





**BELVEDERE**  
INTERNATIONAL SCHOOL

# SCHOOL FEES POLICY 2025-2026

Policy No.	<b>POL-FIN-001</b>
Revision No.	<b>002</b>
Issue Date	<b>20 April 2026</b>
Effective Date	<b>21 April 2026</b>
Review Date:	<b>15 April 2026</b>
Next Review Date:	<b>15 April 2027</b>

Approvals:			
Principal	<b>Mr. Ismat Djoou</b>		
Signature		Date:	20/4/2026
BIS Board of Governors	<b>Dr. Naim Radi</b>		
Signature		Date:	

## 1. Introduction

This policy sets out the requirements for the establishment, collection, and administration of school fees at Belvedere International School. It aims to ensure that all financial matters relating to student enrolment and continued attendance are managed in a transparent, fair, and consistent manner, in alignment with ADEK regulations and the school's commitment to high educational standards.

*Note: This policy has been developed in accordance with the Abu Dhabi Department of Education and Knowledge (ADEK) School Fees Policy.*

## 2. Purpose

The objectives of this policy are to:

- Provide clarity and consistency in the management of school fees.
- Ensure parents/guardians are fully informed of their financial obligations.
- Promote responsible and sustainable financial practices that support the delivery of quality education.
- Ensure alignment with ADEK requirements governing school fees and related practices.

## 3. Definitions

Board Examination Fees	Fees collected by schools to enable students to take board examinations, such as Cambridge or Edexcel Examinations, etc.
Educational Resource Fees	Fees collected by schools to provide physical or digital resources to support a student's education (e.g., school publications, tablets, laptops, subscriptions to software or applications).
Extracurricular Fees	Fees collected by schools to provide access to optional paid extracurricular activities, in compliance with the <i>ADEK School Extracurricular Activities and Events Policy</i> .
Governing Board	The Board of Governors at BIS. The Governing Board is the senior authority of the school, with responsibility for the overall governance of its activities.
Integrated Transport Centre (ITC)	The authority responsible for regulating the operation of transportation in Abu Dhabi, including school buses.
One Month of Tuition Fees	Total tuition fees for the school year divided by ten months.

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Other Fees	School fees that do not include tuition fees.
Registration Fees	Fees collected prior to the academic year for the purpose of confirming student enrollment.
School Fees	All fees that a school charges for each enrolled student in exchange for the educational services and activities (e.g., extracurricular fees) provided by the school.
Transportation Fees	Fees collected by schools to provide school bus service to students (in compliance with the <a href="#">ADEK School Transportation Policy</a> ).
Tuition Fees	Fees directly associated with educating students.
Uniform Fees	Fees collected by schools to provide school uniforms to students.

### 3. Scope

This policy applies to:

- All enrolled students.
- Parents/guardians responsible for the payment of school fees.
- School staff involved in financial administration and fee collection.

### 5. Fee Structure

Fees are determined annually by Belvedere International School and implemented in alignment with ADEK regulations.

A comprehensive fee schedule is published prior to the start of each academic year and made available to parents through official communication channels and the school website.

School fees may include, but are not limited to:

- Tuition fees
- Registration fees
- Uniform costs
- Transportation services
- Extracurricular activities
- Examination charges

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Certain items, such as uniforms and educational resources, may be purchased through the school or sourced independently by parents.

Any additional fees charged by the school will be clearly defined and communicated in advance.

## 6. Payment Terms

Belvedere International School requires a registration fee for all new and returning students. The registration fee is collected **up to four months prior to the start of the academic year**, in line with ADEK timelines.

- The registration fee shall not exceed 5% of the total annual tuition fees.
- The registration fee is deductible from the overall tuition fees.

Belvedere International School requires that tuition fees be paid either in **one payment (annual payment) or in three termly instalments**, as outlined in the approved fee schedule.

In the case of termly payment, Belvedere International School requires the submission of post-dated cheques corresponding to each term instalment at/or prior to the start of the academic year.

Belvedere International School collects the first instalment of tuition fees **up to one month prior to the start of the academic year**, in line with ADEK timelines.

Belvedere International School requires that all payments are made in accordance with the published fee schedule and by the specified due dates.

Any adjustments to tuition fees are implemented in alignment with ADEK approvals and communicated to parents in advance.

Belvedere International School accepts payments through approved methods, including bank transfers, cheques, card payments, or other communicated payment channels.

Where applicable, Belvedere International School may record the source of fee payments (e.g., parent, employer, or sponsor) for administrative purposes.

## 7. Late Payments

In the event of non-payment of fees by the specified due dates, Belvedere International School will initiate a formal follow-up process in line with ADEK requirements.

