



NORD ANGLIA  
INTERNATIONAL SCHOOL  
ABU DHABI

# TERMS & CONDITIONS OF ENROLMENT

Policy Name	Terms and Conditions of Enrolment
Policy Identification Number	TCE - 01
Policy Version Number	V1
Date of Validation	August 2025
Date of Review	August 2026



## Revision History

Revision Date	Version Number	Revised By	Change Summary
August 2025	V1.0	Julie Jones	New document

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## Terms and Conditions of Enrolment

This document sets out the terms and conditions of enrolment at Nord Anglia International School Abu Dhabi. It applies to all students from FS1 to Year 13 and forms part of the contractual enrolment agreement between your family and NAS Abu Dhabi.

When you accept and sign your Offer Letter, you confirm that you have read, understood, and agree to all of the terms set out in this document. All acknowledgements are required for ADEK approval of your child's registration. These terms remain subject to ADEK approval and may be updated in line with ADEK or Nord Anglia Education guidance.

### 1. Offer Validity and Registration Fee

To confirm your child's place, both the **signed Offer Letter** and the **non-refundable registration fee of AED 3,000** must be completed within **seven (7) days** of receiving the offer. If these steps are not completed within this timeframe, the offer will be withdrawn and the place released to another applicant.

Once the offer is accepted and payment is confirmed, the place will remain valid for up to **two weeks** after the agreed start date (for example, if the start date is 1 September and the student has not started by 14 September, the place may be released).

All fees are subject to ADEK approval and may change in line with official fee-schedule updates.

*(For staff applicants: the signed Offer Letter must be completed within seven (7) days; the AED 3,000 registration fee does not apply.)*

### 2. Payment Options

#### Online Payment (Preferred)

Please use the secure payment link provided in a separate email to pay the registration fee of AED 3,000. A unique link is issued for each family.

#### Bank Transfer (Alternative)

- **Account Name:** Nord Anglia International School LLC
- **Account Number:** 012 494332 001
- **IBAN:** AE 6202 0000 0012 4943 3200 1
- **SWIFT:** BBMEAEAD
- **Bank Name:** HSBC Bank Middle East Limited
- **Bank Address:** Airport Road, Abu Dhabi, UAE

Please include your child's full name and application reference number in the payment reference field, and email proof of payment to [admissions@nasabudhabi.ae](mailto:admissions@nasabudhabi.ae) to confirm registration.

### 3. Required Documentation and ADEK Registration

Enrolling a student requires submission of specific documents in accordance with ADEK regulations. **All documents must be provided at least 14 days before the agreed start date.** Missing or

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delayed documents may result in a postponed start date, as ADEK cannot finalise registration without complete, attested records. Any delay caused by incomplete documentation is the responsibility of the parent/guardian. NAS Abu Dhabi cannot process attestation; this must be completed in the country of issue.

**Documents required (for all students unless stated otherwise):**

- Signed Offer Letter (Acceptance of Offer and Terms of Enrolment)
- Student’s birth certificate and passport copy (the birth certificate assists with Arabic and Islamic studies placement as required by ADEK)
- Student and parent/guardian Emirates ID or Visa Application copy (students cannot start without this). If not yet available, please provide an employment letter and an undertaking letter confirming the visa process is underway.
- Passports of both parents/guardians
- Student immunisation record
- Passport-size photograph of the student
- Most recent school or nursery report, on official letterhead, signed and stamped (should reflect the term closest to the start date, e.g. Term 3 for August starters; attestation may be required for overseas reports)
- Utility bill confirming the sponsor’s UAE address
- (If applicable) Official custody documents in Arabic or English with translation — attestation may be required
- (If applicable) Transfer letter from the current or previous school — signed and stamped on official letterhead; must include the student’s full name, date of birth, enrolment and departure dates, and the equivalent British year group. Required for all students currently enrolled in a school outside Abu Dhabi; not required for students joining directly from a nursery. Attestation may be required.
- (For Emirati families only) Family Book (Khulasat Al Qaid)

Please contact the Admissions Team at [admissions@nasabudhabi.ae](mailto:admissions@nasabudhabi.ae) if you require forms or support with this step.

**4. Mandatory Medical Form — ADEK and Department of Health Requirement**

All families are required to complete the **NAS Abu Dhabi Health Declaration Form**. This is a mandatory requirement from ADEK and the Department of Health (DoH). The enrolment process cannot be completed, and students cannot start school, until this form has been submitted in full.

This form is the primary record used by the School Nurse and Safeguarding Team to understand your child’s health, medical needs, and any ongoing medication. Information provided in the admissions application is **not** used for medical care or emergency purposes.

Parents/guardians are responsible for keeping medical information up to date and must inform the school immediately of any new diagnoses, allergies, treatments, or changes in their child’s health status.

