

FEE POLICY

AMITY MISSION STATEMENT

It is our mission to create an engaging and challenging learning environment where students are encouraged to excel intellectually, academically and socially. We nurture our students' natural desires to learn with a personalized educational program, project-based learning and guided enquiry. These promote the development of independent thinking, critical analysis, emotional intelligence and essential communication skills.

Amity International School aims to serve all its pupils by preparing a diverse range of courses, programs, resources and facilities that serve pupils' individual talents and interests, and help them secure the best chance of success and happiness in both their professional and personal lives.

AIMS

Amity International School offers its pupils a vibrant and challenging learning environment, and a distinctive British independent school ethos which reflects the values and dynamic culture of Abu Dhabi and the United Arab Emirates to all enrolled children.

This school fee policy aims to:

1. Outline to families the expectations, responsibilities and arrangements for the collection of school fees
2. To ensure a robust, non-discriminatory and fair approach to dealing with parents who have not paid their child's school fees on time.

Authorised by: Executive Principal
Maintained by: Accounts Manager
Review date: August 2028

PRACTICE AND PROCEDURE

Parents are responsible for the timely payment of all fees, irrespective of arrangements with an employer.

1. ACCEPTANCE DEPOSIT

- a. The school shall collect an acceptance deposit 2,000 AED within 7 days of an offer being made in order to secure a place.
- b. This will be adjusted against Term 3 school fees, if parents choose to pay termly.
- c. A student's seat will only be confirmed for them after the acceptance deposit is received and school finance confirms it.
- d. The acceptance deposit is neither refundable nor transferable.

2. TUITION FEES

- a. Tuition fees are due on or before 5 working days before the start of term. Invoice will be issued approximately one month prior to the commencement of term.
- b. If a student enrolls during the academic school year, the tuition fee has to be settled as soon as the student has an accepted school place and ready to start school.
- c. The tuition fees are calculated on a pro-rata basis according to student's start date.
- d. Please see Appendix A for the tuition fees schedule.

Disclosure: *In line with ADEK policy it is imperative that parents must disclose the source of tuition fee payment under the following categories (paid by –Parent, Relative, Charity, Company and Scholarship)*

a. Tuition Fee Mode of Payment

We recognize that families may prefer different methods to complete the school fees transaction. We accept the following modes of payment-

1. SKIPLY Application (Debit/Credit Card incl. AMEX)
2. Cash deposit/payment

Cont...

3. Bank Transfer

Bank Name	Emirates Islamic Bank (P.J.S.C)
Account Holder	AMITY INTERNATIONAL SCHOOL LLC
Account Number	3708436082613
Sort Code	MEBLAEAD
IBAN	AE550340003708436082613

4. Online payment option from school's official website

<https://payment.amityabudhabi.com/info>

5. In person at the finance office located in the school's main entrance lobby by Cash, Cheque (UAE Dirhams only) or credit card during working hours

All **transactions should be made in UAE Dirhams** and the sender must accept any bank and foreign exchange charges.

b. Amity Discounts

We encourage parents to continue their child's education in our school and avail the below offers, subject to annual review.

1.	Siblings Discount	5% from the second child onwards
2.	Early Bird Discount	5% when full tuition fee is paid in advance on/before earlybird deadline (Not applicable in conjunction with any other discount except for sibling)
3.	Etihad Discount	10% not applicable in conjunction with any other discounts

c. Student Withdrawal

All students withdrawing from the school before the start of the academic year, must submit notification of their withdrawal in writing to the Registrar by **30th June**.

For students withdrawing at any other point during the year, a 30-day notification period is required to ensure all necessary documents are ready.

d. Refund of Tuition Fees

Refunds process will take a **minimum of 30 working days** from the date of receiving complete/signed withdrawal form along with necessary supporting documents.

If the student attended school for any period of the first week during the term or did not attend school and his/her parent/carer did not inform the school in writing before the school's published deadline, the school shall be entitled to retain the registration fees.

- i. If the student attended school for a period of one week to a maximum of three weeks during the term, the school will retain the value of one full month from the tuition fees.
- ii. If the student attended school for more than three weeks up to a maximum of six weeks during the term, the school will retain the value of full two months from the course fees.
- iii. If the student attended school for a period of more than six weeks during the term, the school will retain the value of the full-term fees.

3. NON-PAYMENT OF TUITION FEES

- a. A minimum of first term's tuition fees must be paid prior to the start of the academic year.

