



Fees Policy

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

Signed Principal: Ms Julia Flavin



Date:01-09-25



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 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.
- 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.
- 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 retain the registration fee for new students if the parents do not provide written notification to the school regarding the student's withdrawal at least two weeks prior to the start of the new academic year.
- The school will retain the value of the registration fee for students enrolled in the previous academic year if they do not attend the school in the following academic year.
- The school may retain a portion of the tuition fees in the following cases:
 - 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 must be paid in full before the start of the term and are not refundable if the service is cancelled in the middle of the term. A change of location is subject to the availability of a bus and seats in the new area, and parents are required to confirm with the transport company prior to relocation.

A full set of uniforms is mandatory for new enrolments. In the following years, students may continue using uniforms from the previous year if they are in good condition, and they have the option to purchase only the required uniform items. 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. Such 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 three 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.