POLICY ON SCHOOL FEE AND FEE COLLECTION

INTRODUCED :	APRIL, 2018
REVIEW 1 :	SEPTEMBER 2022
REVIEW 2:	SEPTEMBER 2023
REVIEW 3:	NOVEMBER 2024
REVIEW 4 :	NOVEMBER 2025
REVIEW 5 :	NOVEMBER 2026 [To be effective from April 2027]
NEXT REVIEW :	SEPTEMBER 2027

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 from KG to Grade 9 and Grade 11, the re-registration amount will be collected on or before **15th December**, prior to the commencement of the new academic year. For present Grade 10, the re-registration amount will be collected on or before **31st January**. The re-registration amount will be adjusted against 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:

- **5% tuition fees discount is given to 2nd siblings 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 2instalments, 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.** 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 be paid 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.
- Refer to the transport required form (click here)

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	ADEK approved school Tuition fees
Pre- KG	12320
KG1	12320
KG2	12830
Grade 1	14370
Grade 2	14370
Grade 3	15990
Grade 4	15990
Grade 5	15990
Grade 6	18040
Grade 7	18560
Grade 8	20090
Grade 9	21630
Grade 10	22580
Grade 11	24120
Grade 12	24120

2) 2 Instalments:

Class	ADEK approved school tuition fees	1st Instalment (APR-OCT) Current dated Cheque/Card/Cash	2nd Instalment (NOV-MAR) Cheque to be dated as 10th November
Pre- KG	12320	6160	6160
KG1	12320	6160	6160
KG2	12830	6415	6415
Grade 1	14370	7185	7185
Grade 2	14370	7185	7185
Grade 3	15990	7995	7995
Grade 4	15990	7995	7995
Grade 5	15990	7995	7995
Grade 6	18040	9020	9020
Grade 7	18560	9280	9280
Grade 8	20090	10045	10045
Grade 9	21630	10815	10815
Grade 10	22580	11290	11290
Grade 11	24120	12060	12060
Grade 12	24120	12060	12060

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

3) 4 Installments:

Class	ADEK approved school 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 December
Pre- KG	12320	3696	2464	2464	3696
KG1	12320	3696	2464	2464	3696
KG2	12830	3849	2566	2566	3849
Grade 1	14370	4311	2874	2874	4311
Grade 2	14370	4311	2874	2874	4311
Grade 3	15990	4797	3198	3198	4797
Grade 4	15990	4797	3198	3198	4797
Grade 5	15990	4797	3198	3198	4797
Grade 6	18040	5412	3608	3608	5412
Grade 7	18560	5568	3712	3712	5568
Grade 8	20090	6027	4018	4018	6027
Grade 9	21630	6489	4326	4326	6489
Grade 10	22580	6774	4516	4516	6774
Grade 11	24120	7236	4824	4824	7236
Grade 12	24120	7236	4824	4824	7236

4) 8 Instalments:

Class	ADEK approved school 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 bedated as 10th Jan	7th Payment (Feb) Cheque to be dated as 10th Feb	8th Payment (March) Cheque to be dated as 10thMar
Pre- KG	12320	3696	1232	1232	1232	1232	1232	1232	1232
KG1	12320	3696	1232	1232	1232	1232	1232	1232	1232
KG2	12830	3849	1283	1283	1283	1283	1283	1283	1283
Grade 1	14370	4311	1437	1437	1437	1437	1437	1437	1437
Grade 2	14370	4311	1437	1437	1437	1437	1437	1437	1437
Grade 3	15990	4797	1599	1599	1599	1599	1599	1599	1599
Grade 4	15990	4797	1599	1599	1599	1599	1599	1599	1599
Grade 5	15990	4797	1599	1599	1599	1599	1599	1599	1599
Grade 6	18040	5412	1804	1804	1804	1804	1804	1804	1804
Grade 7	18560	5568	1856	1856	1856	1856	1856	1856	1856
Grade 8	20090	6027	2009	2009	2009	2009	2009	2009	2009
Grade 9	21630	6489	2163	2163	2163	2163	2163	2163	2163
Grade 10	22580	6774	2258	2258	2258	2258	2258	2258	2258
Grade 11	24120	7236	2412	2412	2412	2412	2412	2412	2412
Grade 12	24120	7236	2412	2412	2412	2412	2412	2412	2412

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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 December**
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 Transport /seat for the given area/building before they proceed for transport request for their ward.

Class	Book Fees
Pre- Kg	400
KG1	400
KG2	400
Grade 1	430
Grade 2	430
Grade 3	430
Grade 4	430
Grade 5	480
Grade 6	480
Grade 7	480
Grade 8	700
Grade 9	700
Grade 10	700
Grade 11	1000
Grade 12	1000

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

Post-Dated Cheque (PDC) Replacement Procedure

Parents requesting the replacement of post-dated cheques (PDCs) must notify the school by email at accounts@dunesinternationalschool.com and complete the corresponding fee payment at least 15 days before the intended replacement date.

The process of retrieving and returning the original cheque to parents may take up to 10 working days from the date of receipt of the corresponding cheque amount.

CBSE Board Examination Fee:

The CBSE Board Examination Fee shall be charged separately for students in Grade 10 and 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. Students of grade 9 and 11 will be charged the pre-registration fee. (For grade 9 AED 900/- and grade 11 AED 1100).This fee includes pre-registration, annual CBSE Sports fee and miscellaneous expenses.

CBSE board Examination Fee Structure for Grade 10 and Grade 12.

CBSE Examination Fees Structure	Grade 10	Grade 12
Conduction of practical examination with examiners, observer and other staff on duty as per CBSE guidelines.	-	200 AED/-
CBSE Examination Fees	250 AED/-	250 AED/-
External examination Centre Fees	350 AED/-	350 AED/-
Annual CBSE Sports Fees	300 AED/-	300 AED/-
Miscellaneous(Postal and Packaging)	100 AED/-	100 AED/-
Grand Total	**1000 AED/-**	**1200 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 atransfer on eSIS) and/or re-registering a student until all outstanding dues are settled.

Amendments:

Prepared By	Date
Registrar/Admission officer	April 2018

Review	Date	Reviewed By	Amendments
Review 1	September 2022	Academic Vice Principal/ Registrar/Admission officer/Accountant	No Changes
Review 2	September 2023	Academic Vice Principal/ Registrar/Admission officer/Accountant	Withdrawal or discount on transportation
Review 3	November 2024	Academic Vice Principal/ Registrar/Admission officer/Accountant	Modification in Tuition fee discount
Review 4	September 2025	Academic Vice Principal/ Registrar/Admission officer/Accountant	Application of ADEK approved new Tuition fee
Review 5	September 2026 [to be effective from April 2027]	Academic Vice Principal/ Registrar/Admission officer/Accountant	No Changes

Approved By	Signature
Principal Mr. Paramjit Ahluwalia	

