



AI MUROOJ

Scientific Private School

School Fees Policy

DEFINITION(S):

For the purposes of this policy, tuition fees are those sums that are directly associated with educating students. Other fees include textbooks, uniforms and transportation fees.

PURPOSE(S):

- ❖ To adopt clear and transparent approach to the regulation of fees, for both The school /Guardians, that ensures tuition fees mirror the quality of education and that School fees are reasonable and approved by the Council.
- ❖ To outline Al Murooj School' "tuition fees" structure and the reasons behind any fee increases.
- ❖ To enable Parents/Guardians to pay the required School fees in a timely and convenient manner.

Collection of School Fees in Advance

Registration or Re-Registration Fees

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

We may retain the registration or re-registration fees collected for each student when he attends any part, or days, of week 1 of the semester or fail to show up at all without the Parent/Guardian notifying the School in writing sufficiently in advance before the commencement of teaching



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Tuition Fees and Other Fees

There are three instalments for tuition fees in each academic year in order to enable Parents/Guardians to pay tuition fees. The School may collect the first instalment within one month preceding the beginning of the school year. The first instalment shall be in August.

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
- without the Parent/Guardian notifying the School in writing sufficiently in advance before the beginning of a term. In such a case, the School may retain the value of the registration or re-registration fees.
- If a student attends from one week and up to three weeks in a term, the School may 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, the School may retain the value of two full months of tuition fees.
- If a student attends over six weeks in a term, the School may retain the full-term fee.

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. Any textbook and uniform fees paid to the School are to be refunded to Parents/Guardians if such have not yet been used.

School administration is to notify the Parents/Guardians in writing of these conditions upon registration or re- registration, ideally through a written agreement between the Parent/Guardian and the

School.



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Non-Payment of School Fees

We publish a clear, transparent policy for our response to non-payment or late payment of School fees.

We will not dismiss students due to a delay in the payment of School fees; however, we may 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 Parents/Guardians. Further, **Schools may withhold examination report cards, transfer certificates (or block a transfer on eSIS) and/or re-registering a student until all outstanding dues are settled. While the school has the right to withdraw his registration in the beginning of the new year in case of not paying all the old dues.** We will not prevent students from sitting for any end-of-term or end-of-year examinations or any examinations assigned during the term as a consequence of non-payment of School fees.

Key Points to Note:

1. **Payment of Outstanding Fees:** Parents should ensure that any outstanding school fees are paid in full before registration.
2. **First Installment:** The first installment of the new academic year's fees should be paid immediately at the time of registration.
3. **Cheque Payments:** The remaining **two** installments must be submitted via post-dated cheques, which should be provided along with the first installment.
4. **Bus Fees:** If the child will be using the school bus service, a fee of **4,500 AED** must be paid in cash directly to the bus company officer with possibility of installment. The officer will be available in the registration department to assist with these payments.
5. **Uniform fees** : it should be paid directly to the company who did the contract with the school. The company will collect the same fees which is approved from ADEK + VAT.