



ASIAN INTERNATIONAL PRIVATE SCHOOL

RUWAIS

SCHOOL FEES POLICY

The School Fees is collected from the Parents in Three (3) Installments for a period of Ten (10) Months

Term(s)	Term Details	Due date
Term 1	April – September	End of Feb – 1 st week of March
Term 2	October – December	Mid of June - End of June
Term 3	January - March	End of December – 1 st Week of January

Mode of Payment

- Cheques to be prepared only in the name of " **ASIAN INTERNATIONAL PRIVATE SCHOOL** "
- Current Dated cheque for Term 1 and Post Dated 2 cheques for the to be submitted in coordination with the Accountant available at the School Office between 8 :00 am – 1.30 pm
- School will not acquire any financial guarantees or deposits from Parents as a means to register students. The Tuition fees are exclusive of Transport, Text Books, School Uniform and School Magazines.
- **Tuition fees doesn't not include the cost of field trips** , Board Exam Fees, After School / Extra Curricular Activities , Clubs , all of which shall be charged separately if applicable according to the incurred cost for specific events .
- School will collect registration fees only when the student is enrolled not when applying
- The School will inform the Parents well in advance through SMS before depositing the Cheques to make your account with sufficient balance
- Contact Transport Supervisor to decide your ward Transport Fee and Location (before you prepare your cheque)

Refund Policy

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 a term. In such a case, the School may retain the value of the registration or re-registration fees. All applications are subjected to a processing period of 30 days from the date of submission.

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 calendar weeks in a term, the school may retain the full-term fee.

These cases apply to newly enrolled students as well as students that register after a term.

- Textbook paid to the school are to be refunded in the same manner as tuition fees, if unused and returned in original packing without labeling and covering

Non – Payment of School Fees

- The school will not dismiss students due to a delay in payment of school fees.
- Schools may 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 parent/guardian.**
- **The school may withhold the students' examination reports cards, transfer certificates (or block a transfer on eSIS) and/or re-registering a student until all outstanding dues is settled.**
- The School will not prevent the students from sitting for any end-of term or end of year examinations or any examinations assigned during the term as a consequence for non-payment issues.
- The school will not ban any student from using school transport going or coming back from school in **the case that the student's guardian did not pay school tuition fees on time.**
- The Director General of School / Chairman / CEO reserve the right to make rare exceptions to the above policy for compassionate reasons at their discretions for the following cases
- Registration of the Students is done by offering discounted fee in some cases like
 - If Student maintains an outstanding performance record in his/her studies three (3) years consequently (95%-100%), and if the Parent is not able to pay the fees provided with his/her submission of the Salary Certificate and related proofs
 - Tuition fees is refunded to the Staff who has successfully completed 10 years under the role of Supervisor (if he /she falls under the category of Teacher , then a report from the Line Managers will be taken into consideration to ensure the eligibility) within the organization subjected on which the School is graded as **"Outstanding" for the previous inspection report.**

Student Withdrawals

- The transfer certificate form which is available at the reception desk needed to be filled by the Parents and to be submitted to the School Office in person during working hours.
- If the student in attendance wishes to withdraw , with the effective date of withdrawal to be the end of the current term , written notice to be given to the Benefit Representative's Office before the start of the Term.
- TC will be issued only when all the payments to the school are paid.

Asian International Private School reserves the right to change this Fee Schedule Policy timely, subjected to ADEK approvals/guidelines.