



Fees Policy

B – School Administration Policies & Procedures

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FEES POLICY

POLICY

The Board of Governors delegates and provides resources to the Headmaster who is responsible for the implementation of this policy and the associated procedures which are contained within the Financial Regulations and related policies and procedures.

This policy is compliant with ADEK School Policy on Fees version 1.1 (published in September 2024).

TUITION FEES

Tuition Fees are fees directly associated with educating students.

The academic year runs from September to June (or July) of each calendar year, comprising three terms as approved by ADEK. Usually the three terms will be as follows:

Autumn : August or September - December

Spring : January - March

Summer : April – June or July

Tuition fees are payable in three installments:

Autumn : 2 weeks before the first day of the term

Spring : on or before the first day of the term

Summer : on or before the first day of the term

Monthly installment plans of up to 10 payments may be arranged with the school, provided they are supported by direct debit.

An invoice is sent to parents two weeks before the end of term in Autumn and Spring term for the Spring and Summer term respectively; and during the summer after the promotions and classing have been completed, the invoice is issued for Autumn term. The invoice specifies the amount of fees due and the due date of payment.

The School is able to provide a full year invoice to parents upon request and in this case the due date will be the first day of the academic year or two weeks from the invoice date if it is requested during the academic year.

The tuition fees are published on the BSAK website and also displayed in the School reception areas.

The School is allowed to increase the tuition fees, provided that this is approved in writing by the Board of Governors and the British Embassy. The Ministry of Foreign Affairs and ADEK are subsequently informed.

UNIFORM FEES

The school partners with an external provider to supply school uniforms. Parents/guardians are required to purchase uniforms directly from this provider, and all payments for uniforms should be made to them. The school does not handle uniform-related payments or fees.

APPLICATION FEES

An application fee of AED 250 (incl. VAT) is charged at the time of submission of an application for consideration. The application fee is non-refundable and non-transferrable and is charged to all new applicants without exception. Subsequent applications are not chargeable.

The application fee is not deductible from the tuition fees if the student is offered and accepts a place.

REGISTRATION AND RE-REGISTRATION FEES

Registration and Re-registration fees are fees collected prior to the academic year for the purpose of confirming student enrollment.

For new students joining the School, a registration fee no greater than 5% of the annual fees is charged in order to guarantee a place and payable in advance by the earlier of two weeks from the invoice date or two weeks before the start of the term. This payment is offset against the full term fees when the student joins.

For current students, a re-registration fee equal to AED 2,000 per child (capped at AED 4,000 per family) is charged in order to guarantee a place and payable in advance by May 1st of each academic year. If payment will not be received by the deadline it will be assumed that the family will no longer require a place(s) at BSAK for the following academic year. This payment is offset against the full Autumn term fees.

The School may retain the registration fees collected for a new student, should the student attend any part, or days, of week 1 of the term (or of the agreed starting week) or should the student fail to show up at all without the Parent/Guardian notifying the School in writing

The School will retain the re-registration fee for students enrolled in the previous academic year if they do not attend in the following year.

NEW JOINERS AND LEAVERS

If a student is offered admission after commencement of School, all term fees are payable in advance. Tuition fees in this case are calculated as follows:

- 7 weeks and over attendance within the term: the termly fees are payable in full
- Between 4 and 6 weeks attendance: 20% of annual fees are payable (equivalent to 2 full months)
- Between 2 and 3 weeks attendance: 10% of annual fees are payable (equivalent to 1 full month of tuition)
- Up to 1 week attendance: up to 5% of annual fees are payable

If a student is unable to join the School at the start of any term (or another agreed date) the family should give six weeks prior notice.

Parents are required to give the School six weeks written notice if they wish to withdraw their child(ren) and sign a completed leavers' form; the transfer can be finalized once the Finance team has confirmed there are no outstanding tuition fees or other charges.

If the student leaves the School permanently, the refund of tuition fees will be calculated according to ADEK regulations on the following basis:

- 7 weeks and over attendance within the term: no refund is due and the termly fees are payable in full
- Between 4 and 6 weeks attendance: 20% of annual fees are payable (equivalent to 2 full months)
- Between 2 and 3 weeks attendance: 10% of annual fees are payable (equivalent to 1 full month)
- Up to 1 week attendance: 5% of annual fees are payable (equivalent to half month)

For the calculation of the tuition fees of both new joiners and leavers, if the child is present for any school day during the week, the full week attendance charge will be applied. School days are from Monday to Friday. Official holidays and absences from class are considered part of the week.

The value of 1 month of tuition fees is calculated by dividing the total tuition fees for the school year by 10 months.

Fee discounts are not given to parents or staff regardless of the number of children in the family attending school.

BOARD EXAMINATION FEES

Board Examination Fees are fees collected to enable students to take UK Awarding Bodies examinations.

When students are entered for Board examinations, fees are charged for each exam in line with the Awarding Body fee structure along with an additional administration fee to cover document processing, invigilation, mailing, and related services. These fees are due two weeks from the date of invoice.

