



# ICS Policy Document

**Whilst all Policies have a minimum date for review as a guideline, policies are under constant review. Changes to policies will occur as required.**

## Tuition and School Fees Policy

Approved by: Governing Board	Date: 27/10/19
Last reviewed on:	Date: N/A
Next review due by: 3 yearly	Date: 27/10/22

This Policy is written in conjunction with ADEK Private School Policy and Guidance Manual 2014-2015.

### Overview

As Private Fee Paying Schools, ICS wishes to adopt a clear and transparent approach for parents.

School fees and procedures are pre-approved by ADEK before implementation and before the start of a new academic year.

For the purposes of this policy, **tuition fees** are those sums that are directly associated with educating students. **Other fees** include textbooks, uniforms and transportation fees. **School fees** refer to both tuition fees as well as other fees which a School charges to Parents / Guardians.

### Aims

ICS aims to ensure that parents have a clear understanding of the tuition and schools fees set by the schools, and to enable them to pay the required fees in a timely and convenient manner.



Tuition fees are those sums directly associated with educating students. Other fees include textbooks, uniforms and transportation fees.

Optional extra-curricular activities, such as school trips and clubs, are not included as part of the tuition fees.

### **Process**

If admission is approved, year placement is then approved by the Admissions Officer and the Principal. Final approval lies with the ADEK. Parents will be contacted and informed of the decision and year placement by the Admissions Officer. Upon receiving the letter of acceptance, parents are requested to accept and to pay, within ten working days up to 5% of fees as per ADEK guidance, as a percentage of the annual school fees, to secure the place. Students are not enrolled until the fees are paid. The 5% fee is non-refundable, but forms part of the annual tuition fees and is adjusted against the fees, as appropriate.

A student may not start the academic year unless the first term fee has been paid in full.

Annual fees are as per ADEK's published school fees for each of the ICS branches.

According to ADEK regulations, the school reserves the right to withhold the final results and abstain from issuing transfer certificates until settlement of all school fees is made.

Parents/guardians can pay the published school fees in three equal instalments by the start of each term, or in one lump sum. The first payment should be made in August before the start of term in September.

If during the entrance assessment, we discover a requirement for English language support or Special Educational Needs support (mild to moderate), please be advised that there will be an additional fee charged for this service. Parents will be notified of this charge prior to or within 4 weeks of the start of the academic year. This can be no more than 50% of the annual tuition fees. More information is available in our Special Educational Need Policy. Additional fees will be applied based on the need of students once referred to services that are beyond mild to moderate need.

Re-registration for continuing students will not be accepted unless all outstanding tuition fees including the re-registration fee have been paid in full.

A re-registration fee of 5% of fees will be charged for all continuing students at a date to be advised during the school year. This will be adjusted against the Term 1 fees and is subject to the refund policy described below.



## **Tuition Refund Policy**

Notice of student withdrawal and application for a tuition refund at the request of the parent/guardian must be made in writing to the school Principal.

The Ministry of Education regulations govern the school tuition refund policies outlined below:

### **I. Student withdrawal prior to the start of the academic year**

If the request for withdrawal of a student is initiated by the parent/guardian, the balance of the first term fee paid is refunded except the 5% registration or re-registration fee.

Withdrawal must be given in writing.

If the request for withdrawal of a student is initiated by the school, the balance of the first term fee paid is refunded.

### **II. Student withdrawal during the school term**

ICS may retain a certain amount of the tuition fees in any of the following cases:

If a student attends any part of week one of the term or fails to show up at all without the Parent/Guardian notifying the School in writing sufficiently in advance before the beginning of a term. In such a case, ICS may retain the value of the registration or re-registration fees.

- If a child fails to turn up or attends a part of the first week, then the deposit/registration fee will be kept.
- Fees will be charged for one full month if a student attends school for between one and three weeks.
- Fees will be charged for two full months if a student attends school for more than three weeks and less than six months.
- Fees will be charged for the full term if a student attends school for more than six weeks that term.

Note:

- Official holidays and absences are considered part of the week.
- One month tuition is 1/10 of the annual fees.
- The same refund policy applies for bus fees.
- Unused uniform and books have the same refund policy.



In case of cancellation of Bus / Transportation, parents must submit a written letter informing the school that the student will no longer use the school transportation system.

**Transportation fees** shall be refunded in the same manner as tuition fees based on the date of the written cancellation notification is received from parents. ICS has the right to retain the transportation fee as follows:

- If the student enrolled or transfers from school or fails to show up at all without the Parent/Guardian notifying the School in writing sufficiently in advance before the beginning of the term the School will remove the student/s name/s from the Bus/Transportation list.
- If the student attends school from one week to three weeks in a term, then it is the right of the school to retain the amount of the entire month of transportation fees.
- If a student attends school for more than three weeks to six weeks in a term, the School may retain the value for a full two months of transportation fees.
- If a student attends school for more than six weeks in the term, the School may retain the full term transportation fee for the trimester.

The Bus/Transportation fee is to be settled through the ICS Accounts Department and the amount will be calculated according to the date of the written cancellation notification submitted to the Transportation Coordinator at the school.

Kindly note that those wishing to transfer to other ICS schools will also be required to fill the re-registration form and submit a copy to both schools with the non-refundable deposit paid at the new school.

### **Annual Fees**

**Please see individual school website for fee structures.**

ICS's annual financial statement outlines optional activities that incur additional charges, falling outside of tuition fees, for approval by ADEK. Fees associated with optional extra-curricular activities which incur separate charges should not be included as part of tuition fees, as ICS may collect these charges subject to Parent / Guardian Approval.

### **Late payment of Tuition Fees**

1. Students may not start the academic year if the first terms fees have not been paid in full.
2. Term 2 and Term 3 tuition fees must be paid in full during the first week of the term.
3. If payment is not made within the first week, three warning notices will be sent one week apart. Student will then be suspended from school for three days.



4. ICS will not dismiss students due to a delay in the payment of School fees.
5. ICS will withhold examination report cards, transfer certificates (or block a transfer on eSIS) and/or re-registering a student until all outstanding dues are settled.
6. ICS will not prevent students from sitting for any end-of-term or end-of-year examinations or any examinations assigned during the term as a consequence of non-payment of School fees.
7. ICS will not ban any student from using school transport going to or coming back home from school in the case that the student's guardian did not pay the tuition fees on time.
8. ICS will act in a discreet manner when dealing with non-payment issues in order to protect the student from unnecessary attention and embarrassment.

Re-registration for continuing students will not be accepted unless all outstanding tuition fees including re-registration fees have been paid in full.

**The Governing Body will:**

- Set ICS policy on fees and collecting thereof (e.g. tuition, uniform, books, transport and other curricular activities) in a reasonable, clear and transparent manner;
- Keep Parents/Guardians fully informed of such policy by publishing fees on the School's own website and other available publishing means;
- Follow the Council's procedures when submitting any request to increase School fees.

**Linked Policies:**

- Admissions
- SEN

**This policy is written in conjunction with the following legislation:**

- ADEK Policy and Guidance Manual (2014-2015)
  - Policy 39: Tuition, Other Fees and School Income, Corresponding to Article (44) of the Organizing Regulations.
  - Policy 48: Students with Special Educational Needs, Corresponding to Article (53) of the Organising Regulations
  - Policy 49: Extra-Curricular Activities, Corresponding to Article (54) of the Organising Regulations