



Dear Parents,

Subject: New Admission / Re-Registration & Fees Policy

The school is pleased to inform you of the opening of re-registration for the academic year 2015-2016.

1. The re-registration for the next academic year has started from **24th February, 2015** and will end by **24th March, 2015**.
2. A student will be eligible for the new registration and re-registration only after the parent has cleared the outstanding fees, failing which the seat will be offered to another student on the waiting list for registration.
3. At the time of re-registration / new registration, a fee of 5% of the tuition fee per student is payable to the school.
4. If the payment has been made by cheque, the validity of the registered seats can be confirmed only after the realization of funds.
5. Failing to re-register your child(ren) within the timeline mentioned will result in your child(ren) losing their priority to the seats and these seats will be made available to candidates in the waiting list. The student will be moved back in the queue based on further availability of seats in the respective grades.
6. The 5% registration fee paid will form part of the annual tuition fees and adjusted against the final 3rd installment of the fees.
7. Registration fee to be paid once only when the student is enrolled. This fee is non-refundable. If a student leaves the school during the academic year, the fees will be calculated as per ADEC instructions.
8. Tuition fees is payable in 3 installments during the year.
9. **The schedules for the payment of the fees are as mentioned below.**
 - a) **1st installment 30% August 2015 - Deadline: 6th September, 2015.**
 - b) **2nd installment 35% December 2015 - Deadline: 31st December, 2015.**
 - c) **3rd installment 30% March 2016 - Deadline: 15 March, 2016.**
10. Any deviation from the above mentioned schedule needs to be approved in writing from the school's Accounts Department, failing which the parent will end up with a default account.
11. The school will accept cheques issued by the Government or charitable organizations. Excess amount will not be transferred to any personal account.
12. Applicable Fee will be charged for changing the curriculum from American to British or from British to American. Curriculum change is subject to ADEC approval only and the availability of the seat.
13. In case of default of payment by the parent, the school will send 3 reminders to the parents by any means the school may deem fit. (SMS / EMAIL / PORTAL COMMUNICATION). Upon the parents non-response to the reminders, the child will be suspended from attending classes. Promptness in this regard will be appreciated.
14. For students transferring during the mid-term, the ADEC guidelines will be applied for any refunds due.
15. Payments will be accepted by CASH / CHEQUE / WIRE TRANSFER. Wire transfer details will be made available on contacting the school's Accounts Department.
16. Cheques should be prepared in the name of "AL DHAFRA PRIVATE SCHOOLS".
17. If cheques are returned for any reason, an amount of AED 250/- will be charged and the parent will be required to settle the amount in cash. No cheques will be accepted from the parent for any further payments.
18. Any parents wishing to pay post dated cheques are subject to the approval of the Accounts Department. No cheques will be put on hold and will be deposited on the date mentioned on them.
19. The fees for Uniform / Books / Activities is not included in the tuition fees mentioned. The respective charges for books are mentioned along with the tuition fee schedule. Any charges for the activities would be informed by the school and would depend on the nature of the activity.
20. The schedule of tuition fees is attached herewith as per the Annexure.
21. **Please adhere to the following points;**
 - a) **Children must be in school before 7:40 a.m.**
 - b) **Children must wear the school uniform / P.E. Kit.**
 - c) **Mobile phone is not allowed on the school premises or otherwise the school will confiscate the mobile permanently.**
 - d) **Abide by all the rules and regulations of the school and in case of absence, students must submit a medical report attested by HAAD.**