuition Fees and Other Fees:

Fee is collected in cash/ credit card/ debit card/cheque. Cheque drawn in favor of Dunes International School. Postdated cheques are mandatory for 2nd installment onwards if any.





The same will be collected during the payment of 1st installment.

The total fees payable for the 1st instalment should include the fee for books and transport.

Fee Payment:

- ✓ Installment of the school fee may vary depending on the date of admission.

1) Yearly basis:

| Class | Full Year Tuition Fees |
|----------|------------------------|
| Pre- KG | 12000 |
| KG1 | 12000 |
| KG2 | 12500 |
| Grade 1 | 14000 |
| Grade 2 | 14000 |
| Grade 3 | 15580 |
| Grade 4 | 15580 |
| Grade 5 | 15580 |
| Grade 6 | 17580 |
| Grade 7 | 18080 |
| Grade 8 | 19580 |
| Grade 9 | 21080 |
| Grade 10 | 22000 |
| Grade 11 | 23500 |
| Grade 12 | 23500 |

2) 2 instalments:

| Class | Full Year Tuition Fees | 1st Instalment (APR-OCT) Current dated Cheque/Card/Cash | 2nd Instalment (NOV-MAR) Cheque to be dated as 10th November |
|----------|------------------------|---|---|
| Pre- KG | 12000 | 6000 | 6000 |
| KG1 | 12000 | 6000 | 6000 |
| KG2 | 12500 | 6250 | 6250 |
| Grade 1 | 14000 | 7000 | 7000 |
| Grade 2 | 14000 | 7000 | 7000 |
| Grade 3 | 15580 | 7830 | 7750 |
| Grade 4 | 15580 | 7830 | 7750 |
| Grade 5 | 15580 | 7830 | 7750 |
| Grade 6 | 17580 | 8830 | 8750 |
| Grade 7 | 18080 | 9080 | 9000 |
| Grade 8 | 19580 | 9830 | 9750 |
| Grade 9 | 21080 | 10580 | 10500 |
| Grade 10 | 22000 | 11000 | 11000 |
| Grade 11 | 23500 | 11750 | 11750 |
| Grade 12 | 23500 | 11750 | 11750 |





3)4 Instalments:

| Class | Full Year Tuition Fees | 1st Instalment (APR-JUNE) Current dated Cheque/Card/Cash | 2nd Instalment (SEP-OCT) Cheque to be dated as 10th September | 3rd Instalment (NOV-DEC) Cheque to be dated as 10th November | 4th Instalment (JAN-MAR) Cheque to be dated as 10th January |
|----------|------------------------|--|---|--|---|
| Pre- KG | 12000 | 3600 | 2400 | 2400 | 3600 |
| KG1 | 12000 | 3600 | 2400 | 2400 | 3600 |
| KG2 | 12500 | 3750 | 2500 | 2500 | 3750 |
| Grade 1 | 14000 | 4200 | 2800 | 2800 | 4200 |
| Grade 2 | 14000 | 4200 | 2800 | 2800 | 4200 |
| Grade 3 | 15580 | 4730 | 3100 | 3100 | 4650 |
| Grade 4 | 15580 | 4730 | 3100 | 3100 | 4650 |
| Grade 5 | 15580 | 4730 | 3100 | 3100 | 4650 |
| Grade 6 | 17580 | 5330 | 3500 | 3500 | 5250 |
| Grade 7 | 18080 | 5480 | 3600 | 3600 | 5400 |
| Grade 8 | 19580 | 5930 | 3900 | 3900 | 5850 |
| Grade 9 | 21080 | 6380 | 4200 | 4200 | 6300 |
| Grade 10 | 22000 | 6600 | 4400 | 4400 | 6600 |
| Grade 11 | 23500 | 7050 | 4700 | 4700 | 7050 |
| Grade 12 | 23500 | 7050 | 4700 | 4700 | 7050 |

