

School Fees Collection and Book Issuance Academic Year 19-20

Introduction:

Diyar Schools are committed to ensuring every student learns to the best of their ability in a stress-free environment. The following policy statement supports positive home-school relationships and ensures fees are paid whilst student learning is protected.

Who should read this statement?

- Principals
- Accounts Team
- Cashiers
- Registrars

Fees:

A. Diyar International School, vouches that no additional mandatory fees will be required from parents during the academic year **2019-2020** except for fees clearly indicated in this contract.

c. The fee structure at **Diyar International School** for the academic year **2019-2020** is as follows:

level	Diyar 2019-2020 Tuition	Diyar 2019-2020 Book	Total
KG 1	17000	1000	18000
KG 2	17500	1200	18700
Grade 1	19000	1500	20500
Grade 2	19000	1500	20500
Grade 3	19000	1500	20500
Grade 4	21000	1800	22800
Grade 5	21000	1800	22800
Grade 6	22000	2000	24000
Grade 7	22000	2000	24000
Grade 8	22000	2000	24000
Grade 9	24000	2000	26000
Grade 10	24000	2700	26700
Grade 11	26000	2700	28700
Grade 12	27000	2700	29700

Transportation School Fees 2019-2020		
Area		Price
FUJAIRAH	All Locations around Fujairah & its environs	4,000/-
FUJAIRAH	All Locations Out of Fujairah towards (MASAFI-WADIESFENI)	5,000/-

*Payment of approved fees is expected in **4** installments according to the following timetable:

Status	Percentage	Amount (AED)	Date due (dd/mm/yyyy)
First installment	40%	based on Parent Statement	01/09/2019
Second installment	20%	based on Parent Statement	01/11/2019
Third installment	20%	based on Parent Statement	01/01/2020
Fourth installment	20%	based on Parent Statement	01/03/2020

Policy for Fee Collection – Addendum to Fees Memo dated 17.08.18

Fee collection should be applied as per policy but with understand of each family's individual circumstances and payment record. In most cases parents must pay between 25 and 40% of the fees before textbooks are released. However, this range is a guide only and NOT compulsory.

There are many options for paying school fees according to each parent's payment status and they can choose one of them for example:

- PDC cheque,
- Cash
- VISA
- Online

A combination of the above

The pledge letter, approved by MOE, can also be applied where PDC or Cash is not possible and there is a poor payment record.

Cashiers should investigate the payment history of the parent concerned before applying the 25-40% range. In a few, extraordinary cases discretion may be used to ensure student learning is not disrupted and family's humiliated.

In the rare case of persistent non-payment, the pledge letter constitutes an agreement between both parties and requires PDC for full fees. Nevertheless, this situation does not prevent books being issued to students.

Returning students:

For returning students, and according to the Schools Fees Framework, the school will charge up to **10%** of the total fee Amount to be paid within the time frame specified by the school:

- This amount is non-refundable unless the family has to move outside the Emirate of Fujairah before the start of the academic year.
- The school reserves the right to ask for proof that the family is moving outside the Emirate of Fujairah such as an acceptance offer from another school situated outside Fujairah.
- This amount is deductible from the first term of the academic year.

New students:

- For new students, and according to the Schools Fees Framework, the school will charge parents up to **30%** of the total fee amount to be paid within ten days of the issuing of the acceptance letter.
- This amount is non-refundable unless the family has to move outside the Emirate of Fujairah before the start of the academic year.
- This amount is deductible from the first term of the academic year.

Refunds:

For students who are withdrawn from the school during the academic year, fee deduction will be applied as per the Schools fees framework quoted below:

- If the student attends school for two weeks or less, one month's fee will be deducted.
- If the student attends school for a period ranging between two weeks and one month, two months' fees will be deducted.
- If the student attends for more than a month, three months' fees will be deducted.

Notes:

- Book, Uniforms and Laptops fees are non-refundable.
- The refund policy mentioned above applies to transportation fees.
- If the student registered but does not attend school, the withdrawal policy mentioned above applies and effective as per date written notification has been submitted to administration by parents.

Late Registrations - new students (after commencement of the academic year):

Fees are calculated on the basis of the number of months left till the end of the academic year (full payment of a month is compulsory, irrespective of date of joining within the month).

Tardiness in payment of school fees

The school reserves its right to undertake any or all of the actions mentioned below if repeated tardiness in payment of school fees is documented and confirmed in writing through notification letters or sending SMS.

- Withholding the student's end of year report
- Refusal to issue transfer certificate to the student if and when parents want to transfer him/her to other schools.
- Forbidding the student from using school bus service (if applicable).
- Suspending the student for three (3) academic days or more, until fees owed are paid in full.
- Formulating a special payment policy for parents who do not commit to the regular school payment policy (School reserves the right to the conditions needed to be implemented)
- Refuse re- registration for the next academic year.

The school reserves the right to not re-enroll students for the following academic year when fees are repeatedly not paid on Time. This will be documented by the school through the issuance of dated warning letters.

CEO FNG
