



INDIAN SCHOOL AL AIN

Fees Policy 2024-25

Purpose

- To adopt a clear, transparent, and accurate approach to the regulation of fees, for both schools and parents, to ensure that tuition fees are reasonable, value-adding, mirror the quality of education, and accommodate different sections of the population.
- To outline the schools' fee structure and reasons behind fee increase.
- To enable parents to pay the required school fees in a timely and convenient manner.
- To encourage the growth of the school market and create a favorable environment for investors.

Policy

1. Fee Structure

Fee Components: We shall break down the school fees into the specific components listed below.

1.1 Schools are authorized to categorize and organize the fee components at their discretion and shall disclose them to parents during the registration process.

- Tuition fees
- Educational resource fees
- Uniform fees
- Board examination fees
- School development fees
- Transportation fees
- Extracurricular fees
- Others as approved by ADEK

1.2 We shall not charge Value Added Tax (VAT) on tuition fees and transportation fees collected from parents, in line with the Federal Decree-Law No. (8) of 2017 on Value Added Tax and its amendments.

1.3 **Waivers:** We shall waive certain components of school fees for devices, textbooks, uniforms, etc., for students willing to use second-hand (e.g., resold or donated) items that meet the current requirements of the school (e.g. valid book editions, current uniform colors/ design, etc.).

2. Fee Framework Approval Requirements

2.1 **Fee Approval:** We shall announce their school fees, payment schedules, and procedures to parents, only after receiving ADEK approval.

- We shall charge parents only within the ADEK-approved fee levels.
- New schools or branches shall include the proposed school tuition fees and other fees in their applications for a temporary license to ADEK.

2.2 **Appropriateness of School Fees:** We shall charge parents appropriate school fees.

- **Established Schools:** In evaluating the “appropriateness” of an established school’s fees, ADEK will take into account the following:
 - a. Provision of complete information required by ADEK, including a financial study prepared using ADEK's Financial Feasibility Plan template.
 - b. Comparison with schools of similar quality and curricula, taking into consideration the school’s most recent inspection rating.
 - c. Cost of the school’s facilities and services.
 - d. Profitability and educational quality, so that schools do not make
 - a. excessive profits or compromise educational quality.
- **New Schools and Branches:** In evaluating the “appropriateness” of the fees of new schools or branches, ADEK will take into account the following:
 - a. Submission of a full financial study using ADEK's Financial Feasibility Plan template including information on proposed school fees and expected profitability, and operational and capital expenditures.
 - b. Compliance with ADEK's Financial Feasibility Plan template.

2.3 Fees and Increments:

- **Tuition Fee Increments:** We shall submit clear and accurate applications for approval to increase their school fees, strictly as per the timelines announced by ADEK and any amendments.
 - a. We shall abide by the following pre-requisites for school fee increments:
 - 1) Have a valid school license at the start of the academic year.
 - 2) Be operating for a minimum of 3 years.
 - 3) Submit the financial audit reports on the licensing system for the past 2 academic years. The reports shall be approved and prepared according to the International Financial Reporting Standards (IFRS).
 - 4) Submit the application during the fee increase window as approved by ADEK.
 - b. To be eligible for exceptional school fee increments (determined by a maximum of 15%, based on the education cost index in Abu Dhabi), we shall abide by the following conditions, while submitting applications to ADEK:
 - 1) Adjusted operating losses for the last 2 consecutive academic years.
 - 2) Operate at an occupancy rate of not less than 80%.
 - 3) Have been in operations for at least 3 academic years.
 - 4) Have a valid school license at the start of the academic year.
 - 5) Submit audited financial reports for the last 2 academic years, prepared according to IFRS.
 - 6) Guarantee that no implementation, in whole or in part, of any exceptional increase has been granted in the same academic year.
 - c. Embassies’ private schools may apply for an exceptional increase in tuition fees provided they meet the following conditions:
 - 1) Justification provided for the proposed fee increase.
 - 2) Have obtained the approval of the governing board.
 - 3) Have attached the approval of the embassy/ consulate to which the school is affiliated.
 - d. Rejection of Fee Increase Requests: Any request for an exceptional increase in tuition fees may be rejected by ADEK in case the conditions of this policy are not met.
- **Other fees:** We are authorized to charge other fees based on actual expenses and an appropriate profit margin, as approved by ADEK.
 - a. Schools are authorized to charge transportation fees, in accordance with the *ADEK Transportation Policy*, with the required approvals from ADEK and the Integrated Transport Center (ITC).

3. Payment Schedule

3.1 **Tuition Fees:** We shall develop and publicly share detailed fee payment schedules (e.g., on school websites) and are authorized to enter into agreements/contracts with parents on adhering to their fee payment schedules, in line with the following:

- We shall enforce three or more equal tuition fee payment installments (e.g., 3, 4, or 10 installments) in each academic year.
- We are authorized to collect the first installment up to 1 month before the beginning of the academic year.

3.2 **Registration Fees:**

- **Cap on Registration Fees:** We are authorized to charge registration fees amounting to up to 5% of their ADEK-approved tuition fees.
- We are authorized to collect registration fees only from enrolled students.
- We are authorized to collect registration fees up to 4 months before the beginning of the academic year.
- We shall deduct any charged registration fees from the student's final tuition fees.

4. Late Payment or Non-Payment of School Fees

4.1 **School Policy on Late Payment or Non-Payment of School Fees:** We shall publish a clear, transparent, responsible, and fair policy outlining their response to nonpayment or late payment of school fees.

- We shall honor the right of parents to a fair and reasonable payment system, without punitive sanctions.
- We shall maintain confidentiality and discretion on late payment or nonpayment issues to protect students from unnecessary attention and embarrassment.
- We are not authorized to communicate non-payment of fees to students, even as a reason for their suspension.

4.2 **Actions on Late Payment or Non-Payment of School Fees:**

- We shall issue parents with 3 consecutive warning notices, each being at least 1 week apart, in response to late or non-payment of school fees.
 - a. We are authorized to suspend a student for up to 3 days in response to late or non-payment of school fees, after issuing the 3 consecutive warning notices, and only at most once a school term.
- We are authorized to withhold examination report cards, transfer certificates (or block a transfer on eSIS), and/or withhold re-registering a student until all outstanding dues on school fees are settled.
 - a. We shall inform parents in writing at least 3 months before the end of the academic year of the risk of their child not being re-enrolled in the next academic year unless outstanding fees are settled.
- We shall not prevent students from sitting for any examinations in response to late or non-payment of school fees.

5. Protection of School Fees

5.1 **School Fee Refund:** We shall disclose, in writing, complete information on fees, refund policies, deadlines for requesting refunds, and other related relevant information to parents during the registration process, in alignment with the following:

- We shall refund the full registration fees if the school fails to enroll the student as a result of insufficient capacity or following an ADEK-approved "Inability to Accommodate" notification, in line with *ADEK Inclusion Policy*).
- **Refund of Tuition Fees:** We are authorized to retain a proportion of the tuition fees paid on behalf of an enrolled student, as mentioned, if:

- a. The student attends up to a part of the first week of the term and discontinues without sufficient written notification from parents or does not attend the school. In this case, we are authorized to retain the value of the registration fees.
- b. The student attends at least 1 week and up to 3 weeks in a term. In this case, we are authorized to retain the value of 1 full month of tuition fees.
- c. The student attends at least 3 weeks and up to 6 weeks in a term. In this case, we are authorized to retain the value of 2 full months of tuition fees.
- d. The student attends more than 6 weeks in a term. In this case, we are authorized to retain the value of the full-term fee.

- Refund of Other Fees:

- a. We shall refund transportation fees to parents if the bus services have not been used by the student.
- b. We shall determine the refund of any other fees to parents, in cases where the items or services have not been used.

5.2 Prohibition of Collection of Additional Financial Securities: We shall not request or accept any financial guarantee from parents in lieu of payment for an outstanding fee balance.

- We shall not request or accept deposits, application fees, or first-time enrolment fees, refundable or otherwise, from parents, prior to student enrolment.

5.3 Special Fee Agreements with Staff: Since we offer special fee arrangements for staff who enroll their children in the same school, we must include all details regarding amounts, times, refund mechanisms, etc. in their contracts.

5.4 Disclosure of Tuition Information: We shall report information regarding the source of tuition fee payments (e.g., parents, relatives, charity, companies), as well as any other payment-related information upon request, in line with the *ADEK Reporting Policy*.

Signatures:



CHAIRMAN



DIRECTOR



For PRINCIPAL

Reviewed on: August 2024



Next review: April 2025

School Stamp: