Fee Policy AY 2024/2025 - Muna British Academy

1. **Registration Fees**
   1.1 The registration fee is payable after the student has been offered a place and parents have accepted the offer.
   1.2 The registration fee is AED 2,000 and is deductible from the total tuition fees for the academic year.
   1.3 The seat will be reserved for a student only upon receiving the registration fees in the bank account and confirmation from school finance.
   1.4 The Registration fee is neither refundable nor transferable to any other child or academic year after 30th June.

2. **Re-registration Fees**
   2.1 The re-registration fee is payable at the time of re-enrolment to guarantee a place for the following academic year.
   2.2 The re-registration fee is AED 2,000 and is deductible from the total tuition fees for the academic year.
   2.3 The seat will be reserved for a student only upon receiving the registration fees in the bank account and confirmation from school finance.
   2.4 Please note that students who are unable to register with ADEK due to missing documentation or those with an outstanding account balance, will not be able to enrol for the next academic year.
   2.5 The Re-Registration fee is neither refundable nor transferable to any other child or academic year after 30th June.

3. **Tuition Fee**
   3.1 The total tuition fee is divided into three instalments and payable on termly basis.
   3.2 The Term 1 invoice will be from Sep to Dec (4 Months), Term 2 from Jan to Mar (3 Months) and Term 3 from Apr to Jun (3 Months).
   3.3 The due dates for Term 1, Term 2 & Term 3 tuition fee are 1st August 1st December & 1st March respectively.
   3.4 Upon request from parents, a full year invoice for all 3 terms will be raised by school finance with the due date of 1st August.

4. **Non-payment of Fees**
   4.1 Failure to pay re-registration fee may result in loss of the student's place in the school for next academic year.
   4.2 Failure to pay tuition fees after sending 3 warning notices (to the contact address provided by the parent) may result in suspension of a student up to three days, withholding examination report cards, transfer certificates (or block a transfer on eSIS) and/or re-registering a student until all outstanding dues are settled.

5. **Refund Policy**
   5.1 The Registration/Re-registration fee is neither refundable nor transferable to any other child or academic year after 30th June.
   5.2 If a student attends from one week and up to three weeks in a term, the school will retain the value of one full month of tuition fees.
   5.3 If a student attends over three weeks and up to six weeks in a term, the school will retain the value of two full months of tuition fees.
   5.4 If a student attends over six weeks in a term, the school will retain the full-term fee.

6. **Payment Instructions**
   6.1 Payment must be made either by Bank Transfer, cheque.
   6.2 We do not accept Cash, Credit or Debit Card payments.
   6.3 Registration and re-registration fees will be payable immediately upon enrolment.
   6.4 Invoices will only be issued to companies who have a corporate agreement with Aldar Academies
   6.5 Aldar Academies will NOT issue invoices based on requests from parents to re-issue an invoice to their employer.
   6.6 For any cheques returned by the bank, the parent will be liable to pay the relevant bank charges.

7. **Fees Structure**

Grade	Tuition	Term 1	Term 2	Term 3
FS 1	46,620	18,648	13,986	13,986
FS 2	48,510	19,404	14,553	14,553
Y 1	48,510	19,404	14,553	14,553
Y 2	48,510	19,404	14,553	14,553
Y 3	48,510	19,404	14,553	14,553
Y 4	48,510	19,404	14,553	14,553
Y 5	48,510	19,404	14,553	14,553
Y 6	48,510	19,404	14,553	14,553

Tuition Fees do not include uniform, food services, transport, examination fees or extra-curricular activities outside school hours.

8. **Key Due Dates**

	Registration Fee	Re-Registration Fee	Term 1	Term 2	Term 3	Full Year invoice
Payment Due Date	Immediate upon offer acceptance	1st May 2024	1st Aug 2024	1st Dec 2024	1st Mar 2025	1st Aug 2024

Parent Name …….....……………………………….…...		Accepted By …………………….…………………… (Parent Signature)