



Al Ain English Speaking School

FEES POLICY

1. PURPOSE

This policy ensures transparency, fairness, and compliance with the Abu Dhabi Department of Education and Knowledge (ADEK) regulations regarding school fees. It aims to:

- Provide clarity on fee components and payment schedules.
- Support parents with flexible payment options.
- Ensure fees reflect the quality of education and services provided.

2. FEE STRUCTURE

AAESS will categorise fees into the following components:

- Tuition Fees: Core educational services.
- Educational Resource Fees: Textbooks, digital subscriptions, and learning materials.
- Uniform Fees: School uniforms (optional if parents provide approved alternatives).
- Transportation Fees: School bus services.
- Extracurricular Fees: Optional activities outside the curriculum.
- Other Fees: Any additional approved charges.
- Board Examination Fees: Applicable for students undertaking external exams.

All fees will be published on the school website and communicated clearly during registration.

3. REGISTRATION FEES

A non-refundable registration fee of up to 5% of the approved tuition fee may be collected up to four months before the academic year begins.

This fee will be deducted from the total tuition fee.

4. PAYMENT SCHEDULE

- Tuition fees may be paid in up to 10 equal installments.
- The first installment may be collected one month before the start of the academic year.
- Detailed payment schedules will be shared with parents and posted on the school website.

5. OPTIONAL CHARGES

Parents may opt out of certain charges (e.g., textbooks, uniforms, devices) if they provide suitable alternatives that meet school standards.

6. LATE OR NON-PAYMENT OF FEES

- AAESS will issue three consecutive written warnings, spaced at least one week apart, before taking any action.
- Students may be suspended for up to three days per term for unresolved payments.
- Exam access will not be denied due to unpaid fees.
- Certificates and transfer documents may be withheld until dues are cleared.
- All actions will be handled discreetly to protect student dignity.

7. REFUNDS

Refund policies, deadlines, and procedures will be clearly communicated during registration and available on the school website.

8. FEE INCREASES

Any proposed fee increase will follow ADEK's approval process, including:

- Submission of financial audits.
- Justification for increase.
- Compliance with ADEK timelines and conditions.