BELVEDERE
INTERNATIONAL SCHOOL

SCHOOL FEES POLICY
2026-2027

Policy No.	**POL-FIN-001**
Revision No.	**003**
Issue Date	**10 September 2026**
Effective Date	**14 September 2026**
Review Date:	**04 September 2026**
Next Review Date:	**04 September 2027**

Approvals:			
Principal	**Mr. Ismat Daou**		
Signature		*Date:*	8/9/26
BIS Board of Governors	**Dr. Naim Alradi**		
Signature		*Date:*	10/9/26

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 compliance with applicable regulatory guidelines 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.
Educational Resource Fees	Fees collected by schools to provide physical or digital resources to support a student's education (e.g., textbooks, school publications, tablets, laptops, subscriptions to software or applications).
Embassy School	A private school affiliated with an embassy or consulate.
Extracurricular Fees	Fees collected by schools to provide access to optional paid extracurricular activities, in compliance with the *ADEK School Extracurricular Activities and Events Policy*.
Governing Board	The governing body of a school, appointed by the school owners, and including qualified representatives and parents. 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.
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 *ADEK School Transportation Policy*).
Tuition Fees	Fees directly associated with educating students.
Uniform Fees	Fees collected by schools to provide school uniforms to students.

4. 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 the School Governing Body/Board and approved in accordance with regulatory requirements.
- A comprehensive fee schedule is published prior to the start of each academic year.
- School fees may include, but are not limited to:
    - Tuition fees
    - Registration fees
    - Uniform costs
    - Transportation services

- Extracurricular activities
- Examination charges

6. Payment Terms

- A **registration fee** is required for all new and returning students and must be paid at least four months before the start of the academic year.
  - The registration fee is deductible from tuition fees.
  - It shall not exceed **5% of the total annual tuition amount**.
- Tuition and other fees must be paid in accordance with the timelines outlined in the official fee schedule.
- Payment options include termly, quarterly, or annual installments, as communicated by the school.
- Accepted payment methods include bank transfers, cheques, card payments, or approved digital platforms.

7. Late Payments

- A grace period of **7–14 calendar days** may be granted for late payments.
- Failure to pay within this period may result in the following actions:
  - Issuance of up to three written reminders (one per week).
  - Temporary suspension from classes for a maximum of three school days.
  - Withholding of academic reports, results, or graduation certificates.
  - Refusal of re-registration for the following academic year until all outstanding fees are cleared.
- BIS will inform parents in writing at least 3 months before the end of the academic year of the risk of their child not being re-enrolled in the next academic year unless outstanding fees are settled.
- Prohibition on Communicating Payment Issues to Students
- The school will not restrict any student from taking scheduled examinations due to outstanding fees.
- BIS will maintain strict confidentiality regarding late payments or non-payment of fees.
- Any discussions or actions related to payment issues shall be handled discreetly to protect students from embarrassment, stigma, or undue attention.

- BIS will not Communicating Payment Issues to Students

8. Refund Policy

BIS will refund the full registration fee if the school fails to enroll the student as a result of insufficient capacity or following ADEK-approved "Inability to Accommodate" notification, in line with ADEK Inclusion Policy.

- Registration Fees: refundable only if parents notify the school in writing at least 2 weeks before the academic year begins.
- BIS is authorized to retain a proportion of the tuition fees paid on behalf of an enrolled student, as mentioned, if:
    - The student attends up to a part of the first week of the term and discontinues without sufficient written notification from parents or does not attend the school. In this case, BIS will retain the value of the registration fees
    - The student attends at least 1 week and up to 3 weeks in a term. In this case, BIS will retain the value of 1 full month of tuition fees
    - The student attends at least 3 weeks and up to 6 weeks in a term. In this case, BIS will retain the value of 2 full months of tuition fees
    - The student attends more than 6 weeks in a term. In this case, BIS will retain the value of the full-term fee

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.

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.