

RAHA INTERNATIONAL SCHOOL KHALIFA CITY CAMPUS

POLICIES

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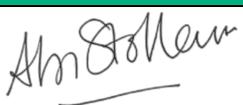
Approving Committee	Name	Signature
Principal	Abigail Fishbourne	

Table of Contents

Rationale	2
Aim	2
School Fees and Collection of School Fees	2
Registration fee for new students	3
Re-registration fee for current students	3
Payment	3
Tuition Refund Policy	3
Non-payment of School Fees	4
Additional Charges	4
Increasing School Fees.....	5
Revision Log	5

Rationale

KCC commits to its ethos to provide detailed information when it refers to school fees, payment methods and payment schedule. We are fair and transparent with the information available on school fees and any changes made to the school fees are informed to parents in advance.

Aim

This policy guides a parent on the process when paying fees, tuition refund policy, and the consequences when fees are unpaid or late.

School Fees and Collection of School Fees

School Fees can be paid in one sum at the start of the academic year. They can also be divided into three instalments to be paid on a termly basis. The Term 1 fee relates to the period from August to December, Term 2 fee for the period from January to March, and Term 3 fee for the period from April to June.

Registration fee for new students

Grade placement is approved by the Head of Admissions & Enrolment, and the heads of school. Final approval lies with the Abu Dhabi Department of Education and Knowledge (ADEK). Parents are contacted and informed of the decision and grade placement is done by the Admissions team.

Upon receiving the Letter of Acceptance, parents are requested to pay 5% of the annual school fees within 10 working days of the date of invoice to secure their child's seat. This registration fee is non-refundable after 30 April and is adjusted against the first term's tuition.

For students joining after the term fee deadline, full term fees must be paid within 10 working days of the date of invoice and at least 3 days prior to the intended joining date to secure their child's seat.

Pro-rated school fees: Students joining 15 working days after the start of the term will have school fees pro-rated. The date is calculated from date of offer, or from the date that the seat is blocked from offer to any other candidate.

Re-registration fee for current students

During the second term, parents receive notification to re-register their child for the following academic year. A re-registration fee of 5% of the school fees will be charged for all continuing students at a date to be advised during the school year. This will be adjusted against the first term fees and is subject to the refund policy described below.

Re-registration deposits for continuing students will not be accepted unless all outstanding fees have been paid in full and all required documentation is in order.

Payment

Payment can be made online or by cash, credit card, bank transfer, personal or manager's cheque.

Tuition Refund Policy

Notice of student withdrawal and application for a tuition refund at the request of the parent/guardian must be made in writing to the school Principal. Should a parent withdraw their child from the school, and if eligible for a refund, the refund will be calculated from the start of the term and the date of the official request by the parent stating the intent of withdrawal and not from the date when the student was absent.

ADEK regulations govern the school tuition refund policies outlined below:

KCC may retain a portion of the tuition fee in any of the following cases:

- 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.
- If a student attends from one week and up to three weeks in a term, the school may retain the value of one full month of tuition fees.
- 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.
- If a student attends over six weeks in a term, the school may retain the full-term fee.

The above regulations also apply to newly enrolled students, who register before or after the beginning of the term in accordance with ADEK policy. The value of one month of tuition fees is calculated by dividing the total tuition fees for the school year by ten months.

Students transferring to other Taaleem schools will also be required to complete the withdrawal form and submit a copy to both schools with the non-refundable deposit paid at the new school.

Note: The same refund policy applies for bus fees.

Non-payment of School Fees

A student will not be assigned to a class, nor allowed to start the academic year unless the first term fee has been paid in full.

Students will not be able to start attending until full term fees are settled. Once the academic year is underway, non-payment will not be cause for student's dismissal, although ADEK policy does allow for up to three days suspension once at least three warning letters have been sent to the parents.

As per ADEK regulations, KCC reserves the right to withhold the report cards, results, transfer certificates, block eSIS transfer, and not re-register a student until all outstanding fees have been settled. Students will not be prevented from sitting end of year examinations or other assessments; however, the results may be withheld until fees are settled in full.

Additional Charges

Additional charges will be for uniforms, Bus Transport, Extra-Curricular Programme, IB Diploma Textbooks, IB Examination Fees, and 12th Grade IB Exam.

Special Educational Needs (SEN)/English as an Additional Language (EAL):

If during the entrance assessment a requirement for Special Educational Needs or English Language support is ascertained, an additional fee may be charged for this service. Parents will be notified of this charge prior to or within four weeks of the start of the academic year.

Increasing School Fees

School fees are approved by the Abu Dhabi Department of Education and Knowledge (ADEK) before being announced to parents/guardians. ADEK will determine whether the school may increase their fees, and the incremented amount.

Revision Log

Date	Changes	Reviewed By
Feb 2025	Principal reviewed and signed	Abigail Fishbourne