



Fee Payment and Policy at CSEI Academy

At CSEI Academy, we are committed to providing transparent and efficient services for our students and their families. Below are the details regarding fee payment procedures and our policies to ensure a smooth and clear understanding of our financial expectations:

Fee Structure

Our fee structure is designed to be both comprehensive and competitive, reflecting the quality of education and resources we provide. Fees are categorized into the following components:

- **Tuition Fees:** The core cost for the academic program.
- **Registration Fees:** A one-time fee charged at the time of admission.
- **Activity Fees:** Charges associated with extracurricular and co-curricular programs.
- **Library Fees:** For access to library resources, including books and digital media.
- **Other Miscellaneous Fees:** Any additional costs for special programs, events, or resources.

A detailed breakdown of all fees can be obtained upon request or from the student admission office.

Accepted Payment Methods

We accept a variety of payment methods for the convenience of our students and parents:

- **Bank Transfer:** Payment can be made directly to our academy's bank account. Bank details will be provided upon request.
- **Credit/Debit Card:** Payments can be processed via our secure online payment portal.
- **Checks:** For certain fees, checks may be accepted, but prior approval is required.

Financial Assistance

CSEI Academy understands that every student's financial situation may vary. We offer financial assistance programs for those who meet the eligibility criteria. Detailed information on how to apply for scholarships or payment plans is available from our admissions office or online portal.

Important Notes

- **Non-Transferability:** Fees are non-transferable and apply solely to the enrolled student.
- **Compliance:** Students are expected to settle all fees promptly. Non-payment may affect the ability to participate in academic or extracurricular activities and may result in academic suspension or exclusion.

If you have any questions about the fee structure, payment options, or policies, please feel free to contact our administration team.

Payment Schedule

- Initial Payment: Upon acceptance of the offer, a deposit (typically 10-20% of the total fee) is required to confirm enrollment. This deposit is non-refundable but will be deducted from the total fee amount.
- Payment Deadlines: Fees are typically due in full before the start of each term or semester. Specific due dates will be communicated during the admission process. In cases of financial assistance or special payment arrangements, customized deadlines can be discussed.
- Late Payment: Payments not received by the due date will incur a late fee. If a payment remains outstanding for more than 15 days, the student's enrollment may be subject to suspension until the balance is settled.

Refund Policy

- Refunds for Withdrawals: If a student withdraws from the academy before the start of the term, a refund (minus the registration fee and applicable administration charges) will be processed. Refund requests must be made in writing
- No Refunds: Fees for activities, books, and other non-tuition charges are non-refundable once paid.

Policies on Fee Adjustments

- Fee Changes: In the event of a change in the fee structure, students and parents will be notified well in advance. Fee increases are typically reviewed annually, and we strive to minimize disruptions to our families.
- Discounts: We may offer early-bird discounts, sibling discounts, or referral bonuses, depending on the time of year and special promotions. These discounts will be clearly outlined during the application or enrollment process.

Bank Details

Bank Name: ADCB

Account Name: Creative Star Education Institutes Academy FZ-LLC

Account Number: 13502627820001

IBAN: AE160030013502627820001

Branch: ADCB Al Riga Branch Dubai UAE

Swift code: ADCBAEAA