



**AL MANAHIL**  
PRIVATE SCHOOL

# **Fee Policy**

## **2019/2020**

**Policy: Tuition, Other Fees and School Income Corresponding to Policy  
(39) and Article (44) of the Organising Regulations**

**DEFINITION(S):**

For the purposes of this policy, the School refers to Al Manahil Private School.

Tuition fees are those sums that are directly associated with educating students. Other fees include textbooks, uniforms and transportation fees. School fees refer to both tuition fees as well as other fees which a School charges to Parents/Guardians.

The School's annual financial statement should outline optional activities that incur additional charges, falling outside tuition fees, for approval by ADEK. Fees associated with optional, extra-curricular activities which incur separate charges should not be included as part of tuition fees, as School may collect these charges subject to Parent/Guardian approval as described in the Al Manahil Extra-Curricular Activities Policy corresponding to policy (49) and Article (54) of the organising regulations.

**PURPOSE(S):**

- To adopt clear and transparent approach to the regulation of fees, for both the school and Parents/Guardians, that ensures tuition fees mirror the quality of education and that school fees are reasonable and approved by the Council.
- To outline the Schools' "tuition fees" structure and the reasons behind any fee increases.
- To enable Parents/Guardians to pay the required School fees in a timely and convenient manner.

**POLICY:**

**Collection of School Fees in Advance**

***Registration or Re-registration Fees***

The school will collect registration and re-registration fees up to four months ahead of the commencement of the school year.

All registration and reregistration fees are deducted from approved School fees and will not exceed 5% of Council-approved tuition fees. Fee for books, as approved by ADEK, payable at registration. Uniform fees, as approved by ADEK, paid to vendor on site or on line. Transportation fee, as approved by ADEK, to be paid to transportation company direct.

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

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 before commencement of the summer break.

If the School fails to enroll the student as a result of not having sufficient capacity, the School will reimburse to the Parent/Guardian the full registration or re-registration fees.

The School will not obtain any financial guarantees or deposits or application fees or first-time enrolment fees from Parents/Guardians as a means to register students or as payment of any of the remaining fee balance, even if such is refundable.

***Tuition Fees and Other Fees***

There are at least three equal installments for tuition fees in each academic year in order to enable Parents/Guardians to pay tuition fees.

The School will collect the first installment within one month preceding the beginning of the school year. The first installment shall be in August for Schools that start their academic year in September.

The School may 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 before the beginning of the break before the commencement of a term. In such a case, the School may 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 may 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 may retain the value of two full months of tuition fees.
- If a student attends over six weeks in a term, the School may retain the full-term fee.
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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. Any textbook and uniform fees paid to the School are to be refunded to Parents/Guardians if such have not yet been used.

Transportation fees should be refunded in the same manner as tuition fees. School administration is to notify the Parents/Guardians in writing of these conditions upon registration or re-registration, ideally through a written agreement between the Parent/Guardian and the School.

### **Non-Payment of School Fees**

School herein publishes a clear, transparent policy for their response to non-payment or late payment of School fees. The Council will check that Schools honour the right of Parents/Guardians to have a payment system that is fair and reasonable and one in which Schools do not apply sanctions in a punitive way.

School will not dismiss students due to a delay in the payment of School fees; however, School will suspend a student for up to three days but only after sending three warning notices each being one-week in duration each time to a student's Parents/Guardians.

Further, School will withhold examination report cards, transfer certificates (or block a transfer on eSIS) and/or refuse re-registration for a student until all outstanding dues are settled. School will not prevent students from sitting any end-of-term or end-of-year examinations or any examinations assigned during the term as a consequence of non-payment of School fees.

School will act in a discrete manner when dealing with non-payment issues in order to protect the student from unnecessary attention and embarrassment.

### **ADEK POLICY:**

#### ***Increasing School Fees***

The Council will determine the specific requirements for Schools that wish to apply for approval to raise their School fees. The Council shall review these requirements and communicate

them to Schools before the start of the application submission period. These requirements will include, for example:

- Completing the Council fee increase finance template.
- Submitting the audited financial statements for the period determined by the Council.
- Demonstrating an improvement in the overall effectiveness of the School.
- Completing School Development Plans and a professional development program based on inspection results and overall evaluation.
- Providing evidence of what has been invested to achieve School development.
- Lack of violations or warnings issued to the School.
- Validity of the School's License.
- An increase in the School's employees' salaries.

The Council will determine dates during which Private Schools may submit their application for approval to increase their School fees, provided at all times that Schools must complete and submit the necessary documents and forms for review. The Council will not consider applications that are incomplete or inaccurate or which are submitted after the application deadline.

#### ***Prior Approval of School Fees***

School fees, together with payment schedules and procedures, must be approved by the Council before they can be announced to Parents/Guardians and collected.

On the basis of information submitted, the Council will approve or reject the proposed School fees. Schools are prohibited from charging Parents/Guardians fees in excess of the School fees as approved by the Council before the start of the School academic year.

#### ***Approval of Other Sources of Income***

The School must procure the Council's prior written approval before it raises income from other sources such as grants, endowments and the rental of School buildings, grounds and facilities.

#### **ROLES AND RESPONSIBILITIES:**

##### **The Board of Trustees and the Principal will:**

- Set the School policy on fees and the collecting thereof (e.g. tuition, uniform, books, transport and other curricular activities) in a reasonable, clear and transparent manner.
- Keep Parents/Guardians fully informed of such policy, by publishing fees on the School's own website and other available publishing means including roll ups in the reception area, finance, admissions office and store
- Follow the Council's procedures when submitting any request to increase School fees.