

# Terms & Conditions

Raha International School, Khalifa City Campus is licensed and regulated by the Abu Dhabi Department of Education and Knowledge (ADEK) and operates in full compliance with all ADEK regulations and requirements.

The following Terms and Conditions outline the basis upon which Raha International School, Khalifa City Campus (Raha KCC) offers placement and continued enrolment.

## **Admissions and Placement**

- Submission of the Online Application Form does not guarantee a place at the school. Placement is subject to availability, review of academic records, assessment outcomes, and school approval.
- Once placement is offered and the required registration fee (up to 5% of annual tuition) has been paid, a contractual agreement is deemed to exist between the school and the parent/guardian, provided all school and ADEK policies are met.
- Raha KCC reserves the right to place students in the grade level deemed most appropriate based on age, academic history, assessment results, and ADEK guidelines.
- Admission is contingent upon full disclosure of the child's educational and behavioural history. Omission or misrepresentation of key information may result in the withdrawal of the offer or cancellation of enrolment.

## **Compliance with School Policies**

- By accepting an offer of admission, parents agree to abide by the policies outlined in the Raha Parent Handbook, Code of Conduct, Inclusion Policy, and other school-issued guidelines.
- Copies of these policies are available on the school website.

## **School Fees and Payments**

- Following an offer of placement, a registration fee of up to 5% of annual tuition must be paid within 5 calendar days to secure the place.
- The balance of Term 1 fees must be paid in full 1 month prior to the start of school or three working days prior to the student's start date, which falls earlier. A student may not attend classes unless this payment is complete.
- Fees are payable via bank transfer, credit card, or cash. Personal cheques are accepted only if submitted five working days prior to the start of the academic year.
- Re-registration for returning students requires full payment of all outstanding fees, including the re-registration deposit, which is also up to 5% of annual fees and is deductible from Term 1 tuition.
- Term fees are refundable only in accordance with Raha KCC's refund policy and ADEK regulations.

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## **Withholding of Academic Records**

- In accordance with ADEK regulations, the school reserves the right to withhold final reports, examination results, or official transfer certificates until all due fees are paid in full.

## **Additional Support Fees**

- If, during the admissions or assessment process, a student is identified as requiring English as an Additional Language (EAL) support or services under the school's Inclusion Policy, additional fees may apply. These will be communicated to parents in advance of term commencement.
- Student Support Services are subject to availability and will be discussed with families prior to enrolment.

## **Documentation Requirements**

- All required documentation must be submitted before the student may commence school. Students with incomplete documentation cannot be registered in the ADEK system, which may result in fines or deregistration.
- Raha KCC is not responsible for fines imposed by ADEK due to late or missing documents.
- Required documents include but are not limited to Emirates ID copies, passport copies, vaccination records, previous school reports, and completed ADEK transfer forms (where applicable).

## **Mid-Year Transfers**

- Requests for transfers during Term 3 are subject to ADEK regulations and will only be approved in cases of exceptional circumstances, such as safeguarding or serious wellbeing concerns. Raha KCC will seek ADEK approval before confirming such transfers.

## **General Provisions**

- Raha KCC reserves the right to amend policies and procedures in accordance with updates from ADEK and internal governance.
- Parents will be notified of any significant changes to tuition fees, policies, or enrolment conditions as required by law and school procedure.

Please contact the Raha KCC Admissions Office for any clarification.