



Fees Policy

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| Policy Created | September 2024 |
| Policy Review date | August 2026 |

This policy has been adopted by the Creative British School Principal and board of Governors

Signed Principal: Mr. Phillip Morris



Date: 01-09-24



For the purposes of this policy, tuition fees are those sums directly associated with educating students. Other fees include uniform fees, transportation fees, board examination fees, educational resource fees, school development fees, extracurricular fees, and any other fees approved by ADEK.

"School fees" refer to both tuition fees and other fees that a school charges to parents or guardians. Fees associated with optional extracurricular activities that incur separate charges will not be included as part of tuition fees. Schools may collect these charges subject to parent or guardian approval, as outlined in the ADEK fees policy.

- The schools will not charge parents or guardians more than the school fees approved by ADEK. Schools will collect 5% of the annual tuition fees as registration or re-registration fees up to four months before the start of the school year. This amount will be deducted from the first term fees for the same student only. The registration or re-registration fees are charged only when the student is enrolled.
- The school will retain the registration or re-registration fees collected for each student if the student attends any part of the first week of the semester or fails to show up without notifying the school in writing at least two months before the commencement of teaching. If the school is unable to enrol the student due to insufficient capacity, it will reimburse the full registration or re-registration fees to the parent or guardian.
- The school will collect tuition fees and transport fees in three instalments each academic year to facilitate payment for parents or guardians. The first term fees are due on August 15, the second term fees on December 15, and the third term fees on March 15.
- The school may retain a portion of the tuition fees in 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 2 months in advance before the beginning of a term. In such a case, the 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, the 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, the School will retain the value of two full months of tuition fees.
 - If a student attends over six weeks in a term, the School will retain the full-term fee.

These provisions apply to newly enrolled students as well as those who 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 annual tuition fees by ten months. Transportation fees will be refunded in the same manner as tuition fees.

A full set of uniforms is mandatory for new enrolment or re-enrolment. Participation in school trips is optional and incurs an agreed-upon cost. Payments are generally non-refundable. However, the school may consider refunds if parents provide satisfactory evidence of the inability to attend, such as a doctor's note for illness. Refunds will only be issued if the service providers allow for refunds.

The calculation of the refund will start on the later of either the date when the completed student withdrawal form is received by the registration department or the student's last date of attendance. For the purpose of the refund, the student will be considered as attending until the submission date of the completed withdrawal form, as it is essential to secure the seat until the form is received. Refunds are generally paid by cheque, and the process may take up to two weeks.

Applicable school fees are published on the school website and are also available from the school accounts department. Please note that fees may be subject to increase with prior approval from ADEK. For any inquiries related to fees, parents may contact the accounts department via email at accounts@cbsabudhabi.com

Late Payment or Non-Payment of School Fees

Schools may suspend a student for up to three days, but only after sending three warning notices, each with a one-week duration, to the student's parents or guardians. Additionally, schools may withhold examination report cards, transfer certificates (or block a transfer on eSIS), and/or prevent re-registration of the student until all outstanding dues are settled.