TRANSPORTATION FEES

Transportation fees are charged in three termly installments according to the amount approved by the Board of Governors and the British Embassy. The Ministry of Foreign Affairs and ADEK are subsequently informed.

When a student is joining the transportation service part-way through a term or has availed the bus service and is leaving, bus fees are to be calculated and eventually refunded based on the period of usage of the bus service. In this case, for the calculation of the pro-rata bus fees, the attendance will be calculated weekly and if the child is present for any school day during the week, the full week attendance charge will be applied. School days are from Monday to Friday. Official holidays and absences from class are considered part of the week.

Transportation fees are due two weeks from the date of invoice.

If transportation fees are outstanding, the relevant service may be interrupted until payment is made.

EXTRACURRICULAR FEES

Extracurricular fees are fees collected to provide access to optional paid extracurricular activities, which may be external to the school curriculum but may be connected to it. Activities can be scientific, athletic, cultural, intellectual, philanthropic, and/or social in nature, and include, but are not limited to, sports teams, clubs, competitions, performances, recreational activities, field trips and overseas travel, or activities hosted virtually. When extracurricular activities are chargeable, parent agreement must be written (through consent form or agreement).

One example of paid extracurricular activity is the BSAK Instrumental Scheme, which BSAK runs and charges in three termly installments. The scheme may include different types of lessons, sales of books and accessories and hire of instruments. These fees are due two weeks from the date of invoice. If instrumental fees are outstanding, the lessons may be interrupted until payment is made.

Entrance exams fees, trips, events and extracurricular activities fees are normally due in advance.

In order to ensure the best possible prices for families, invoices for such events are usually non-refundable for students who have provided a consent form to attend and have afterwards withdrawn or were unable to participate.

INVOICES AND PAYMENTS

Invoices are issued only in United Arab Emirates Dirham (AED) and are tax compliant as per UAE VAT law, therefore amendments to invoices upon request are not permitted; invoices can only be credited by issuing a credit note if deemed necessary by the Head of Finance.

Invoices are payable in full by cash direct debit or bank transfer to BSAK current account. Payment of invoices by cheque, credit card, foreign cheque or draft and foreign currency notes are not accepted.

A receipt will be issued for all income collected by the School and handed over by hand or emailed. Replacement receipts may be re-printed if requested and stamped as copy.

The payment of invoices is considered to be the responsibility of the parents/guardians; BSAK, therefore, issues all invoices to them and not directly to their employers. Parents/guardians are personally responsible for the timely payment of all fees, irrespectively of arrangements made with their employers. When there is an arrangement with the employers, BSAK may send a statement of account or a billing summary to the employer in order to enable payment from their side.

LATE PAYMENT OR NON-PAYMENT OF SCHOOL FEES

Any amount which is not received after the invoice due date is considered outstanding.

If tuition fees are outstanding, each term a strict schedule of reminders and sanctions is applied in accordance to ADEK regulations:

1. First reminder 15 days after the due date of the tuition fees invoice (by email)
2. Second reminder 7 days after the first reminder (by email)
3. Following the 2 reminders BSAK will consider sending a third and final reminder (7 days after the second reminder) including a notice for the applicable ADEK processes (by email):
 - Temporary suspension of the student for up to 3 (three) days.
 - Withholding of school reports and internal examination report cards
 - Withholding transfer certificates or blocking a transfer in eSIS
 - Withdrawal of a place in school for the following academic year until all dues are settled.
4. After the third reminder is sent, a follow up will be made with a telephone call.

Following the third reminder, when the full tuition fees are unpaid for the term and there are no post dated cheques or a payment plan to cover the amount, if deemed necessary the School will send a final warning with reference to the dates of suspension.

Following the suspension notice, if there is no further contact made to the School or there is no payment received by the deadline (usually a week), the student will be suspended for up to 3 days, and only at most once per term. The reason for the suspension is not to be communicated to students. Suspension will not be applied if the student is in a public exam year (Y11 or Y13).

Confidentiality and discretion on late payments or non-payment issues are to be maintained at all times, in order to protect students.

Withholding of school reports, internal examination cards, transfer certificates and blocks on eSIS apply to all students (including Y11 and Y13).

Any amount which is not received by the end of the term is considered serious arrears.

In this case, if any money is received (irrespective of the fact that it is intended by the parent to be paid against tuition fees or extras), it is allocated in the following order:

- 1) Arrears (tuition fees or extras)
- 2) Eldest child (tuition fees or extras)
- 3) Tuition fees, even if there are older extras outstanding

In any instance where payment has been allocated to an activity, trip or service as per the family's request and the School later identifies that tuition fees are outstanding or that the payment has been allocated to a younger child, the Financial Regulations will prevail.

If tuition fees are overdue for more than one term, the student concerned may not be allowed to participate to any extracurricular activity, trip or other service provided by the School to which additional charges are levied; the same will apply if there is an outstanding amount of more than AED 1,000 for trips or activities.

The School will not prevent students from sitting for any examinations in response to late or non-payment of school fees.

If tuition fees for an academic year are still unpaid by the end of the Summer term, the place for the child may be withdrawn. Parents are informed 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.