



BELVEDERE INTERNATIONAL SCHOOL

SCHOOL FEES POLICY

2024-2025

+971 3 719 0000

info@belvedereinternationalschool.com

Hili, Al Ain, United Arab Emirates

www.belvedereinternationalschool.com





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This policy is to enable Belvedere International School and parents to follow a clear and transparent approach to the regulation of fees and fees payments.

Key members:

Principal
School Finance Department
Board of Directors

Purpose

To enable Parents/ Guardians to pay the required School fees in a timely and convenient manner.


Prior Approval of School Fees


- School fees, together with payment schedules and procedures must be approved by ADEK before they can be announce to Parents/Guardians and collected.
- Belvedere British School will only charge Parents/Guardians the approved School Fees amount approved by ADEK.
- Belvedere British School must procure ADEK's prior written approval before it raises income from other sources such as grants, endowments and the rental of school buildings, grounds and facilities.


Collection of School fees in advance


Belvedere International School will collect a registration or re-registration fee up to four months ahead of the commencement of Belvedere International School year, provided that such an amount is deducted from approved school fees and does not exceed 5% of the ADEK approved tuition fees. The registration or re-registration fees are charged only when the student is enrolled, not when applying.

Belvedere International School will retain the registration or re-registration fees collected for each student, should the student attend any part, or days, of week one of the term or fail to show at all without the Parent/Guardian notifying Belvedere International School in writing sufficiently in advance before the commencement of teaching. If Belvedere International School fails to enrol the student as a result of not having sufficient capacity, Belvedere International School must reimburse to the Parent/Guardian the full registration or re-registration fees. Belvedere International School will not obtain any financial guarantees or

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deposits or application fees or first-time enrolment fees from parent/Guardians as a means to register students as payment of any of the remaining fee balance, even if such were refundable.

Tuition fees and other fees

- There are three equal instalments for tuition fees in each academic year in order to enable Parents/Guardians to pay tuition fees.
- Belvedere International School will collect the first instalment within one month preceding the beginning of the school year.

The school 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 with the Parent/Guardian notifying the School in writing sufficiently in advance before the beginning of a term. In such a case Belvedere International School will retain the value of the registration or re-registration fee.
- If a student attends from one week and up to three weeks in a term, Belvedere International School will retain the value of one full month of tuition fees
- If a student attends over three weeks and up to six weeks in a term, Belvedere International School will retain the value of two full months of tuition fees
- If a student attends over six weeks in a term, Belvedere International School will retain the full-term fee.
- Textbook and uniform fees paid to the school are to be refunded in the same manner as tuition fees, if they were not used.
- The school will not dismiss students due to a delay in payment of school fees.

These cases apply to newly enrolled students as well as students that register after a term has already commenced. Official holidays and absences from class are considered part of the week. The value of one month of tuition fees is calculated by dividing the total tuition fees for the school year by ten months. Transportation fees should be refunded in the same manner as tuition fees. Belvedere International School will notify the Parents/Guardians in writing of these conditions upon registrations or re-registration.

6. Non-Payment of School Fees

- Belvedere International School will suspend a student for up to three days but only after sending three warning notices each being one week in duration each time to a student's

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Parents/Guardians. Belvedere British School will utilise its own methods to ensure payment of fees as necessary.

- Belvedere International School 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.
- Belvedere International School will not prevent students from sitting for any end-of-term or end-of-year examinations assigned during the term as a consequence of non-payment of School fees.
- Belvedere International School will act in a discrete manner when dealing with non-payment issues in order to protect the student from unnecessary attention and embarrassment.
- The school shall not ban any student from using school transport going or coming back from school in the case that the student's guardian did not pay school tuition fees on time.
- The school shall encourage guardian in continuing to register their children in the school by offering discounted fee and offers in some cases. In the case that the school is offering such discounts, then kindly share terms and conditions of discounted tuition fees.

Increasing School Fees

Belvedere International School will adhere to the ADEK regulations and policies in regards to 'increase school fees'. The school will follow the guidelines and time frame set.

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