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The school will issue up to **three written reminders**, each sent at **weekly intervals**, to notify parents/guardians of the outstanding fees and request settlement.

Where fees remain unpaid after the issuance of the reminders, Belvedere International School may take further action, which includes:

- Temporary suspension from classes, for a period not exceeding three consecutive school days, in accordance with ADEK guidelines
- Withholding of academic reports, results, and/or graduation certificates until outstanding fees are settled
- Restriction of re-registration for the following academic year until all outstanding fees have been cleared

Belvedere International School will inform parents/guardians in writing in advance of any actions that may impact a student's attendance or re-enrolment status due to outstanding fees.

The school will not prevent any student from sitting scheduled examinations due to unpaid fees, in line with ADEK regulations.

Belvedere International School will not communicate payment-related matters to students and will ensure that all such matters are handled directly with parents/guardians.

All matters related to late payment or non-payment will be handled with strict confidentiality, and all communications and actions will be conducted in a manner that protects students from embarrassment, stigma, or undue attention.

The school ensures that all actions taken in relation to late payments are applied fairly, consistently, and in accordance with ADEK regulations.

## **8. Refund Policy**

Belvedere International School processes all refunds in accordance with ADEK School Fees Policy. All refunds are calculated based on the timing of withdrawal, the student's attendance, and the applicable academic term.

### **8.1 Registration Fees**

- The registration fee is deducted from the total tuition fees and is not considered an additional charge.
- The registration fee is fully refundable if Belvedere International School is unable to offer a place to the student due to capacity limitations or other approved

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circumstances.

- If a parent/guardian chooses to withdraw the student before the start of the academic year, the registration fee may be refunded in accordance with ADEK regulations.

## 8.2 Tuition Fees Refund

In the event that a student is withdrawn or discontinues attendance after enrolment, Belvedere International School will retain tuition fees based on the duration of Attendance within the academic term, as follows:

- If the student attends **up to part of the first week or does not attend:**  
The school will retain the value of the registration fee.
- If the student attends from **one week up to three weeks:**  
The school will retain one full month of tuition fees.
- If the student attends from **three weeks up to six weeks:**  
The school will retain two full months of tuition fees.
- If the student attends **more than six weeks:**  
The school will retain the full term's tuition fees.

## 8.3 Withdrawal and Notifications Requirements

- Parents/guardians are required to submit a written notice of withdrawal to the school.
- The effective date of withdrawal will be determined based on the date the written notification is received by the school.
- Failure to provide written notice may result in the application of the maximum applicable fee retention in accordance with ADEK regulations.

## 8.4 Non-Attendance

- Where a student is enrolled but does not attend the school and no prior written withdrawal notice is provided, the registration fee will be retained.

## 8.5 Refund Processing

- All approved refunds will be processed within a reasonable timeframe following review and approval.
- Refunds will be made through the original method of payment where possible, or through an alternative approved method.
- Any applicable deductions will be clearly communicated to parents/guardians.

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## 8.6 General Provisions

- All refunds are calculated in accordance with ADEK-approved guidelines and applied consistently across all students.
- The school ensures that all refund-related decisions are transparent, fair, and communicated clearly to parents/guardians.
- This policy applies to tuition and registration fees only. Other services (e.g., transportation, extracurricular activities, uniforms, and educational resources) may be subject to separate terms and conditions where applicable.

## 9. Concessions and Scholarships

- Concessions (e.g., sibling discounts or hardship reductions) may be granted at the discretion of the School Governing Body, subject to documented eligibility.
- Scholarships for academic excellence, talent, or other achievements are managed under the provisions of the **School Scholarship Policy**.
- Staff discounts shall be applied to employees in accordance with the terms outlined in their employment contracts.
- The total value of all concessions, discounts, and scholarships granted to any student shall **not exceed 50%** of the applicable tuition fees.

## 10. Communication and Transparency

- All information related to school fees, including the fee schedule, payment deadlines, and policies, will be communicated through official channels such as school circulars, newsletters, the parent portal, and the school website.
- Parents/guardians are responsible for ensuring they remain informed of fee-related requirements and deadlines.

## 11. Review of Policy

This policy is subject to annual review by the School Governing Body/Board to ensure:

- Compliance with educational and financial regulations.
- Fairness and transparency in the management of fees.
- Alignment with the school's strategic objectives and sustainability requirements.

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## References

- Abu Dhabi Department of Education and Knowledge (ADEK), *School Fees Policy* (effective Academic Year 2024/2025, applicable for compliance from 2025/2026 onwards).

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