


**RAHA INTERNATIONAL SCHOOL**

**GARDENS CAMPUS**

POLICIES

Policy title	School Fees
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Prepared by	Name

Approving Committee	Name	Signature
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### Rationale

GC commits to its ethos to provide detailed information when it refers to school fees, payment methods and payment schedule. We are fair and transparent with the information available on school fees and any changes made to the school fees are informed to parents in advance.

### School Fees and Collection of School Fees

School fees are approved by the Abu Dhabi Department of Education & Knowledge (ADEK) and published on the school website. For current approved school fees, please [visit our website](#).



Note that fees are subject to change and are published once the school receives the approval from ADEK.

Once admission is granted, grade placement is then approved by the Admissions Manager and the Heads of School. Final approval lies with the Abu Dhabi Department of Education and Knowledge (ADEK). Parents will be contacted and informed of the decision and grade placement by the Admissions Manager. Upon receiving the letter of acceptance, parents are requested to pay 5% of the annual school fees within 10 working days of the date of invoice to secure their child's seat. For acceptances after the 1<sup>st</sup> of August, full Term 1 fees must be paid within 7 working days of the date of invoice to secure their child's seat.

The 5% registration fee is non-refundable after 30 April and is adjusted against the first term's tuition.

- A student will not receive a class allocation, nor allowed to start the academic year, unless the first term fee has been paid in full.
- According to ADEK regulations, Raha International School reserves the right to withhold the final results, transfer certificates, block eSIS transfer, and/or re-register a student until all outstanding fees have been settled.
- If during the entrance assessment a requirement for Inclusion support is ascertained, an additional fee may be charged for this service. Parents will be notified of this charge prior to or within four weeks of the start of the academic year.
- Re-registration deposits for continuing students will not be accepted unless all outstanding fees have been paid in full and all required documentation (ie Emirates ID) is in order.
- A re-registration fee of 5% of the school fees will be charged for all continuing students at a date to be advised during the school year, usually in February. This will be adjusted against the first term fees and is subject to the refund policy described below.

For students joining after the term fee deadlines, full term fees must be paid within 10 working days of the date of invoice and at least 3 days prior to the intended joining date to secure their child's seat.

Note that Raha International school does not offer discounts on school fees.

### **Collection of School fees**

The term 1 fee relates to the period 29 August to 31 December; term 2 for the period 1 January to 31 March and term 3 for the period of 1 April to 30 June. Fees are payable in three instalments due one month prior to the start of term (the exact due date will be on the invoice). The fee breakdown can be found [on our website](#).

#### Additional terms and conditions and other details:

- Joining class lists and starting classes: Students will not receive a class allocation until term 1 fees are paid in full.
- Registration and re-registration fees are part of the term 1 tuition fee and additional invoices should reflect this as a deduction.
- Payment: Payment can be made online or by cash, credit card, bank transfer, personal or manager's cheque. All cheques must be made payable to "Raha International School".

#### Bank transfers:

- All bank transfer charges are the responsibility of the remitter. When a bank transfer is made, please ensure all relevant information is included in the transfer form, i.e. student name, student ID, Year group/Grade and Invoice number. Bank transfer confirmation should be emailed to [accounts@ris.ae](mailto:accounts@ris.ae)

#### Credit Card Payment: Facility available only for settling tuition fee

- These can be made either at school or by completing the Credit Card Authorization form which can be requested by emailing [accounts@ris.ae](mailto:accounts@ris.ae) and returned to the school accountant by email.

#### Tuition Refund Policy

Notice of student withdrawal and application for a tuition refund at the request of the parent/guardian must be made in writing to the Head of Admissions & Enrolment at [admissions@ris.ae](mailto:admissions@ris.ae). ADEK regulations govern the school tuition refund policies outlined below:

#### **Raha International School may retain a portion of the tuition fee 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. In such a case, the school may 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, the school may 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, the school may retain the value of two full months of tuition fees.
- If a student attends over six weeks in a term, the school may retain the full-term fee.

Kindly note that those wishing to transfer to other Taaleem schools will also be required to complete the withdrawal form and submit a copy to both schools with the non-refundable deposit paid at the new school.

**Note: the same refund policy applies for bus fees.**

### **Increasing School Fees**

School fees, together with payment procedures and schedules, are approved by the Abu Dhabi Department of Education and Knowledge (ADEK) before being announced to parents/guardians.

ADEK sets the specific requirements for schools should they wish to apply for an increase in school fees. ADEK will determine whether the school may increase their fees, and by how much.

### **Non-payment of School Fees**

Students will not be able to start attending until full term fees are settled. Once the academic year is underway, non-payment will not be cause for student's dismissal, although ADEK policy does allow for up to three days suspension once at least three warning letters have been sent to the parents (with one week between warnings). The school may withhold report cards and /or transfer certificates (including blocking transfer on eSIS) until all outstanding dues are settled. Students will not be prevented from sitting end of year examinations or other assessments, however, the results may be withheld until fees are settled in full.

Under some circumstances, when an application has been made in writing to Accounts and the School Principal, Taaleem may approve an agreed upon payment plan.

### **Additional Charges**

#### **Uniforms**

**Uniforms should be purchased at Zaks Uniform Store.**

#### **Bus Transport**

**Bus fees are paid in three termly installments. Transportation fees are subject to ADEK approval and the above refund rules apply.**

#### **Extra-Curricular Programme**

**Some ECP activities may incur an additional charge. Please refer to the current schedule for fee information. Refer to ADEK Policy 49.**

### **IB Diploma Textbooks**

Diploma textbooks for Grade 11 and 12 should be purchased for each course.

**IB Examination Fees 12th Grade IB Exam Fees incur an additional charge.**

### **Special Educational Needs (SEN)/English As An Additional Language (EAL)**

**If during the entrance assessment we discover a requirement for English Language Support or Special Educational Needs Support, please be advised that there will be an additional fee charged for this service. Parents will be notified of this charge prior to or within 4 weeks of the start of the academic year.**

## Revision Log

Date	Changes	Reviewed By
20 Mar 2019	Clarification on deposits, updated transfer policy. Added tuition fees from admissions policy	Sharleen Samuelson
30 Aug 2022	Included clarification on late joiners and term fee payment prior to joining	Estée Caplen
22 Mar 2023	Added approved school fees link and information Added information on no discounts offered	Estée Caplen
22 Mar 2024	Full Policy Review	Estée Caplen