



**POLICY NO. 39**

# **SCHOOL FEE COLLECTION POLICY**

**(Revised in July 2017)**

**Islamiya English School**

**Abu Dhabi, UAE**



صندوق البريد ٢١٥٧ . ابوظبي . تليفون : ٦٤١٧٧٧٣ (٩٧١ ٢)  
فاكس : ٦٤١٨٩٥٨ (٩٧١ ٢)  
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**ISLAMIYA ENGLISH SCHOOL**  
**Abu Dhabi L.L.C.**

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## **SCHOOL FEE COLLECTION POLICY** (Policy No. 39)

- 1 School Fee is payable in three equal instalments as per ADEC approval as follows:  
1<sup>st</sup> Instalment due on 31<sup>st</sup> August  
2<sup>nd</sup> Instalment due on 10<sup>th</sup> December  
3<sup>rd</sup> Instalment on 10<sup>th</sup> April
- 2 School may collect registration or re-registration fees up to four months ahead of the commencement of the school year, provided that such an amount is deducted from approved School fees and does not exceed 5% of Council-approved tuition fees.
- 3 The registration or re-registration fees are charged only when the students is enrolled, not when applying.
- 4 School may 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 notifying the school in writing.
- 5 If the school fails to enroll the student as a result of not having sufficient capacity, the school will reimburse to the Parent/Guardian the full registration or re-registration fees.
- 6 School will 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.
- 7 Students will not be permitted to attend the School for the new academic year if their fee for the preceding year is not paid.
- 8 If a student attends any part of week one of the term or fails to show up at all without the Parent/Guardian notifying the school in writing sufficiently in advance before the beginning of a term. In such a case, the School may retain the value of the registration or re-registration fees.
- 9 Name of the student will be deleted from the school rolls after the first month of the academic year has passed.
- 10 One month fee shall be charged if a student withdraws the admission within a month of the term.
- 11 If a student attends over three weeks and up to six weeks in a term, the school may retain the value of two full months of tuition fees.



  
**Principal**  
**Islamiya English School**  
Tel.: 6417773, Abu Dhabi U.A.E.

- 12 If a student attends over six weeks in a term, the school may retain the full term fee.
- 13 Official holidays and absence from classes are considered part of the week.
- 14 The value of one-month tuition is calculated by dividing the total tuition fees for the school year by 10 months.
- 15 Textbook and uniform fees paid to the school are to be refunded in the same manner as tuition fees, if they were not used.
- 16 Transport fees should be refunded in the same manner as tuition fees.
- 17 The school will not dismiss students due to a delay in payment of school fees.
- 18 Schools may suspend a student for up to three days but only after sending three warning notices each being one week in duration each time to a student's parent/guardian.
- 19 The school may withhold the students' examination reports cards, transfer certificates (or block a transfer on eSIS) and/or re-registering a student until all outstanding dues are settled.
- 20 School will not prevent students from sitting for any end-of-term or end of year examination or any examination assigned during the term as a consequence for non-payment issues.
- 21 The school shall 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.
- 22 School has the provision for concession in tuition fee for the needy pupils subject to the Management discretion and approval.
- 23 School is giving the fee concession to all the staff member's wards as 70% concession to male staff members and 50% concession to female staff members in tuition fee.
- 24 Edexcel and other Board Examination fee will be charged to those students who will sit in the board examination.

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