



DEFINITIONS:

For the purposes of this policy, **tuition fees** are those sums that are directly associated with educating students. **Other fees** include textbooks, uniforms and transportation fees. **School fees** refer to both tuition fees as well as other fees which a School charges to Parents/Guardians.

The school's annual financial statement should outline optional activities that incur additional charges, falling outside tuition fees, for approval by ADEK. Fees associated with optional, extra- curricular activities which incur separate charges should not be included as part of tuition fees, as Schools may collect these charges subject to Parent/Guardian approval as described in Policy(49).

PURPOSE:

- To conform to Policy 39: Tuition, Other Fees and School Income of the ADEK Private Schools Policy and Guidance Manual (2014-2015), Corresponding to Article (44) of the Organizing Regulations.
- To adopt clear and transparent approach to the regulation of fees for Parents/Guardians, that ensures tuition fees mirror the quality of education and that School fees are reasonable and approved by the Council.
- To enable Parents/Guardians to pay the required School fees in a timely and convenient manner.

Registration Fee:

School fees, together with payment schedules and procedures, are approved by ADEK before they are announced to Parents/Guardians and collected.

Registration for new student/s or re-registration for current student/s is four months before the start of the next school year depending on available seats for registration.

The registration or re-registration fees are deducted from approved school fees and do not exceed 5% of Council-approved tuition fees.

The registration or re-registration fees are charged only when the student is enrolled, not when applying. Schools may retain the registration or re-registration fees collected for each student, should the student attend any part, or days, of week 1 of the semester or fail to show up at all without the parent notifying the school in writing.

If the School fails to enroll the student as a result of not having sufficient capacity, the school must reimburse to the Parent/Guardian the full registration or re-registration fees

Tuition Payment Policy:

1. The school allows tuition fees to be paid in three installments in each academic year.
2. The school is entitled to collect the first payment within the month before beginning of the school year. The first installment is paid March for schools that start their academic year in April.
3. Reimbursement of tuition is possible up to one month before the date or the beginning of the semester as per the Council of Abu Dhabi Education Act.
4. The first installment includes tuition fee with books and uniform.
5. The school website has the list of approved EFIA Tuition fees and costs for the





information of parents/guardians to understand the payment obligations well in advance of student registration/re-registration and payment of fees are due.

6. If the Parents/Guardian desires to make the payment through online, they can use mobile app **Skiply**. In case for bank transfer, the name of the student and the entire symbolic figure must be included to ensure an easy transfer of payment to the school.
7. Transportation fees must be paid at the time of Bus/Transportation registration. Please note Bus/Transportation registration depends on location of residence and availability of seats.
8. Special Needs Students (mild to moderate): As per ADEK policy #48, additional fees may be charged for the provision of extra support, provided that fees may not exceed 50% of the approved School Tuition Fees for other students. Additional fees will be applied based on need of student once referred to services that are beyond mild to moderate need. In certain cases, the school may encourage guardians in continuing to register their children in the school by offering discounted fee and offers, the terms and conditions of which are subject to the approval of the Board of Trustees.
9. If needed, Parents/Guardians must submit a written request for a "To Whom It May Concern" letter that lists the school 1 week in advance of receiving the "To Whom It May Concern" letter. The school must have 1 week to produce the documents required
10. If needed, Parents/Guardians must submit a written request for student records, transcripts, student enrollment, student transfers, or any other official school letter- 1 week in advance during regular working hours. The school must have 1 week to produce the documents required.

Emirates Future International Academy's policy regarding the right of the school to maintain a specific amount of tuition fees in the following cases below mentioned;

1. If the student enrolled or transfers from school or fails to show up at all without the Parent/Guardian notifying the school in writing sufficiently in advance before the beginning of the term, in which case the school will retain the value of the registration or re-registration fees.
2. If the student attends school only one week in a term, then it is the right of school to retain the amount of the entire month of tuition fees.
3. If a student attends school for more than two weeks in a term, the school may retain the value for a full two months of tuition fees.
4. If a student attends school for more than one month in a term, the school may retain the full- term fee and the amount of books and uniform.
5. In case of cancellation of Bus/Transportation, parents must submit written letter before one month informing the school that the student will no longer use the school transportation system. The school has the right to retain the transportation fee as follows:
 - If the student enrolled or transfers from school or fails to show up at all without the Parent/Guardian notifying the school in writing sufficiently in advance before the





beginning of the term the school will remove the student/s name/s from the Bus/Transportation list.

- If the student attends school only one week in a term, then it is the right of school to retain the amount of the entire month of transportation fees.
- If a student attends school for more than two weeks in a term, the school may retain the value for a full two months of transportation fees.
- If a student attends school for more than one month in a term, the school may retain the full-term transportation fee for the semester.
- The Bus/Transportation is outsourced to Golden Bus Transportation and fees are collecting three installments based on location.

Non-Payment of School Fees the School honors the right of Parents/Guardians to have a paymentsystem that is fair and reasonable. In case of non-compliant in the payment of tuition fees written warning will be issued for the Parent/Guardian.

1. The school must send three warning over notice of past due account payment for student tuition/fees to Parent/Guardian (one week).
 - a. The school may suspend students for three consecutive days.
 - b. The school may withhold report cards, transfer certificates, block transfers on ESIS, block re-registration, block Parent access to student E Reports until all outstanding tuition/fees due to the school are settled and paid in full.
2. The school will not prevent students from taking assigned exams during the term or prevent from taking end-of-year examinations as a consequence of non-payment of School fees.
3. The school will not dismiss students due to a delay in the payment of school fees.
4. The school will act in a discrete manner when dealing with non-payment issues in order to protect the student from unnecessary attention and embarrassment.

ROLES AND RESPONSIBILITIES:

The Board of Trustees and the Director will:

- Set the School policy on fees and the collecting thereof (e.g. tuition, uniform, books, transport and other curricular activities) in a reasonable, clear and transparent manner.
- Keep Parents/Guardians fully informed of such policy by publishing fees on the school's own website and other available publishing means.
- Follow the ADEK procedures when submitting any request to increase School fees.

