

Al Ittihad Private School

School Financial Policies related to Parents

(Registration / Tuition Payments / Withdrawal)

A. Registration & Re-registration

- New student registration: Payment of (30%) from the school's annual tuition fees (registration and admission fees) deducted from tuition fees.
 - No students will be admitted without paying the re-registration and admission fees.
- Old student re-registration: Payment of (10%) from the school's annual tuition fees (re-registration fees) deducted from tuition fees.
 - No students will be re-registered without paying the re-registration fees and settling all outstanding tuition fees for the existing academic year

* Re-registration fees / Registration & Admission fees are non-refundable if students choose not to return to school for the next academic year; except in certain cases including but not limited to, evidence of family traveling to another country or move to another Emirates.

B. Tuition Fees & Payment terms:

Tuition fees should be paid by three installments (cash or cheque only) as follows:

1. First installment on 1st September of every year, total of (33%) of the school tuition fees after deducting (re-registration fees) or (registration and admission fees).
 2. Second installment on 1st December of every year, total of (33%) of the school tuition fees.
 3. Third installment on 1st February of every year, total of (34%) of the school tuition fees.
- Second & third installment should be paid by two post dated cheques on 1st December & 1st February and to be handed over along with the first installment on 1st September of every year.
 - In all cases in which the parent employer or any other party will be paying the tuition fees directly to the school on behalf of the parent, kindly fill the attached form "undertaking from Employer to pay Tuition fees".
 - Amount of Dhs. 100 will be charged against every return cheque.
 - Failure to pay tuition fees or delay in payment
 - Withholding student's academic results.
 - Suspend the student for a period up to 3 days from attending classes renewed as and when required.
 - Changing the tuition fees payment terms to the parent for the next year.
 - Not accepting the student to register for next year.
 - Withholding the student's transfer letter to other schools.

C. Withdrawal Policy:

1. Withdrawal before the beginning of the academic year:

Re-registration fees / Registration & Admission fees are non-refundable if students choose not to return to school for the next academic year; except in certain cases including but not limited to, evidence of family traveling to another country or move to another Emirates.

2. Withdrawal after the beginning of the academic year:

- a. If the student attends school for two weeks or less, one-month fees will be deducted.
- b. If the student attends school for a period ranging between two weeks and one month, two months fees will be deducted.
- c. If the student attends for more than a month, three months fees will be deducted.
- d. The above conditions for refund apply to transportation fees if the service is provided by the school.

Notes:

- If a student register and do not attend to school, the above withdrawal policy will be applied, and the actual withdrawal date will be considered from the date of the parent's written request to the school throughout filling the "withdrawal request" form.
- The value of the fee per month is calculated by dividing the total tuition fees by ten.
- Official holidays & student absence will be included along with the student attendance period.

D. Late registration:

Fees will be calculated on the remaining months till the end of the academic year taking under consideration that a fraction of a month will be consider as a whole month.

E. Transfer between Al-Ittihad Private schools branches:

- In case of any student transferring to another Al-Ittihad Private Schools branch the tuition, fees will be adjusted according to the new branch the student is transferring to.

F. Expelling Students:

If for any case the school decides to expel a student, the tuition fees will not be refunded.

**All the above policies are in correspondence with the policies of
Knowledge & Human Development Authority (KHDA)**