

5. Tuition, Other Fees and School Income

Aims

- To outline Wales International School Tuition fees
- To enable Parents/Guardians to pay the required School fees in a timely and convenient manner.

Cross reference

- This policy follows ADEC Policy 39 of The Private Schools Policy and Guidance Manual.
- This policy corresponds to Article (44) of the Organising Regulations.

Procedure

Collection of School Fees in Advance

Registration or Re-Registration Fees

Wales International School collects registration or re-registration fees up to four months ahead of the commencement of the school year. This amount of 1000AED is deducted from approved School fees and does not exceed 5% of tuition fees.

The registration or re-registration fees are charged only when the student is enrolled, not when applying.

Wales International School will retain the registration or re-registration fees collected for each student, should the student attend any part, or days, of week 1 of the semester or fail to show up at all without the Parent/Guardian notifying the School in writing sufficiently in advance before the commencement of teaching.

Wales International School does not collect registration fees unless a place is available for the child. If Wales fails to register a child because of insufficient places the registration or re-registration fees will be reimbursed.

Wales school will not charge a first time enrolment, a guarantee, deposit or an application fee.

Tuition Fees and Other Fees

School fees are charged according ADEC approval as shown below. Wales does not charge in excess of the approved school fees.

Approved School Fees Academic Year 2018-19
Wales International School – Abu Dhabi

This schedule is valid for future academic years unless it is replaced by a later ADEK approved schedule.
The table below shows the maximum level of fees that the school can charge, these fees are operative and applicable from the 2018-19 academic year until any subsequent approval by ADEK.
These levels cannot be increased without the prior and written approval from ADEK.

إن الجدول الوارد أدناه صالح للأعوام الدراسية القادمة إلا في حالة استبداله بجدول لاحق معتمد من قبل دائرة التعليم والمعرفة.
إن الرسوم المذكورة أدناه تمثل الحد الأقصى للرسوم التي يمكن للمدرسة تطبيقها إن هذه الرسوم فعالة وقابلة للتطبيق إعتباراً من العام الدراسي 2018-19 حتى أي إشعار آخر من دائرة التعليم والمعرفة.
أن الرسوم المذكورة أدناه لا يمكن زيادتها بدون موافقة خطية من قبل دائرة التعليم والمعرفة.

Approved Fee Schedule from Academic Year 2018-19				
Grades الصفوف	Tuition الرسوم الدراسية	Books رسوم الكتب	Buses رسوم المواصلات	Uniform رسوم الزي
KG1	23,500		4,520	350
KG 2	26,000		4,520	550
G 1	26,000		4,520	550
G 2	27,500		4,520	650
G 3	27,500		4,520	650
G 4	29,000		4,520	750
G 5	29,000		4,520	750
G 6	30,500		4,520	750
G 7	30,500		4,520	750
G 8	32,000		4,520	750
G 9	32,000		4,520	750
G 10	33,500		4,520	750
G 11	33,500		4,520	750
G 12	35,000		4,520	750

Conditions to be met by the school include:

Schools should charge parents fees in a minimum of three installments, and must also ensure that:

- The school fees should be collected as per Private School Policy and Guidance Manual, policy #39
- When charged, registration fees are deductible from the tuition fees. They must not be more than 5% of the annual tuition fee.

The school is prohibited from receiving any financial guarantee or deposit from guardians to enroll their children, even if the same is refundable.

Please note schools are also subject to all applicable private schools regulations and Policies and any future changes that may occur.

الشروط الواجب إتباعها من قبل المدرسة تتضمن:
يتوجب على المدارس تحصيل الرسوم الدراسية من أولياء الأمور على ثلاث دفعات على الأقل، ويجب أن تضمن أيضاً ما يلي:
(أ) الرسوم يجب أن تحصل في ضوء السياسة رقم 39 من دليل سياسات المدارس الخاصة وأرشاداتها.
(ب) إن رسوم التسجيل هي جزء من الرسوم الدراسية، ويجب أن لا تزيد عن 5% من الرسوم الدراسية السنوية.

يحظر على المدرسة تقاضي أي ضمان مالي أو ودیعة مالية من أولياء الأمور لتسجيل أبنائهم حتى ولو كانت مستردة.

يرجى العلم بأن المدارس الخاصة خاضعة للوائح وسياسات دائرة التعليم والمعرفة المطبقة حالياً ولأي تعديلات مستقبلية على هذه اللوائح والسياسات.



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Three equal instalments for tuition fees are required in each academic year in order to enable Parents/Guardians to pay tuition fees.

The first instalment of tuition fees is to be collected in August. Fees should be paid in equal instalments as per the following schedule:

- Term 1 by 31 August (33%)
- Term 2 by 30 November (33%)
- Term 3 by 1 March (33%)

Wales International School will retain a certain amount of the tuition fees 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 (at least one month) before the beginning of a term. Wales International 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, Wales International 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, Wales International School will retain the value of two full months of tuition fees.
- If a student attends over six weeks in a term, Wales International School will retain the full-term fee.
- Wales International School will not dismiss any student due to a delay in fee payment.

These cases apply to newly enrolled students as well as students that 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 tuition fees for the school year by ten months. Transportation fees should be refunded in the same manner as tuition fees.

Wales International School notifies the Parents/Guardians in writing of these conditions upon registration or re-registration, through a written agreement between the Parent/Guardian and the School.

Non-Payment of School Fees

The following steps will be followed if fees are not paid in a timely manner each term:

- Wales International School will withhold the:
 - end of year examination report cards,
 - transfer certificates (or block a transfer on eSIS)
 - and/or re-registering a student until all outstanding dues are settled.

- A student can be suspended for up to three days after sending three warning notices each being one-week in duration each time to a student's Parents/Guardians. However, this step will not be followed unless in an extreme case as Wales International School is fully inclusive.
- Wales school will not prevent any child from sitting an examination, due to non-payment of tuition fees.
- Wales school will not prevent any child from using school transportation due to non-payment of tuition fees.

Wales tuition fee discount

Wales school reviews its discount policy each year and applies it fairly across the school to all parents.

- Families with 5 or more children are given an extra 5% discount if they pay all fees at one time
- For the academic year 2018/19, there is an extra special discount for KG1 and KG2 children