



# ABUDHABI INDIAN SCHOOL FEE COLLECTION POLICY

## SCHOOL FEE COLLECTION POLICY

Name of Policy	:	School Fee Collection Policy
Article No	:	39
Purpose of Policy	:	To adopt clear and transparent approach to the collection of fees so that it can be paid in a convenient manner.
Approval for this Policy given by	:	Chaiman, BOG
Responsibility for its update	:	Principal
Policy applies to	:	To all the students of Abu Dhabi Indian School
Date of Approval	:	01-07-2014 (Amended in April 2017)
Proposed Date of Review	:	01-01-2019

مدرسة أبوظبي الهندية  
ABU DHABI INDIAN SCHOOL

# FEE COLLECTION POLICY FOR ABUDHABI INDIAN SCHOOL

## INTRODUCTION

The School Fee Collection Policy sets out the principles and guidelines to be followed by the school staff regarding procedures for the collection of school fees and related charges in a prompt and orderly manner. The Principal and the Board of Governors will be the final arbiter of all decisions in relation to fee collection, and will refer to the school Mission and Vision Statements and the Fee Collection Policy to inform and determine any action to be taken in relation to fee collection.

In fairness to the school community, a clear *Fee Collection Policy* is an essential step towards ensuring the long-term viability of the school by minimizing the level of outstanding school fees, without denying any worthy student and family an education because of financial difficulty.

## PRINCIPLES

1. In terms of its identity as an Indian Community school in the Emirate of Abu Dhabi, Abu Dhabi Indian School aims to be as financially accessible as possible to the Indian Community and other neighboring countries who wish to be part of the school.
2. Abu Dhabi Indian School is committed to providing the best possible education to its students as unique and talented individuals, irrespective of their academic, socio-economic or cultural background.
3. The Principal and the Board of Governors are ultimately responsible for the policies and practices of the school and will always work with the Community to ensure that the values of justice, fairness, inclusivity and respect are employed to protect the human dignity of all members of the Community, especially in the very sensitive and delicate situations where families' financial circumstances change.
4. The policy also includes a mechanism for consideration of a revised fee payment plan where special circumstances warrant this.
5. Information regarding the financial situation of any family or any special arrangements negotiated in accord with this policy remains confidential between the family, the Principal, and the staff of the school involved in the implementation of this arrangement.

## POLICY

The school expects that families will honor their financial commitment to pay fees. This policy is produced by the Abu Dhabi Indian School to inform families of the principles and guidelines which govern the collection of school fees and related charges.

## GUIDELINES

The following procedures are established to ensure that parents are aware of their responsibility regarding school fee payments.

- The School collects fees from students as approved by ADEC / Ministry of Education.
- The tuition, transport & swimming fee are collected in 4 Quarterly rests and the other fees are collected annually. (Fee Chart enclosed for ready reference).
- The respective quarters are:  
  
Ist quarter: April - June (with annual dues)  
IInd quarter: July – September  
IIIrd quarter: October – December  
IVth quarter: January – March
- School accepts payment only in the form of cheques. No Cash payments are accepted for school fees.
- Cheques should be in the name of Abu Dhabi Indian School. We accept only current dated or predated cheques. No postdated cheques are acceptable.
- The tuition, transport & swimming fee are collected in 4 Quarterly rests and the other fees are collected annually. (Fee Chart enclosed for ready reference).

- The fee chart is sent to parents by way of circular being uploaded in the school website as well as an email to the parent. Parents can also access the circulars from Digital Campus – The School Management Software.
- Periodic reminders are sent to the parents to pay the fees.
- If the parent has failed to pay the fee for the academic year even after continuous reminders, the results of the student is withheld at the end of the academic year and is released only on settlement of the dues.
- No penalties are charged for late payment of fees.
- In case the cheque is returned due to any reasons, parents are required to pay Dhs.50 as Cheque return charges.

### LATE ADMISSIONS OR TRANSFER OF STUDENTS

In case of New Admission Students, the tuition, transport and swimming fee are collected from the date of Admission. In case the student joins at the end of the month for example 28th or 29th, the fee is collected only from the subsequent month.

In case the parent requests for a Transfer certificate, fee till the last month of attendance is collected.

### FEE CONCESSIONS

#### ➤ SCHOOL STAFF:

Children of school Staff are granted 50 % concession in Tuition Fee and Transport fee.

#### ➤ EMBASSY STAFF:

Children of Embassy staff are granted 50 % concession in Tuition Fee and Transport fee.

#### ➤ SIBLING CONCESSION:

Siblings who have been enrolled in the school up to the academic year 2014-15 are granted a 50 % concession in the tuition fee from the 3rd child admitted in the school.

This concession has been discontinued from the academic year 2014-2015.