

5. Tuition, Other Fees and School Income

Aims

- To outline Wales International School's Tuition fees
- To enable Parents/Guardians to pay the required School fees in a timely and convenient manner.

Cross reference

- This policy follows ADEC Policy 39 of The Private Schools Policy and Guidance Manual.
- This policy corresponds to Article (44) of the Organising Regulations.

Procedure

Collection of School Fees in Advance

Registration or Re-registration Fees

Wales International School collects registration or re-registration fees up to five months ahead of the commencement of the school year. This amount of 1000AED is deducted from approved School fees and does not exceed 5% of tuition fees.

The registration or re-registration fees are charged only when the student is enrolled, not when applying.

Wales International School will 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/Guardian notifying the School in writing sufficiently in advance before the commencement of teaching.

Wales International School does not collect registration fees unless a place is available for the child.

Tuition Fees and Other Fees

Three equal instalments for tuition fees are required in each academic year in order to enable Parents/Guardians to pay tuition fees.

The first instalment of tuition fees is to be collected in August. Fees should be paid as per the following schedule:

- Term 1 by 15 September
- Term 2 by 15 December
- Term 3 by 15 March

Wales International School will retain a certain amount of the tuition fees in any of the following cases:

- If a student attends any part of week one of the term or fails to show up at all without the Parent/Guardian notifying the School in writing sufficiently in advance

before the beginning of a term. Wales International School will retain the value of the registration or re-registration fees.

- If a student attends from one week and up to three weeks in a term, Wales International School will retain the value of one full month of tuition fees.
- If a student attends over three weeks and up to six weeks in a term, Wales International School will retain the value of two full months of tuition fees.
- If a student attends over six weeks in a term, Wales International School will retain the full-term fee.

These cases apply to newly enrolled students as well as students that register after a term has already commenced. Official holidays and absences from class are considered part of the week. The value of one month of tuition fees is calculated by dividing the total tuition fees for the school year by ten months. Transportation fees should be refunded in the same manner as tuition fees.

Wales International School notifies the Parents/Guardians in writing of these conditions upon registration or re-registration, through a written agreement between the Parent/Guardian and the School.

Non-Payment of School Fees

The following steps will be followed if fees are not paid in a timely manner each term:

- Wales International School will withhold the:
 - end of year examination report cards,
 - transfer certificates (or block a transfer on eSIS)
 - and/or re-registering a student until all outstanding dues are settled.
- A student can be suspended for up to three days after sending three warning notices each being one-week in duration each time to a student's Parents/Guardians. However, this step will not be followed unless in an extreme case as Wales International School is fully inclusive.

Review date: September 2017