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| **POLICY TITLE:** | Fee Policy |
| **DEPARTMENT:** | AJS Student Affairs |

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| Policy Contact: Mrs. Amel Jafar | Issue Date: 04/11/2026 |
| School: Al Ain Juniors School – Indian System | Next Revision Date: 04/11/2027 |
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**INTRODUCTION**

Al Ain Juniors School aims to inspire our youth to become determined achievers who set meaningful goals in education, morality, attitude, ethics, and values. The involvement and support of our parent community are essential for realizing this ambitious vision, which significantly depends on the organization's financial stability.
Our fee policy is designed to ensure financial stability and improve quality in all areas, in accordance with ADEK guidelines.
The school's fee schedule complies with ADEK regulations and approvals. For any questions, please reach out to the school administration.

**MODE OF PAYMENT**

The total approved tuition fee for one academic year is divided as follows:

**A. Registration Fee / Re-Registration Fee**

1. Payable at the time of admission for newly admitted students.
2. For continuing and promoted students, the re-registration fee must be paid in full prior to the commencement of the new academic year.
3. Payment deadlines are as follows:
    - Indian System: **10 February – 28 February**
4. Payment of the re-registration fee is conditional upon the **full settlement** of any outstanding fees from the current academic year.
5. Failure to remit the re-registration fee by the specified deadline will result in loss of the student's seat, which will then be considered vacant.
6. The school reserves the right to allocate any vacant seats to new applicants at its discretion.
7. Requests for re-enrolment after a seat has been cancelled will depend on availability and are not guaranteed.

B. **Enrollment Confirmation and First Installment Payment**

The annual tuition fee is payable in nine (9) instalments. The first instalment is paid to confirm enrolment for the new academic year and is due two weeks before its commencement, or as otherwise specified by the school. The remaining eight (8) instalments are due on or before the first day of each month, from May to February each year.

a) **Continuing Students:**

- To confirm enrollment, all outstanding fees from the previous academic year must be fully settled.
- All outstanding dues must be paid by **1st February** for the Indian System.
- The re-registration fee must be paid by **28th February** for the Indian System.

b) **New and Continuing Students:**

- The first installment must be paid no later than **two weeks prior** to the start of the academic year.
- The first installment includes:
  - Tuition fee for April (Indian System)
  - Transport fee (if applicable)
  - Ministry of Education (MOE) books

C. **Remaining Fees**

The remaining tuition fee, including transport fees (if applicable), will be distributed over the **remaining eight months** of the academic year.

**D. Tuition Fee Payment Options and Terms**

The total tuition fees payable for the academic year may be settled in accordance with one of the following payment options:

- **Annual Payment:** The full tuition fees for the academic year shall be paid in one installment at the beginning of the academic year.
- **Term-Based Payment:** The total tuition fees for the academic year shall be paid in two installments, with each installment due at the beginning of the respective academic term.
- **Monthly Payments:** Tuition fees may be paid in eight (8) monthly installments, with each installment due on or before the first (1st) day of the respective month. The first installment shall be paid no later than two (2) weeks before the commencement of the academic year.

**Additional Terms and Conditions**

- ✓ Official holidays and student absences from classes shall be included in the applicable school week and shall not affect the payment of tuition fees.
- ✓ Tuition fees may be paid through the school's online payment portal, in cash, by credit card, or by current dated cheque made payable to **Al Ain Juniors School**.
- ✓ For further information regarding tuition fees and payment procedures, parents and legal guardians are advised to visit the school's official website.

**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 must clear into the school's bank account.
- 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**

A. School books, MOE books and school uniforms are to be purchased separately.
B. All original receipts should be retained. Any queries or reimbursement letters will not be entertained without the original receipts.

**School Transport**

1. Parents must apply for the transport service before the new academic year begins, **on or before 5 March** for the Indian System.
2. Once confirmed, the school transport service is valid for one academic year.
3. If a parent cancels the service during the academic year, resuming the service will be subject to seat and route availability.
4. The full monthly transport instalment is payable for any month in which the transport service is used, regardless of the number of days the service is utilized. One-way transport and prorated or partial monthly payments are not permitted.
5. The annual transport fee is payable in nine (9) instalments. The first instalment is due two weeks before the commencement of the new academic year, or as otherwise stated by the school. The remaining instalments are due on or before the 1st of each month.
6. For additional details, please refer to the school's Transport Policy.

**Board Examination Fees**

- Separate fees shall be charged for board examinations in accordance with the requirements of the respective examination boards. The fee structure shall be communicated to parents prior to registration.
- All outstanding school fees must be settled in full before payment of board examination fees.
- Board examination fees must be paid within the stipulated deadlines. Late payments shall be subject to the applicable late fee in accordance with the school's fee policy.
- Examination registration shall be subject to the rules and requirements of the respective examination board.

| Board | Grade level |
|---|---|
| CBSE Board | 10 & 12 |

**Students with additional learning needs**

In accordance with the Inclusion Policy, students with additional learning need will benefit from the school's educational services within the school's fee structure.
However, where the exceptional need of a student requires specialist intervention and support beyond the school's standard inclusive provision, the school may request additional school fees.

- Parental agreement is required which shall be renewed at least annually, or when there is a change in the fees charged.

**Consequences For Fee Irregularities**

1. In the event that monthly fees are not paid by the **1st day** of the month (excluding the first installment), up to three (3) written warning notices shall be issued to the parent or guardian.
2. If payment is still not made after these reminders, both tuition and transport services will be temporarily suspended until the full amount is settled.
3. Defaulting students will be allowed to attend school until the end of the academic year but will lose their enrollment for the following year, with seats becoming available for new applicants.
4. The school will notify defaulting parents in writing three months prior to the end of the academic year (January for the Indian System) about the risk of their child not being re-enrolled unless outstanding fees are cleared by the deadline.
5. The school may withhold examination report cards, transfer certificates, block transfers on the esis, or deny re-enrollment until all outstanding school fees are paid.
6. No student will be prohibited from taking examinations due to late or non-payment of fees.

**Guaranteeing Enrolment for Subsequent Academic Year**

- **New Students**: Registration fee must be paid at the time of admission upon completion of all admission formalities.
- **Continuing Students**: To confirm enrollment for the subsequent academic year, all outstanding fees from the previous academic year must be fully settled, and the re-registration fee must be paid by the following deadline: Indian System: **28th February.**

- **New and Continuing Students**: The first installment of the tuition fee must be paid no later than two weeks prior to the start of the academic year.

**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: The Registration fee at the time of admission is non-refundable.
2. Re-registration ,Tuition and Transport Fee:
    a. Students who were enrolled in the previous academic year and intend to withdraw must submit a transfer request at least two weeks prior to the commencement of the new academic year.

b. The school will charge the value of the registration fee for students who were enrolled in the previous academic year if they do not return for the next year and do not submit official transfer notification by the specified deadline.
c. If a student attends up to a part of the first week of the term and discontinues, the school will charge the full registration fee.
d. If a student attends at least 1 week and up to 3 weeks in a term, the School will charge one month of tuition fees.
e. If a student attends at least 3 weeks and up to 6 weeks in a term, the school will charge two months of tuition fees.
f. If a student attends more than 6 weeks in a term, the school will charge the value of full-term fee.

3. Books: Books once purchased and collected, cannot be returned nor refunded.
4. School Uniform: Uniform once purchased and collected, cannot be exchanged, returned nor refunded.
5. Refund of Other Fees: The school will determine the refund of any other fees to parents, in cases where the items or services have not been used.