

SCHOOL FEE POLICY



ABU DHABI INDIAN SCHOOL, AL MUROOR



مدرسة أبوظبي الهندية

Abu Dhabi Indian School

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Name of Policy : School Fee Policy

Purpose of Policy : To 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.

Approval for this policy given by: Hon. Chairman (BoG)

Responsibility for its update : Dr Rishikesh Padegaonkar
Principal

Policy applies to : All the students of Abu Dhabi Indian School

Compliance from Year : This policy shall be effective as of the Academic
2025/26 (Fall term)

Date of last review : 23/06/2025

Next review date : 22/06/2026

INTRODUCTION:

This 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 the 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:

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 a part of the school.

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.

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.

The policy also includes a mechanism for consideration of a revised fee payment plan where special circumstances warrant this.

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

The school fee structure:

All fee collected by the school are approved by ADEK.

The school’s fee structure consists of the following fees:

Tuition Fee Book Fee Bus fee
Swimming fee Activity fee

The school does not charge VAT on Tuition, Book & Bus fee.

All other fees are subject to VAT @ 5%

The annual approved fee is collected as follows:

Terms	Period	Due Date	Fee Type
Term 1	April – June & September	Before 31 st March	Tuition, Bus, Books & Swimming fee
Term 2	October – December	20 th October	Tuition, Bus and any other activity fee
Term 3	January - March	20 th January	Tuition, Bus and any other activity fee

Mode of Payment:

Parents can pay the fee by way of cheque / Demand Daft / Bank transfer
Postdated cheque is not accepted.

Parents are informed periodically through circulars to pay the fee ahead of each term. Weekly reminders are sent by way of circulars.

Fee Concessions:

Staff Concession: Children of school staff are given a 50% concession on Tuition fee & Bus fee.

Embassy Staff: Children of both diplomatic & non-diplomatic staff of the Indian Embassy are given a 50% concession on the Bus fee.

Late payment / non- payment of school fee:

The school always deals with the issue of late payment / non- payment of fee with compassion and does not involve the students.

After three weekly reminders and 3 weekly warnings sent by email to the parents, a suspension notice is sent to the parent by mail. Even after these reminders & warnings if the parent does not pay the fee, the student is suspended for a maximum period of 3 days in a term. However, if the student attends school, he/she is not sent back.

If the fee is pending at the end of the academic year, the student is not re-admitted to the next academic year, the certificates including report card, Board Exam marksheets, Transfer Certificates are withheld. eSIS transfer of student is also blocked in case of non-payment of fees.

Refund of fee:

Fee is refunded as per the guidelines of ADEK. Accordingly, refunds are processed based on a written request from the parent enclosing the original fee receipt as follows:

Full fee refund: Fee paid is refunded in full in the following circumstances:

Where the request for withdrawal is submitted before the commencement of academic year.

Where the request for withdrawal is submitted after the commencement of the academic year but within the first 15 days of the commencement and the student has not attended any class.

CBSE registration fee is refunded in full if the student has not yet been registered with CBSE.

Book fee is refunded in full only if the books & notebooks are returned in good condition and duly certified by the stores in charge.

Proportionate refund: - Tuition Fees:

Duration of Attendance	Fee Refund
Attends part of 1 st week and discontinues without notice	5% of total tuition fee is withheld & balance refunded.
Attends between 1 week – 3 weeks	One month tuition fee is withheld
Attends between 3 weeks – 6 weeks	Two-month tuition fee is withheld
Attends more than 6 weeks	No refund

Financial Year: Financial year of the school is from April – March.

Books of Accounts: Books of accounts are maintained in digital form in the school management software.

External Auditors : M/s. BDO Chartered Accountants & Advisors are the school external auditors.

