



Financial Policy Form & Payment System

Payment	Information	Notes
1st: Fees Payment Procedures:		
150 AED	Personal interview and acceptance test fees	(Not deducted from the total tuition fees).
150 AED	Opening file fees when Student enrolls in the school	(Not deducted from the total tuition fees).
2000 AED	When registration	(Deducted from the tuition fees at the student's school enrollment).
Before the beginning of the academic year and joining the academic seat in his class.		
50% of the installment remaining	Cash or Payable Check	The first installment will not be accepted without checks, registration isn't completed without deliver 50% +25% +25% in one payment.
Check for 25% of the remaining fees	Payable on 15 December	
Check for 25% of the remaining fees	Payable on 15 February	
2nd: If Student didn't join school		
500 AED	If student did not join school	Deducted as fees to book a seat
3rd: If Student leaves school for any reason, Fees are collected as follows according to MOE Rule		
Pay full month tuition fees+500 AED as cancellation fees.	If the student attended two weeks or less	Books fees and uniform fees are non-refundable but transportation fees apply the same as the tuition fees plus a month of transportation fees as cancellation fees. The value fee per month is evaluated as the total value of the tuition fees on 10 months and 500 AED is added as cancelation fees.
Pay full two months tuition fees+500 AED as cancellation fees.	If the student attended more than two weeks and less than a month	
Pay full three months tuition fees+500AED as cancellation fees.	If the student attended full month	
Pay 60% of tuition fees	If the student attended more than full month.	
All tuition installments must be fully paid+ all other fees incurred to also register.	Any registration before or till the end of November	
No refund of any amount	Any Cancellation starting from the 1 st week of February	
Transportation: Refund Procedures:		
No refund of any amount	Any Cancellation starting from the 1 st week of February	Transportation Fees applies what applies to tuition fees and then added a fine month fee. The value fee per month is evaluated as the total value of the tuition fees on 10 months. If the student is deprived of the use of the bus because of his lack of ethics of the use of the bus, the fees are listed according to the previous items.

Bounced checks and checks drawn.

- Any Bounced Check because of (not enough credit) must be paid cash urgently and not exchanged with another check and (150 AED cash) added in case of delay of check payment from the concerned.
- If the guardian wanted to withdraw the check ahead of schedule, must bring a request to withdraw a check at least a week before the date of maturity.

Important Note: If the institutions are paid school fees, the parents:

1. Provide insurance checks from their own accounts.
2. Submit an official letter from the institution or company, which supports its commitment to pay the fees.
3. The school will return the full amount paid by parents from their own accounts previously.

Tuition Letter must match the account statement issued from accounts department.

Parent's/Guardian's Name:

Parent's/Guardian's Signature: