



<b>POLICY TITLE:</b>	Fee Policy
<b>DEPARTMENT:</b>	AJS Student Affairs

Policy Contact: Mrs. Amel Jafar	Issue Date: 01/11/2019
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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 split into:

### A. Registration fee / Re-registration fees :

- Payable at the time of admission, for newly admitted students.
- For continuing and promoted students, the re-registration fee must be paid before the new academic year begins, along with the first installment fee. This payment is due in August for the British System and in April for the Indian System.

### B. Enrollment Confirmation and First Installment Payment:

- Continuing Students: To confirm enrollment, all outstanding fees from the previous academic year must be settled. All outstanding dues to be paid by 5 June for the British System and 5 March for the Indian System
- New and Continuing Students: The first installment must be paid two weeks prior to the start of the academic year.

The first installment includes

- Registration/re-registration fee
- MOE books
- Transport (if applicable)
- Tuition fee for April (Indian System) or September (British System)



- C. The remaining fee, including the transport fee and Tuition fee is distributed over a period of 9 months.
- The total fees for the Academic year can be paid in any of the following options
    - In one installment - full fee payment at the beginning of the year.
    - Quarterly - payment at the beginning of each term, for three terms.
  - Monthly - Payments: Payments are required each month before the 5th for a total of 9 months. However, the first month of the academic year must be paid along with the first installment, which is due two weeks prior to the start of the new academic year.
  - Official holidays and absences from classes are considered part of the week.
  - 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.

### 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 5th March for the Indian System and on or before 5th June for the British System.
2. Once obtained, 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 depend on seat availability.
4. If school transport services are utilized, the full monthly transport fee must be paid. One-way transport and partial payments are not permitted.



5. The full transport fee is required even during short vacations, public holidays, and exam periods, except for the summer vacation in July and August.
6. For additional details, please refer to the school’s Transport Policy.

**Board Examination Fees**

The school will charge a separate fee for Board Exams, which will be determined according to the directives of the respective examination boards. Parents will receive the Board Examination fee structure prior to registering for the exams.

Board	Grade level
CBSE Board	10 & 12
CIE Board	9 , 10 , 11 & 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. If monthly fees are not paid by the 5th of the month (excluding the first installment), three warning notices will be issued to the parent, spaced one week apart.
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 (April for the British System and 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**

1. New students will pay Registration fee at the time of admission after completing admission formalities.



2. Continuing Students: To confirm enrollment, all outstanding fees from the previous academic year must be settled.
3. New and Continuing Students: The first installment must be paid 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.