Non – payment of fees:

- i. before the start of the academic year may result in school places being offered to other students
 - ii. during the academic year may result in withdrawal of the child's name from the class list
 - iii. will result in withholding of examination certificates, academic reports, transfer certificates and/or re-registering a student until all the outstanding dues are settled, as well as temporary suspension from school
- b. Parents will receive 3 email reminders, at least one week apart on their registered email address before the student is suspended.
 - c. Parents will be informed in writing at least 3 months before the end of the academic year of the risk of their child not being re-enrolled in the next academic year unless outstanding fees are settled.

4. RE-ENROLLMENTS

- a. Students who wish to re-enroll for the following year will be requested to pay AED 2,000 deposit during the third term, **deposit needs to be paid on/before 15th of May**. This will be adjusted on 30th June against the Term 3 tuition fees of the following academic year.
- b. Amity holds the right not to re-enroll students or roll over to the next academic year if any outstanding tuition fees are to be settled.

5. REFUND OF RE-ENROLLMENT AND ENROLLMENT FEES

- a. Re-enrollment and enrollment fees are refundable only if the school fails to enroll the student as a result of insufficient capacity or following an ADEK-approved “Inability to Accommodate” notification, in line with ADEK Inclusion Policy.
- b. Schools shall refund the full registration fee for new students if the parents provide written notification to the school two weeks prior to the start of the new academic year.
- c. Schools are authorized to 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.

6. ADDITIONAL FEES

Additional fees are charged for school uniform, external examinations, school visits, excursions, school lunches, and extra-curricular activities where these are run by external providers.

6.1 EXAMINATION AND ACTIVITIES

a. Board Examination Fees

Board examination fees will be charged separately. This will be communicated with the parents prior to the examination. Please note that the invoice will be shared as per the subjects chosen by the students. Once the child has been entered for an examination, payment of examination fee incl. admin charge for registered postage to UK is non-negotiable.

Cont...

b. Co-curricular Activities and School Trips

Payments related to co-curricular activities and school trips are charged at cost. Parents will be communicated regarding trips and activities separately.

THIRD-PARTY PROVIDER

a. School Transport

The school has an agreement with a third-party transport service provider (Bright Bus Services) in order provide transport services to students at the school. This is not included in the school fees, and the terms and conditions of such services are to be agreed directly between the parents/guardians and the Transport Service Provider.

b. School Uniform

The school has an agreement with a third-party uniform provider (Sumeru). The uniform is not included in the school tuition fee and the terms and conditions of such services are to be agreed directly between the parents/guardians and the Uniform Company.

c. School Catering Services

Catering service is provided to the students. This is optional. The school has an agreement with a third-party catering service (Emirates Taste Catering Service Food). The catering service is payable by parents and not included in the school tuitionfee.

d. Extra- curricular activities (ECA)

The school has an agreements with multiple third- party ECA service providers in order to provide a variety of activities. This is not included in the school fees, and the terms and conditions of such services are to be agreed directly between the parents/guardians and the ECA Provider.

Please note

Third-party arrangements mentioned above are separate agreements, and does not constitute any financial liability on behalf of the school.

APPENDIX A – Tuition Fees for 2024 - 25

- All figures are in AED.
- Payment due date

15 th May 2024	Deposit of 2000 AED
30 th June	Full year Tuition Fee with 5% early bird discount (after adjusting deposit)
15 th August	Term 1 Fees
27 th December	Term 2 Fees

- This table is valid for the current as well as future academic years, unless it is replaced by a later ADEK-approved schedule.

YEAR	TUITION FEES	TERM 1	TERM 2	TERM 3
FS1	47,000	18,800	14,100	14,100
FS2	48,360	19,344	14,508	14,508
YEAR 1	51,270	20,508	15,381	15,381
YEAR 2	51,270	20,508	15,381	15,381
YEAR 3	55,280	22,112	16,584	16,584
YEAR 4	55,280	22,112	16,584	16,584
YEAR 5	55,280	22,112	16,584	16,584
YEAR 6	55,280	22,112	16,584	16,584
YEAR 7	59,860	23,944	17,958	17,958
YEAR 8	59,860	23,944	17,958	17,958
YEAR 9	59,860	23,944	17,958	17,958
YEAR 10	66,220	26,488	19,866	19,866
YEAR 11	66,220	26,488	19,866	19,866
YEAR 12	66,220	26,488	19,866	19,866
YEAR 13	66,220	26,488	19,866	19,866

Value Added Tax (VAT) - zero rated.

Authorised by: Executive Principal
 Maintained by: Board of Governors
 Review date: August 2028