



# DUBAI BRITISH FOUNDATION TUITION FEES POLICY

# Tuition Refund Policy

Notice of student withdrawal and application for a tuition refund at the request of the parent/guardian must be made in writing to the School Principal. Ministry of Education regulations govern the school tuition refund policies outlined below:

## I. Student withdrawal prior to the start of the academic year

If the student has NOT attended ANY classes, the balance of the first-semester fee paid is refunded minus any registration fee made for placing the student on the school's official class list. This refund is subject to approval by the Principal and in compliance with the Ministry of Education rules.

## II. Student withdrawal during the school term

- Fees will be charged for 1 full month if a student attends school for 2 weeks or less.
- Fees will be charged for 2 full months if a student attends school for more than 2 weeks and less than 1 month.
- Fees will be charged for the 3 full months if a student attends school for more than 1 month.

Please contact our Accountant in case of any questions.

## DOCUMENTATION

All documentation including a one-time non-refundable non-transferable Application Fee of AED 525, new students only, including 5% VAT added as per government regulation, must be submitted prior to the student joining the school. Dubai British Foundation can only accept applications with all required paperwork. Paperwork will not be collected if submitted incomplete. Incoming students whose documents are incomplete cannot be registered with Dubai's Knowledge and Human Development Authority (KHDA) that could result in fines. Dubai British Foundation will not be responsible for any fines imposed by the KHDA.

## ADMISSION

A completed Application Form does not oblige the school to accept your child. However, once you have been notified of your child's placement decision and the registration and relevant term fees have been paid, a contract is deemed to exist between the school and the parents/guardians, provided that the school regulations are observed. The school reserves the right to place your child in a class deemed to be the most appropriate, within the bounds of the KHDA guidelines.

## TUITION REFUND POLICY

In the cases of both existing and new students, deposits and fees will not be refunded if students choose not to return to school for the next academic year or choose not to take the offered places. However, a school may choose to refund the deposit under special circumstances.

In the case of refund and recovery, the school fees will be calculated as follows as per Ministry of Education Bylaws:

- If the student attends school for 2 weeks or less, 1 month's school fees will be charged.
- If the student attends school for more than 2 weeks and less than 1 month, 2 months' school fees will be charged.
- If the student attends for more than 1 month, 3 months' school fees will be charged.
- In case the term is greater than 3 months then the above cycle will restart at the end of every 3 months.

The value of the fee per month is calculated by dividing the total tuition fees by ten.

**New Students/Registration Fee:** a school may charge up to 30% of the school's tuition fees as an admission fee to confirm that selected students will opt to take up the offered places. This fee should be deducted from the total tuition fees for the academic year in which the admission is being sought.

**Existing Students/Re-Registration Fee:** a school may charge up to 10% of the school's tuition fees as a re-registration deposit to confirm the return of existing students in the new academic year. This deposit will be deducted from the total tuition fees for the academic year in which the admission is being sought. The school will advise of the amount and due date. Re-registration for continuing students will not be accepted unless all outstanding fees due have been paid in full. Kindly note that those wishing to transfer to other Taaleem schools will also be required to fill the re-registration form and submit a copy to both schools with the non-refundable deposit paid at the new school.

**Registration/Seat Guarantee:** to register your child, you are required to pay the balance of the first term fees at least one month before the beginning of the school year and hand in post-dated cheques for the subsequent term.

**Term One Fee:** a student may not start the academic year unless the first term fee has been paid in full. Payments will be only accepted via cash, credit card or cheque payable in favour of Dubai British Foundation. We cannot accept personal cheques for Term 1 fees if given five working days prior to the start of the new academic year.



**School Reports:** according to Ministry of Education regulations, the school reserves the right to withhold any reports until fees have been paid in full.

**Final Results:** according to Ministry of Education regulations, the school reserves the right to withhold the final results and abstain from issuing transfer certificates until settlement of all school fees is made.