



AL SAAD INDIAN SCHOOL, AL AIN

MANAGED BY BHARATIYA VIDYA BHAVAN, MIDDLE EAST



5 | عام الأسرة
5 | YEAR OF FAMILY
11 | UAE

FEES POLICY

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POLICY content

Roles and Responsibilities:

SL	NAME	DESIGNATION
1	Dr. Bhavna Gupta	Principal
2	Sunand	Admn Manager
3	Keerthi	Accountant
4		
5		



AL SAAD INDIAN SCHOOL, AL AIN

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School Fees Policy

Effective from AY 2026/27 (Fall Term)

Introduction

As part of our commitment to providing high-quality education in Al Ain, Al Saad Indian School LLC ensures that all school fees are reasonable, transparent, and consistent with the quality of education provided. This policy outlines our school's fee structure, payment schedules, and refund rules, in line with the regulations of the Abu Dhabi Department of Education and Knowledge (ADEK).

Purpose

The purpose of this policy is to:

- Maintain a clear and transparent approach in setting and collecting fees.
- Ensure that tuition fees reflect the quality of education delivered.
- Provide parents with flexible and convenient payment options.
- Comply with ADEK requirements while ensuring fairness to parents and sustainability for the school.

Definitions

Tuition Fees – Core fees associated with teaching and learning.

Educational Resource Fees – Charges for books, digital resources, and learning materials.

Uniform Fees – Fees related to school uniforms.

Transportation Fees – Fees for school bus services, approved by ADEK.

Extracurricular Fees – Fees for optional paid activities outside the core curriculum.

Registration Fees – Non-refundable amount (up to 5% of annual tuition fee) to confirm admission.

Board Examination Fees – Fees for external examinations (e.g., CBSE, other boards).



1. Fee Structure

1.1 The school fee structure is divided into the following components:

- Tuition fees
- Educational resource fees
- Uniform fees
- Transportation fees
- Others (if applicable) – Based on the approval by ADEK

1.2 Board Examination Fees will be charged separately for applicable grades and published clearly.

1.3 Fees are inclusive of VAT where applicable, in compliance with UAE law.

1.4 Parents may choose second-hand or donated items (e.g., books, uniforms) that meet current school standards.

2. Fee Transparency

- The ADEK-approved fee structure will be published on our school website and shared with parents at the time of registration.
- Fees will only be charged within ADEK-approved levels.
- Payment receipts will always be issued.

3. Fee Payment Schedule

- Tuition fees are payable in three equal installments during the academic year.
- The first installment may be collected up to one month before the start of the academic year.
- Registration/re-registration fees (up to 5% of tuition fee) may be collected up to four months before the academic year begins and will be adjusted against the final tuition fee.

4. Late Payment or Non-Payment

- Parents will receive three written reminders (one week apart) for unpaid fees.
- After reminders, the school may:
 - Temporarily suspend a student for up to 3 days per term.



- Withhold report cards, transfer certificates, or re-enrollment until fees are cleared.
- Students will not be prevented from attending examinations.

5. Refunds

- Registration Fee – The student attends up to a part of the first week or discontinued without sufficient written notification from parents or does not attend the school. The registration fees will be retained with school
- The student attends at least 1 week and up to 3 weeks in a term. In this case, schools are authorized to 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, schools are authorized to retain the value of 2 full months of tuition fees.
- The student attends more than 6 weeks in a term. In this case, schools are authorized to retain the value of the full-term fee.

Refund of Other Fees: a. Schools shall refund transportation fees to parents if the bus services are not used by the student.

- Schools shall determine the refund of any other fees to parents, in cases where the items or services have not been used.

6. Compliance

- This policy is effective from AY 2026/27.
- The school will fully comply with ADEK's School Fees Policy.
- Failure to comply with payment obligations may lead to enforcement actions as per ADEK rules.

Signature

