

1. Policy Statement

School Fees are charges directly associated with the education of students and comprise of tuition fees and other charges including textbooks and study resources, timetabled sporting activities, art and craft materials etc. All tuition fees are payable in advance of attendance, and are charged in accordance with the fee structure established by Amity International School under the guidance of ADEK's School Fee Framework.

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

2. 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 education to all enrolled children.

This school fee policy aims to:

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

3. Practice and Procedure

3.1 Acceptance deposit

The School shall collect an Acceptance Deposit 2,000 AED within 14 days of an offer being made in order to secure a place. This will be adjusted against Term 3 school fees.

3.2 Tuition Fees

Tuition fees are due on or before 5 working days before the start of term. Invoice will be issued one month prior to the commencement of term, providing ample time to parents for remittance.

If a student enrolls during the academic school year, the tuition fee will be collected as soon as the student has an accepted school place. The first term fees will be pro-rated to on a monthly basis according to the student's start date.

3.3 Tuition Fee Mode of Payment

- SKIPLY Application (Debit / Credit card)
- Qkr Application (Debit / Credit card)
- Bank Transfer

For Bank Transfer ;

Account name	Amity International School LLC
IBAN Code	AE110030010366665159001
Account Number	10366665159001
SWIFT Code	ADCB AEAXXX
Name of Beneficiary Bank	ADCB Bank

➤ Cash Deposit

For Cash Deposit ;

Account name	Amity International School LLC
IBAN Code	AE270030010366665020003
Account Number	10366665020003
SWIFT Code	ADCBAEAAXX
Name of Beneficiary Bank	ADCB Bank

- Online payment option from schools official website
- Personally at the finance office located in the school's main entrance lobby by Cash, Cheque (UAE Dirhams only) and credit card during working hours
- All transfers should be made in UAE Dirhams and the remitter must accept any bank and foreign exchange charges.

3.4 Student Withdrawals

All students withdrawing from the school must submit notification of their withdrawal in writing to the school Registrar. A 30-day notification period is required to ensure all necessary documents are ready.

3.5 Refund of tuition fees

1. Refunds process will take a minimum of 30 working days from the date of receiving complete /signed withdrawal form along with necessary supporting documents.
2. If the student attended school for any period of the first week during the term or did not attend school and his parent/carer did not inform the school in writing one month before the beginning of the school year, the school shall be entitled to retain the registration fees or impose re-registration fees.
3. 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 a full month from the tuition fees.

4. 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.
5. 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.

3.6 Non-payment of tuition fees

Non-payment of school fees may result in the withholding of examination report cards, transfer certificates and/or re-registering a student until all the outstanding dues are settled, as well as temporary suspension from school.

3.7 Re-Enrolments

Students who wish to re-register for the following year will be requested to pay AED 2,000 deposit during the third term. This will be adjusted against the fees of the following year.

Students with an outstanding fee balance, will not be able to be re-enroll for the next academic year.

4. Monitoring and Review

This policy will be reviewed and checked annually by the Accounts Manager and Principal

5. Approved by

Principal on behalf of the School: _____

CEO on behalf of the Advisory Board: _____

Change History Record

Version No.	Description of Change	Owner	Date of Issue
1.0	Adoption of Policy	Principal Amity CEO	Aug 2015
2.0	Revision of Policy	Principal	Sept 2016
3.0	Revision of Policy	Accounts Manager	Sept 2017
4.0	Revision of Policy	Accounts Manager	Dec 2018
5.0	Revision of Policy and transfer to new format	Accounts Manager	Feb 2020
6.0	Revision of Policy	Abdul Mubeen - Accounts Manager	Sep 2020
6.1	Review and revision of the policy	Abdul Mubeen - Accounts Manager	Nov 2020
7.0			