

FEES POLICY

Introduction

At Al Adhwa Private School, we are committed to maintaining transparency, fairness, and clarity in all matters related to school fees. Our Fees Policy aligns with the guidelines set by the Abu Dhabi Department of Education and Knowledge (ADEK) to ensure that parents are fully informed about all fee structures, payment processes, and refund conditions. This policy aims to provide a smooth, supportive, and respectful experience for all families regarding financial matters.

An attachment containing the **ADEK-approved school fees for the Academic Year 2024–2025** is included for your reference.

1. Payment Schedule

- Tuition fees are paid in **three or more equal installments** across the academic year.
- The first installment may be collected up to one month before the school year begins.
- Registration and re-registration fees (up to 5% of tuition fees) may be collected up to four months before the new academic year and will be deducted from the final tuition fee bill.

2. Late Payment or Non-Payment

- We follow a fair, confidential, and respectful approach to late or non-payment of fees.
- Parents will receive **three warning notices**, each at least one week apart, before any further action is taken.
- If fees remain unpaid, the school may suspend the student for up to three days once per term or withhold report cards, transfer certificates, and re-enrollment until outstanding dues are settled.
- Students will not be prevented from attending exams due to unpaid fees.

Actions on Late Payment or Non-Payment of School Fees:

1. Schools shall issue parents with 3 consecutive warning notices, each being at least 1 week apart, in response to late or non-payment of school fees.
 - Schools are authorized to suspend a student for up to 3 days in response to late or non-payment of school fees, after issuing the 3 consecutive warning notices, and only at most once a school term.
2. Schools are authorized to withhold examination report cards, transfer certificates (or block a transfer on eSIS), and/or withhold re-enrolling a student until all outstanding dues on school fees are settled.
 - Schools shall inform parents in writing 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.
3. Schools shall not prevent students from sitting for any examinations in response to late or non-payment of school fees.

3. Refund Policy

- **Registration Fee Refund:**
 - Fully refundable if the school cannot accommodate the student or if the parent withdraws two weeks before the school year starts.
 - Non-refundable for re-registering students who later do not attend.
- **Tuition & bus fees Refund:**
 - If withdrawal occurs within:
 - The first week: Full registration fee retained.
 - 1–3 weeks: One month's tuition retained.
 - 3–6 weeks: Two months' tuition retained.
 - After 6 weeks: Full-term fee retained.
- **Other Fees:**
 - Transportation fees will be refunded if not used.
 - Other service fees will be refunded if services were not provided.

4. Special Arrangements

- Any special fee agreements for staff children are detailed in individual employment contracts.
- No financial guarantees, deposits, or application fees are collected beyond the outlined fees.

5. Board Examination

- The school may charge separate fees for board examinations along with board examination fees that include, process of documentation, invigilation, mailing, and etc. whenever applicable.

The school shall wave from parents certain components of school fees for devices, textbooks, uniform, and etc. depending on the school approval. In the condition that those items meet the school requirements (ie. valid book edition, content, quality, design, neatness, etc.).

Approved School Fees for Academic Year 2025-2026

Academic Year 2025-2026

School Fees Schedule جدول دفع الاقساط المدرسية											
Grade	Tuition Fees	*Registration Fee رسوم التسجيل	Tuition	Books	School Uniform	Bus	1st due payment by 25-Aug-2025	2nd due payment by 4- Jan-2026	3rd due payment by 1-Apr-2026	Total	
							القسط الاول - مستحقة الدفع بعد القبض 25- أغسطس- 2025	القسط الثاني - مستحقة الدفع بعد القبض 5 يناير- 2026	القسط الثالث - مستحقة الدفع بعد القبض 1-ابريل- 2026	الإجمالي	
							Tuition	Tuition	Tuition	Total W/O Bus	Total W Bus
KG1	8,410	421	7,990	450	280	4,025	5,098	3,823	3,823	9,140	13,165
KG2	9,400	470	8,930	462	280	4,025	5,479	4,109	4,109	10,142	14,167
GR1	10,420	521	9,899	1,414	300	4,025	6,255	4,691	4,691	12,134	16,159
GR2	11,410	571	10,840	1,462	300	4,025	6,651	4,988	4,988	13,172	17,197
GR3	12,620	631	11,989	2,086	300	4,025	7,360	5,520	5,520	15,006	19,031
GR4	13,630	682	12,949	2,088	300	4,025	7,745	5,808	5,808	16,018	20,043
GR5	14,650	733	13,918	2,097	300	4,025	8,136	6,102	6,102	17,047	21,072
GR6	15,760	788	14,972	1,958	300	4,025	8,502	6,377	6,377	18,018	22,043
GR7	17,790	890	16,901	2,373	330	4,025	9,451	7,089	7,089	20,493	24,518
GR8	18,780	939	17,841	2,594	330	4,025	9,916	7,437	7,437	21,704	25,729
GR9	19,900	995	18,905	3,234	330	4,025	10,598	7,948	7,948	23,464	27,489
GR10	21,480	1,074	20,406	3,261	330	4,025	11,209	8,407	8,407	25,071	29,096
GR11	22,290	1,115	21,176	3,503	330	4,025	11,613	8,710	8,710	26,123	30,148
GR12	23,290	1,165	22,126	3,508	330	4,025	11,995	8,997	8,997	27,128	31,153

* Registration Fee Deductible from the Tuition

All our above tuition & fees are subject to change based on ADEK's approval | الأقساط المدرسية المذكورة أعلاه قابلة للتغير بناءً على موافقة دائرة التعليم والمعرفة

* رسوم التسجيل تخصم من الرسوم الدراسية



Al Adhwa Private School is accredited by **COGNIA**
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Visit our Website



For Implementation

To be reviewed annually by the Principal and Review Committee.

Ms. Amira Gafer Goraish
Al Adhwa Private School

