

Fee Collection Policy

2018-2019

Next review date: August 2019



This Policy has been read and adopted by the AAESS Board of Directors and Principal:

Signed



For and on behalf of AAESS Board of Directors

Signed



Mr Andrew Thomas, Principal

Date: February 2018

Enrolment Fee

Every new child is required to pay an enrolment fee. The enrolment fee has two purposes. Firstly, it confirms your acceptance of an offer of a school place and is your guarantee. Until the Enrolment fee is received by the school, the offer of a school place is only provisional. Secondly, it is to deter parents from changing their mind at the last moment and leaving the school with an unfilled place.

Tuition Fees

The school will collect the first instalment of School Fees within a month before the start of the academic year. The first instalment shall be paid in August for the academic year to start in September.

The school may retain a certain amount of the Tuition Fees in the following cases:

If the student joined the school in any time of the first week of the first Term or if he/she didn't join the school without informing the school in writing by parents/guardians in sufficient time before the start of the actual study, then the school shall be entitled to retain the enrolment or re-enrolment fees.

If the student enrolled in the school within a week to three weeks in the first Term, then the school have the right to retain the value of the entire month of tuition fees.

If the student enrolled in the school for a maximum of three weeks to seven weeks in the first Term, then the school have the right to retain the value of two full months of tuition fees.

If the student enrolled in the school for a period exceeding six weeks in the first Term, the school have the right to retain the value of the entire tuition fees for the first Term.

Such cases shall be applicable to the new students and the students who enrolled after the start of the first Term. Official holidays and days of absence shall be calculated from the duration of the week. The one month fees shall be estimated from the total value of tuition fees divided into ten months. Parents/Guardians shall have the right to the return the fees of books and uniforms of the student in full if they have not been used.

Tuition Fees Non-Payment

The school has a clear and transparent policy regarding the consequences of non-payment or late payment of tuition fees:

Schedule for Outstanding Tuition Fees Reminder

1 Week before start of New Term:

The school will send out a Prior to Term Courtesy Letter, reminding parents/guardians that Fees are due.

1st Week of New Term:

Term fees due

A Reminder Letter will be sent out for any unpaid fees.

2nd Week of New Term:

1st Warning Letter will be sent out reminding parents/guardians that their child/children's fees are not yet settled.

3rd Week of New Term:

2nd Warning Letter will be sent out reminding parents/guardians that their child/children's fees are not yet settled.

4th Week of New Term:

3rd and final Warning Letter will be sent out stating that if fees are not paid in 5 working days the child will be suspended from school and a formal meeting will be scheduled with the School Principal.

5th Week of New Term:

The child/children will be suspended from school and a formal meeting will be held with the School Principal. The parents/guardians will then be reported to ADEK.

In addition, the school may withhold the results of the student, refuse giving transport to the student or withhold transferring the student to the Electronic Student Information System or refrain from re-enrolling the student until the payment of fees.

No student will be prevented from entering the final exams or any other exam scheduled during the year due to non-payment of tuition fees. The school will deal with the issues of non-payment of tuition fees in a confidential way in order to protect the student against embarrassment or any unnecessary attention.

Standard Answers to Frequently Asked Questions

Enrolment or Re-Enrolment Fee

What is the purpose of the Enrolment Fee?

Each new child who enrolls into the school is required to pay an Enrolment Fee of 1000 AED per student (deductible from first term fee, and non-refundable if student does not attend).

What happens if a new parent pays the Enrolment Fee for a child and the child does not start the term?

The enrolment fee is non-refundable if the student does not attend school, without the school being notified in writing in sufficient time before the start of actual study.

If the student didn't join the school due to the lack of student desks, then the school shall return student enrolment fees to the student's parent/guardian.

Can we pay the Annual Tuition Fee divided into three instalments?

Yes, there is the possibility to pay the annual tuition fees in three instalments during the academic year. The first instalment MUST be paid in August, prior to the start of Term 1 in September. Term 2 Fees are to be paid in December and Term 3 fees are to be paid in March.

What happens if a financial error occurs and a parent/guardian pays either too much money or an insufficient amount of money?

The school will refund any excess payments and expects parents/guardians to make up any shortfalls.

Under what circumstances are school reports withheld?

School reports are only held against the non-payment of tuition fees. The end of year report will only be released after all outstanding debt is paid.

Date:

Dear Parents,

Please see our exam fees for this year 2018/2019

IGCSE or O Level Exams Fee	800 AED per exam
GCE or A Level Exams fee for non-practical subjects	900 AED per exam
GCE or A Level Exams fee with practical	1000 AED per exam

Sincerely Yours,

Andrew Thomas

School Principal

AAESS

Date:

Subject: Fee Payment - Academic Year 2018/2019

Dear Parents/Guardians,

This is to remind you that the School Fees for the next Academic Year should be paid before Thursday 6th September. Please arrange for payment to AAESS accounts department. Office opening hours are from 7:30 AM to 3:30 PM Sunday to Thursday.

We appreciate your prompt response and payment before the given date. Should you have any queries regarding this, please contact our Accounts/Registration Department.

Yours Sincerely

Andrew Thomas

School Principal

AAESS

1st Warning Letter for Term 1 2018/2019

Date –

Dear Mr/Ms,

This is a first warning letter because the overdue balance of Term 1 fee for your child/children is not settled yet.

This warning letter will be kept on your child's file in accordance with policy number 39 of ADEK's Private Schools Policy and Guidance Manual 2014/2015.

You have 5 working days to settle the fees.

Thank you for your cooperation.

NB:

Please ignore this letter if you have already paid.

Yours Sincerely,

Andrew Thomas

School Principal

2nd Warning Letter for Term 1 2018/2019

Date –

Dear Mr/Ms,

This is a second warning letter because the overdue balance of Term 1 fee for your child/children is not settled yet.

This warning letter will be kept on your child's file in accordance with policy number 39 of ADEK's Private Schools Policy and Guidance Manual 2014/2015.

You have 5 working days to settle the fees.

Thank you for your cooperation.

NB:

Please ignore this letter if you have already paid.

Yours Sincerely,

Andrew Thomas

School Principal

3rd Warning Letter for Term 1 2018/2019

Date –

Dear Mr/Ms,

This is a third warning letter because the overdue balance of Term 1 fee for your child/children is not settled yet.

This warning letter will be kept on your child's file in accordance with policy number 39 of ADEK's Private Schools Policy and Guidance Manual 2014/2015.

You have 5 working days to settle the fees. If your payment is not received, your child/children will be suspended from school. More information about this matter will be discussed in a formal meeting.

Thank you for your cooperation.

NB:

Please ignore this letter if you have already paid.

Yours Sincerely,

Andrew Thomas

School Principal