



# **FEE POLICY**

<b>POLICY NAME</b>	<b>FEE POLICY</b>						
<b>APPROVAL AUTHORITY</b>	<b>PRINCIPAL</b>	<b>ADOPTED</b>	<b>APRIL 2023</b>	<b>REVIEWED</b>	<b>JANUARY 2024</b>	<b>NEXT REVIEW</b>	<b>JANUARY 2025</b>
<b>RESPONSIBLE EXECUTIVE</b>	<b>ADMINISTRATION</b>						
<b>RESPONSIBLE OFFICE</b>	<b>EXAM COMMITTEE MEMBERS</b>	<b>AVAILABLE</b>	<b>In the Library , Website</b>				

### **Rationale**

A well-defined fee policy is essential for maintaining the financial health and sustainability of a school. It ensures transparency and fairness in fee collection and utilization, promotes trust among parents and stakeholders, and enables the school to provide quality education and facilities. A fee policy also aligns with regulatory requirements and institutional goals, ensuring consistent and equitable practices across the school community.

### **Aims**

**Ensure Financial Sustainability:** To provide a stable financial foundation for the school's operations and development.

**Promote Transparency:** To maintain clear and open communication with parents and stakeholders regarding fee structures and policies.

**Enhance Educational Quality:** To allocate resources effectively for improving the quality of education and facilities.

**Compliance:** To adhere to regulatory guidelines and standards set by educational authorities.

**Equity and Fairness:** To ensure that the fee policy is fair and equitable for all students, considering diverse socio-economic backgrounds.

### **Objectives**

**Define Fee Structure:** To clearly outline the various components of the fee structure, including tuition fees, examination fees, extracurricular activity fees, and any additional charges.

**Establish Payment Schedules:** To set clear timelines and schedules for fee payments, including deadlines for each term or academic year.

**Provide Payment Options:** To offer flexible payment methods, such as online payments, bank transfers, and instalment plans, to accommodate different financial situations of families.

**Ensure Timely Communication:** To regularly update parents and stakeholders about any changes in the fee policy, deadlines, and payment procedures.

**Implement Discounts and Scholarships:** To establish criteria and processes for granting fee discounts, scholarships, and financial aid to eligible students.

**Manage Fee Collection:** To develop efficient processes for fee collection and management, ensuring accuracy and accountability.

**Handle Fee Disputes:** To create a mechanism for addressing and resolving fee-related disputes or grievances in a fair and timely manner.

**Allocate Resources:** To ensure that collected fees are utilized effectively for educational resources, infrastructure, staff salaries, and other operational needs.

**Review and Update Policy:** To regularly review and update the fee policy to reflect changes in economic conditions, regulatory requirements, and institutional priorities.

## **Tuition Fees**

All tuition fees are payable in advance of attendance.

Fees are in accordance with the fee structure established by IES under the guidance of MOE established School Fee Framework.

1. At the time of registration, the required documentation, fully completed should be submitted.
2. An Application Fee of AED 500 is payable at the time of registration which will result in your child being considered for a place at IES School.
3. A Registration Deposit is payable after the student has been offered a place and parents have accepted the offer. The registration deposit is 10% of the total tuition fees and is deductible from the total tuition fees for the Academic Year. Please note, this is a non-refundable deposit.
4. If a student joins the school in the middle of a term/semester, the full months fees will be charged on the joining month.

5. Fees for continuing students are payable within the first week of each term, and must be paid in full. Should a student join the school after the beginning of the school year, fees are charged from the date of the Offer Letter.
6. Tuition refunds follow the MOE Bylaws for Private Education. Therefore, if a student withdraws or leaves school for any reason, the refunds will be processed as follows:

## **Payment Method**

All forms of payment methods are accepted and can be made by person at the IES School or wire transferred directly to the school bank account.

Fees can be paid by:

- Cash
- Cheque
- Online payment through the ZENDA APP
- Wire transfer (see IES bank details below)

**Bank Name** : Commercial Bank of Dubai  
**Bank Branch** : Ras – Al - Kahiamah  
**Account Name** : IDEAL ENGLISH SCHOOL  
**Account Number** : 1005164627  
**IBAN No** : AE650230000001005164627  
**Account Currency** : AED  
**SWIFT Code** : CBDUAEADRAK

## **Non-payment of Fees**

Failure to pay school fees may result in a loss of the student's place in the school, withholding of their school reports, references, and/or examination results, as well as a temporary or permanent expulsion or exclusion from school.

## **Re-Enrolment for Existing Students**

In order to secure your child's place for the next academic year, parents will be asked to pay a Re-registration Deposit which is non-refundable, but adjustable against the first term fees. Please note, students who are unable to be registered with the ministry due to missing required documentation, or students with an outstanding fee balance, will not be able to be re-enroll for the next academic year

This deposit is payable at the time of Re-enrolment to guarantee a place for the following academic year. The Re-registration Deposit is 5% of the total tuition fees and is deductible from the total tuition fees for the academic year. Please note, this is a non-refundable deposit.

## **Student Withdrawals**

All students withdrawing from the school must submit notification of their withdrawal in writing to the Registrar's office. A 30-day notification period is required to ensure all necessary documents are ready. A Transfer Certificate (TC) request must be submitted online through the Parent Portal to formally notify school that your child will be leaving. There is a fee of AED 50 for all students transferring within Dubai to another school, or outside of the Emirate.

Ideal English school, RAK reserves to right to change this fee schedule and terms and conditions from time to time , subject to MOE, Approval.

**Date of Review : January 2024**

**Next Review : January 2025**



**Dr Prasanna Bhaskar**

**Principal**