



مدرسة جلوبال الإنجليزية- العين

GLOBAL ENGLISH SCHOOL – AL AIN

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Policy:	Fee Collection Policy
Date Published	March 2024
Evaluation & Review:	Reviewed in March 2026, Next review- Jan 2027
Rationale:	Global English School is a self-sustaining entity and fee collected from the parents is the only revenue income for the smooth running of the institution. The school's policy is transparent and is collected in installments to help the parents to pay the fees in time.
Roles of Responsibility	School Administration, SLT, Parents, Finance Manager, Accounts Department, Registrar & Public Relations Manager

Policy Statement

Global English School has devised a transparent policy for fee collection in accordance with the ADEK Policy and the parents are informed of the detailed School fee interpretation and the due dates. The fee structure and payment schedule is published in the school website and visibly displayed in the school office.

Structure of School Fee :

The School fee is reviewed and decided every year depending upon factors affecting the revenue expenditure, improvements in the infrastructure, increase in salaries of staff and other cost factors. The nature of the parent community is considered while arriving at the fee structure which is in proportionate with the facilities provided and the quality of education.

Fee structure and installments :

- The School fee is inclusive of tuition fee, educational resources, uniform fees, Cambridge International Examination fees at Grades 10, 11 and 12, standardised benchmarking tests, school transport fees (optional for parents), value added tax wherever applicable.
- School transportation fees are collected in accordance with the ADEK Transportation Policy, with the required approvals from ADEK and the Integrated Transport Centre.
- Installments : In order to assist the parents, the fee is divided into 4 installments:
- Waivers: Schools shall waive certain components of school fees for devices, textbooks, uniforms, etc., for students willing to use second-hand (e.g., resold or donated) items that meet the current requirements of the school (e.g. valid book editions, current uniform colors/ design, etc.).

Installments : In order to assist the parents, the fee is divided into 4 installments:

- The first installment of fee is payable up to 1 month before the beginning of the

academic year. Accordingly, the deadline to pay the first installment is fixed as 10th August every year (for existing students and parents). In case of new admissions, part of the first installment is collected at the time of admission and the remaining is payable latest by 10th August.

- Second instalment is payable on 1st of November
- Third instalment is payable on 1st of January
- Fourth instalment is payable on 1st of April
- Reminders prior to the due date and later are sent in the form of circulars, SMS Messages, emails and whatsapp messages.
- School transport fee is not a part of the school fee and is collected separately since it is optional for the parents.
- Cambridge International Examination Fee, optional subject textbook etc. are not coming in the purview of school fee and are payable separately. However, the total fee including such fees will be within the purview of ADEK approved fee.

Re-registration Fee collected in advance

- In accordance with the ADEK Policy, an amount equivalent to 5 per cent of the tuition fee is collected in the month of May as re-registration fee (four months prior to the beginning of the next school year) from those parents who wish to continue their children's education with the school.
- Parents who do not confirm returning students by paying the re-registration fee by the published date will not be considered to have a guaranteed seat for their student and will go on a waiting list for the next school year.
- The re-registration fee paid is adjusted towards the first instalment of school fees payable on or before the first day of school opening.

GES shall disclose, in writing, complete information on fees, refund policies, deadlines for requesting refunds, and other related relevant information to parents during the registration process.

Retaining Re-registration fee :

- In the event of the student attends up to a part of the first week of the term and discontinues without sufficient written notification from parents or does not attend the school, the value of the registration fees is retained.
- In the event of student failed to show up at all without the Parent / Guardian notifying the school in writing sufficiently in advance before the commencement of first term.
- In the event of school's inability to enroll the student as a result of insufficient capacity or following an ADEK-approved "Inability to Accommodate" notification, the registration fee / re-registration fee is fully refunded to the parent.

- GES shall refund transportation fees to parents if the bus services have not been used by the student.
- GES shall determine the refund of any other fees to parents, in cases where the items or services have not been used.

Retaining Fees Paid :

- If a student attends from one week upto three weeks in a term, one full month's tuition fee is retained.
- If a student attends over three weeks and upto six weeks in a term, two full months' tuition fee is retained.
- If a student attends over six weeks in a term, the full term fee is retained / payable.
- In the event of discontinuation of a student during a term, fee is payable as per the above. Any textbook / uniform fee paid and not collected / not used is also refunded.

Late or Non-payment of School Fee :

The school's fee policy is published in the website including the consequences of late or non-payment of school fees.

- GES shall honour the right of parents to a fair and reasonable payment system, without punitive sanctions.
- GES shall maintain confidentiality and discretion on late payment or nonpayment issues to protect students from unnecessary attention and embarrassment.
- GES shall not communicate non-payment of fees to students, even as a reason for their suspension.

Reminders are sent to parents at regular intervals in case of delayed payment of school fee in the form of circulars, phone calls and SMS messages. The parents are reminded of the necessity of payment of school fee in time repeatedly and the consequences of non-payment / delayed payment of fee.

Consequences of non-payment of school fee :

- Even after the fee is not paid in reasonable time after the due date published and there is no response from the parent, GES shall issue parents with 3 (three) consecutive warning notices, each being at least 1 week apart, in response to late or non-payment of school fees.
- The student is liable to suspension for up to 3 days in response to late or non-payment of school fees, after issuing the 3 consecutive warning notices, and suspension will be only at most once a school term.
- Examination report cards, transfer certificates (or block a transfer on eSIS) will be withheld. However, the student with late or non-payment will be allowed to sit for examinations.
- GES shall withhold re-registering a student until all outstanding dues on school fees are settled.
- Re-registration is subject to thorough review. Those with fees pending from second instalment onwards are not re-registered and are given last priority. Cases of defaulters from third and fourth instalments are reviewed and decided upon merit after the dues are cleared and are subject to availability of seats.
- Transfer on eSIS is blocked.