


## RAHA INTERNATIONAL SCHOOL

### GARDENS CAMPUS

#### POLICIES

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## Rationale

Raha International School, Gardens Campus, is committed to providing transparent and fair information on school fees, payment schedules, and refund procedures. This policy ensures compliance with ADEK regulations while supporting families with clear expectations.

## Scope

This policy applies to all enrolled students, prospective students, and their families, as well as to school administrative and finance staff.

## Definitions

**ADEK:** *Abu Dhabi Department of Education and Knowledge*

**Tuition Fee:** *Charges related to the academic instruction of students*

**Registration Fee:** *Charge to reserve a seat, capped at 5% of annual tuition*

**Term Fee:** *Tuition fee paid per academic term*

**SEND:** *Special Educational Needs & Disabilities*

**EAL:** *English as an Additional Language*

## School Fees and Collection of Fees

School fees are approved by the Abu Dhabi Department of Education & Knowledge (ADEK) and published on the school website and in the school. Any changes to school fees will be communicated to parents via email.

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

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 no more than 5% of the school fees will be charged for all continuing students in April. This will be adjusted against the first term fees and is subject to the refund policy described below.

### 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 or in the Finance offices](#).

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 by the published deadline date. Late payers must clear fees at least 3 working days prior to the student's first day.
- 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.
- As per ADEK requirements, families will be asked to declare the source of tuition fee payments, such as personal, employer, or scholarship support.

Note that Raha International School, Gardens Campus does not offer discounts on school fees.

### **New Student Fees**

Once admission is granted, grade placement is then approved by the Head of Admissions & Enrolment 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 Team. Upon receiving the letter of acceptance, parents are requested to pay a registration fee that is no more than 5% of the annual school fees within 5 calendar days from the date of invoice to secure their child's seat. For acceptances after the 1<sup>st</sup> of August, full Term 1 fees (inclusive of the registration fee) must be paid within 5 calendar days from the date of invoice to secure their child's seat. Fees must be cleared at least 3 working days prior to the intended joining date.

The registration fee is refundable for new students only when written notification of withdrawal is received at least two weeks before the start of the academic year. This notification must be sent to the Head of Admissions and Enrolment at [GCAdmissions@ris.ae](mailto:GCAdmissions@ris.ae).

Other important information:

- 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.

For students joining after the term fee deadlines, full term fees must be paid within 5 calendar days from the date of invoice and cleared at least 3 working days prior to the intended joining date to secure their child's seat. The registration fee is only applicable to students joining in Term 1.

## Payment of School Fees

### 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 school fees
- 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.

## School Fee 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 [GCadmissions@ris.ae](mailto:GCadmissions@ris.ae). Until the Withdrawal Form is submitted, families will continue to be invoiced for the following term.

### Tuition Fee Refunds

ADEK regulations govern the school tuition refund policies outlined below:

Raha International School may retain a portion of the school fee in any of the following cases:

- 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 school 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 school fees.
- If a student attends over six weeks in a term, the school may retain the full-term fee.

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

Kindly note that those wishing to transfer to other Taaleem schools will also be required to complete the withdrawal form with the non-refundable deposit transferred to the new school.

### Registration Fee Refunds for Continuing Students

- If a student is transferring to another school in Abu Dhabi, the refund request must be received on or before April 30th. After this date, no refunds are granted.
- If a student is transferring to a non-Taaleem school in Dubai, the refund request must be received on or before April 30th. After this date, no refunds are granted.
- If a student is transferring to a Taaleem school in Dubai, the registration fee will be transferred to them directly.
- If a student is transferring outside of Abu Dhabi or Dubai, the refund request must be received on or before June 30th. After this date, no refunds are granted. Proof of transfer may be requested.

### Registration Fee Refunds for New Students

- The registration fee for new students is refundable provided written notification is received no later than 14 calendar days prior to the start of the academic year by the Head of Admissions & Enrolment at [GCAdmissions@ris.ae](mailto:GCAdmissions@ris.ae)
- Refund requests received after this date will not be processed.

## **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 failure to pay fees may result in suspension of a child(ren) from class for up to three days after three warning letters have been sent to the parents (with one week between warnings). 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.

Raha International School, Gardens Campus 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.

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 Magrudy's.

### 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.

### IB Diploma Textbooks

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

IB Examination Fees: Grade 12 IB Exam Fees incur an additional charge as approved by ADEK.

### SEND and EAL

If during the entrance assessment we discover a requirement for English Language Support or Special Educational Needs & Disabilities 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. This charge may be up to 50% of the school fee.

## 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
9 Mar 2025	Full Policy Review in line with new ADEK regulations	Estée Caplen