4)8 Instalments:

| Class | Full Year Tuition Fees | 1st Payment (APR) Current dated Cheque/card/ Cash | 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 |
|----------|------------------------|--|---|---|---|---|---|---|---|
| Pre- KG | 12000 | 3600 | 1200 | 1200 | 1200 | 1200 | 1200 | 1200 | 1200 |
| KG1 | 12000 | 3600 | 1200 | 1200 | 1200 | 1200 | 1200 | 1200 | 1200 |
| KG2 | 12500 | 3750 | 1250 | 1250 | 1250 | 1250 | 1250 | 1250 | 1250 |
| Grade 1 | 14000 | 4200 | 1400 | 1400 | 1400 | 1400 | 1400 | 1400 | 1400 |
| Grade 2 | 14000 | 4200 | 1400 | 1400 | 1400 | 1400 | 1400 | 1400 | 1400 |
| Grade 3 | 15580 | 4730 | 1550 | 1550 | 1550 | 1550 | 1550 | 1550 | 1550 |
| Grade 4 | 15580 | 4730 | 1550 | 1550 | 1550 | 1550 | 1550 | 1550 | 1550 |
| Grade 5 | 15580 | 4730 | 1550 | 1550 | 1550 | 1550 | 1550 | 1550 | 1550 |
| Grade 6 | 17580 | 5330 | 1750 | 1750 | 1750 | 1750 | 1750 | 1750 | 1750 |
| Grade 7 | 18080 | 5480 | 1800 | 1800 | 1800 | 1800 | 1800 | 1800 | 1800 |
| Grade 8 | 19580 | 5930 | 1950 | 1950 | 1950 | 1950 | 1950 | 1950 | 1950 |
| Grade 9 | 21080 | 6380 | 2100 | 2100 | 2100 | 2100 | 2100 | 2100 | 2100 |
| Grade 10 | 22000 | 6600 | 2200 | 2200 | 2200 | 2200 | 2200 | 2200 | 2200 |
| Grade 11 | 23500 | 7050 | 2350 | 2350 | 2350 | 2350 | 2350 | 2350 | 2350 |
| Grade 12 | 23500 | 7050 | 2350 | 2350 | 2350 | 2350 | 2350 | 2350 | 2350 |



An ISO 9001:2015 Certified Company

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, مصرف, أبوظبي, ص ب : ٥١٢١

هاتف : ٠٠٩٧١٢٥٥٣٧٥٢٧

كود المدرسة : ٩٠٢٠١ | رقم الانتساب : ٦٦٣٠٠٥١

| Transport fees : | | | | | |
|------------------------|----------------|--|---|--|---|
| Area | Transport Fees | Instalment 1 | *Instalment 2 | Instalment 3 | Instalment 4 |
| | | (Apr-Jun) Current dated cheque/Cash to be submitted | (Sep-Oct) Cheque to be dated as 10th September | (Nov-Dec) Cheque to be dated as 10th November | (Jan-Mar) Cheque to be dated as 10th January |
| Abu Dhabi/ Mussafah | 4500 | 1350 | 900 | 900 | 1350 |

*(2nd Instalment starts from the day of the school reopening after the summer break till 31st October) Parents should confirm the availability of seat/Transport for the given area before they proceed.

| Book fees : | | | |
|-------------|-----------|-----|---------|
| Class | Book Fees | Vat | Total |
| Pre- Kg | 400 | 5% | 420.00 |
| 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 |

Performa invoice/invoice will be issued based on the fees payable/paid.

CBSE Board Examination Fee:

The CBSE Board Examination Fee shall be charged separately for students in Grade 9 to Grade 12. This fee is as prescribed by the Central Board of Secondary Education (CBSE) and is subject to change based on the official notification from the Board. The school will communicate the applicable fee and payment timeline. Payment must be made within the specified period to ensure timely registration of the student. Below is the CBSE board Examination Fee Structure for Grade 9 to 12.





| CBSE Examination Fees Structure | Grade 9 | Grade 10 | Grade 11 | Grade 12 |
|--|------------------|------------------|------------------|-------------------|
| Conduction of practical examination with examiners, observer and other staff on duty as per CBSE guidelines. | - | - | - | 200 AED/- |
| CBSE Examination Fees/Pre-Registration | 200 AED/- | 200 AED/- | 200 AED/- | 200 AED/- |
| External examination Centre Fees | - | 300 AED/- | - | 300 AED/- |
| Annual CBSE Sports Fees | 250 AED/- | 250 AED/- | 250 AED/- | 250 AED/- |
| Miscellaneous(Postal and Packaging) | 50 AED/- | 50 AED/- | 50 AED/- | 50 AED/- |
| Grand Total | 500 AED/- | 800 AED/- | 500 AED/- | 1000 AED/- |

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

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.
- ❖ The School does 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 for non-payment issues.
- ❖ 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.

Amendments:

| | |
|----------|--|
| Review 1 | No Changes |
| Review 2 | Withdrawal or discount on transportation |
| Review 3 | Modification in Tuition fee discount |

Mr. Paramjt Ahluwalia
Principal

