

# Tuition and Registration Fee Refund Summary

## Registration Fee (New Students)

- Amount: Up to 5% of annual tuition fees.
- Payment Deadline: Within 5 calendar days of invoice to secure the seat.
- Refund Eligibility:
  - Fully refundable only if written withdrawal notice is received at least 14 calendar days before the start of the academic year – **11 August 2025**.
  - Refund request must be submitted in writing to the Head of Admissions & Enrolment.
  - After this deadline, the fee is non-refundable.

## Re-registration Fee (Current Students)

- Amount: Up to 5% of annual tuition fees.
- Refund Eligibility:
  - **Transferring within Abu Dhabi:** Refund request must be submitted **on or before 30 April**.
  - **Transferring to Dubai (non-Taaleem school):** Refund request must be submitted **on or before 30 April**.
  - **Transferring to Dubai (Taaleem school):** Registration fee will be transferred to the school.
  - **Transferring outside UAE or other Emirates (not Dubai):** Refund request must be submitted **on or before 30 June**.
- Proof of transfer may be requested.
- No refunds granted after these deadlines.

## Tuition Fee Refunds (All Students)

Refunds are governed by ADEK and calculated per term:

- If student attends:
  - 1–3 weeks of a term: School retains 1 month of fees.
  - 3–6 weeks: School retains 2 months of fees.
  - More than 6 weeks: Full term fee is retained.

**Note:** Also applies to bus fees using the same timeline.

## Important Notes

- Refunds are only processed after official written withdrawal is submitted to the Admissions Office at [KCCadmissionsadmin@ris.ae](mailto:KCCadmissionsadmin@ris.ae) by the stated deadlines and withdrawal procedures are completed.
- Students will continue to be invoiced until the Withdrawal Form is received.
- No encashment or transfer of registration fees between academic years.

For the full school fees policy, please visit our website [riskcc.ae/about-us/school-policies/](http://riskcc.ae/about-us/school-policies/)