

POLICY TITLE:	FEE POLICY
DEPARTMENT:	Student Affairs

Policy Contact: Amel Jafar	Issue Date: 05/05/2023
School: AJS – British System and Indian System	Next Revision Date: 05/05/2024
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INTRODUCTION

Al Ain Juniors School’s vision is to imbibe our young people to be achievers with extraordinary determination, to set right goals in areas of education, morality, attitude, ethics and values. The participation and support of the parent community is vital to achieve this ambitious vision, much of which relies heavily on financial stability of the organization.

The school’s fee policy is designed to retain this stability and to provide for higher levels and quality in all areas. It is aligned and consistent with ADEK guidelines.

The school’s fee schedule is in accordance with the ADEK guidelines and approvals. Please contact the school administration for any queries.

MODE OF PAYMENT

1. The total approved tuition fee for one academic year is split into:
 - 1.1. Registration Fee: onetime fee, payable at the time of admission, for newly admitted students.
 - 1.2. Re-registration Fee: For the continuing/promoted students, the re-registration fee is payable before the start of the new academic year along with the first instalment fee, in the month of August for the British System, and in the month of April for the Indian System.
 - 1.3. Tuition / Transport Fee: The tuition/transport fee is payable in 10 instalments. The first instalment must be paid before the start of the Academic Year to confirm the enrolment. The other nine instalments must be cleared by the 12th of each month.
2. The total fees for the Academic year can be paid in any of the following options:
 - 2.1. In one installment - full fee payment at the beginning of the year.
 - 2.2. Quarterly - payment at the beginning of each term, for three terms.
 - 2.3. Monthly – payment every month before 12th, for ten months.
3. Official holidays and absences from classes are considered part of the week.
4. Fees can be paid by: cash, credit card or by cheque payable in the name of Al Ain Juniors School. Online payment options are also available. For more information, please visit the website.

5. Important Points:

- The School fee structure is set in compliance with the rules and regulations. It may change subject to the approval of ADEK.
- Cheque payments are subject to clearance into the bank account of the school.
- Post-dated cheques will not be accepted.
- Bounced cheques will be dealt with as per legal procedures.
- Tuition fees do not cover the cost of:
 - ✓ Field trips and excursions
 - ✓ External examination (Board classes)
 - ✓ Paid extra-curricular activities
 - ✓ Official school photographs.
 - ✓ Replacement costs for lost or damaged books, materials or equipment
 - ✓ School books, MOE books and school uniforms

BOOKS & UNIFORMS

1. School books, MOE books and school uniforms are to be purchased separately.
2. Books should be purchased only from the outsourced school distributor.
3. All original receipts should be retained. Any queries or reimbursement letters will not be entertained without the original receipts.
4. Photocopied books or uniforms bought from a supplier other than the one authorized by the school will not be allowed.

SCHOOL TRANSPORT

1. If school transport services are obtained, the monthly transport fee is to be paid in full. One-way transport and partial payments are not allowed.
2. Full transport fee is to be paid even during short vacations, public holidays, long holidays, at the time of exams etc. It is not payable only during July/August – summer vacations.
3. For more information, please see the school's Transport policy.

CONSEQUENCES FOR FEE IRREGULARITIES

1. If the monthly fee dues are not paid before 12th of the month, three warning notices will be sent to the parent with intervals of one week between the notices.
2. If payment is still not received after these reminders the student will be suspended temporarily till the outstanding amount is paid in full.
3. The defaulting student(s) will be allowed to continue attending school till the end of the academic year but will lose enrolment for the subsequent academic year and the corresponding seat(s) will be available for new applicants.
4. No student will be deprived from attending the examinations because of non-payment of fees.
5. The students' examination results will be withheld, and transfer certificates will not be issued until a settlement of the outstanding amount is reached.
6. The defaulting student(s) will be retained on ADEK's eSIS portal (Entreprise Student Information System).

GUARANTEEING ENROLMENT FOR SUBSEQUENT ACADEMIC YEAR

1. New students will pay Registration fee at the time of admission after completing admission formalities.
2. For the continuing/promoted students, the Re-registration fee is payable before the start of the new academic year along with the first instalment fee, in the month of August for the British System, and in the month of April for the Indian System.
3. All outstanding dues to be paid by 12 June for the British System and 12 March for the Indian System.

ISSUING OF TRANSFER CERTIFICATES

If any student leaves the school for any reason in between the academic year, following is applicable before issuance of TC:

The school will retain a certain amount of the tuition fees in any of the following cases:

- If a student attends from one week and up to three weeks in a term, the school will retain one full month tuition fees.
- If a student attends over three weeks and up to six weeks in a term, the school will retain two full month's tuition fees.
- If a student attends over six weeks in a term, the school will retain the full-term fee.

PAYMENT OF FEES BY PARENTS COMPANIES/MINISTRIES

1. For student's fee paid by ministries/companies, the parent is required to pay the fees regularly and claim refund once it is received in full.
2. Under no circumstances will the school issue a paid receipt/reimbursement letter for an amount which has not been paid.
3. School will not issue payment invoices in advance before the start of the next academic year.

REFUND POLICY (In cases of Students leaving the school)

1. Registration fee (for new admissions): The Registration fee paid at the time of admission is non-refundable in all circumstances.
2. Re-Registration Fee (for continuing students): The Re-registration fee paid along with the first instalment before the start of the new academic year is non-refundable in all circumstances.
3. Tuition and Transport Fee:
 - 3.1. The refund will be calculated from the subsequent month of the date of the official request by the parent stating the intent of withdrawal and not from the date when the student was absent. Being on the school attendance register counts as days in school.
 - 3.2. If a student withdraws or leaves school for any reason, the refunds will be processed as per the policy and returned to the original payee.

- 3.3. Fees refund will be processed only by way of cheque, even it is paid by cash, credit card or paid online.
- 3.4. Refund will be processed within 10 working days from the date of refund application.
- 3.5. The tuition fee refunds follow the ADEK regulations and the fees will be calculated as follows:
 - If a student attends from one week and up to three weeks in a term, the School will retain one month tuition/ Transport fees.
 - If a student attends over three weeks and up to six weeks in a term, the school will retain two months of tuition/ Transport fees.
 - If a student attends over six weeks in a term, the school will retain the full-term fee including transport.
4. **Books:** Books once purchased and collected, cannot be returned nor refunded.
5. **School Uniform:** Uniform once purchased and collected, cannot be exchanged, returned nor refunded.