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[NAS Abu Dhabi Health Declaration Form can be located on Open Apply)

## 5. Current School or Nursery Attendance

Safeguarding and transparency are at the heart of our admissions process. To ensure a smooth transition, we require confirmation of your child’s current educational setting, including the name and location of the current school/nursery, a named contact (e.g. Head of Year, Class Teacher, or Principal), and an official school email address (school domain preferred). These details are collected as part of your application.

NAS Abu Dhabi will contact your child’s current nursery or school as part of our admissions process. This is a mandatory part of our safeguarding and placement procedures. **If accurate contact details are not provided, the offer will be considered null and void.** There may be occasions where the school must verify previous attendance, learning needs, or wellbeing information to ensure every student is appropriately supported.

## 6. Independent Toilet Use Requirements

All students enrolling in **Foundation Stage 1, Foundation Stage 2, and Year 1** are required to be fully independent in using the toilet. This means each child must be able to use the toilet independently and manage their own personal hygiene.

By accepting this offer, you acknowledge and confirm that your child meets this requirement. If a student is not fully toilet trained at the time of enrolment, the school reserves the right to **delay the student’s start date** until this requirement is met. Any delays caused by this will not result in a reduction of fees.

## 7. Staggered Start for Early Years Foundation Stage (EYFS)

We understand that starting school is an exciting and important milestone. To help every child settle confidently, the Early Years Foundation Stage (EYFS) begins the academic year with a **staggered start**. Details of this schedule will be shared with parents/guardians before the student’s start date. The staggered start allows each child time to adjust to their new environment and enables parents/guardians to meet teachers and build strong early relationships.

Please note that:

- The staggered start is **non-negotiable** and applies to all EYFS students.
- Fees will not be reduced during the staggered start period.
- If a student requires additional time to settle beyond the initial period, this may be extended at the discretion of the school following discussion with parents/guardians.
- EYFS students may not have access to morning or afternoon enrichment activities at the beginning of Term 1; these are introduced gradually to support wellbeing and a smooth transition.

These arrangements ensure that all children have a calm, confident, and positive start to their learning journey at NAS Abu Dhabi.

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## 8. Enhanced Provision

We are committed to supporting every child to thrive academically, socially, and emotionally. If your child requires additional support — for example, EAL (English as an Additional Language), learning support, or extension and enrichment — our specialist team will provide in-school assistance wherever possible and within the scope of our expertise and available resources.

Where a student's needs require specialised intervention beyond the school's capacity, NAS Abu Dhabi will discuss this openly with parents/guardians. External professional services (such as educational psychology, speech and language therapy, or occupational therapy) may be recommended. Any external services are arranged and **funded by parents/guardians**, with costs outlined in a separate Service Agreement if applicable. The responsibility for securing and covering the cost of external provision rests with the parent/guardian.

## 9. Class Placement and Allocation

Class placements are made with great care to ensure every student feels settled, supported, and challenged. **Parents are not able to request or change a specific teacher, class, or classmates.** Placements are determined collaboratively by our academic and pastoral teams, based on each student's age and stage of development, academic profile and learning needs, social and emotional balance within the class, and language and cultural diversity. As an international school, we value and reflect our global community in the composition of each class.

## 10. World Languages Programme

From FS1 onwards, all students study **Arabic**, which is a compulsory subject under ADEK regulations. In addition, students may choose one additional world language from **French, Spanish, Mandarin, or German**. Language preferences are confirmed before the start of term using a separate World Languages Selection Form (Year 1-8). EYFS have a rotation of all languages throughout the academic year.

While every effort is made to accommodate each family's first choice, final allocations depend on class size, timetable availability, and student language proficiency. For students receiving EAL support, participation in a second language (beyond Arabic) may be postponed until the student's English proficiency allows them to confidently manage both programmes.

## 11. Enrichment Activities

Each term we offer a wide range of morning and afternoon enrichment activities designed to enhance learning, wellbeing, and enjoyment. Many are free of charge and led by our teachers; a selection of optional paid activities is offered by approved external providers.

Please note: activities may not run for the full term and can start or finish at different times; some may be rescheduled, adjusted, or withdrawn depending on demand or staffing. Registration operates on a first-come, first-served basis, and spaces are limited. Students joining after activity sign-up has closed may have limited choices available.

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## 12. School Bus Service

The school transport service is operated by our trusted partner **Global Wings**. It provides safe and reliable transport during core school hours (8:30 AM – 3:30 PM) and is optional for families who wish to register.

- The annual cost for a return service is **AED 4,364** at the time of offer, subject to change in line with ADEK approval (any adjustment will be communicated in advance).
- To register, contact Global Wings directly at [supervisornae@globalwingsuae.com](mailto:supervisornae@globalwingsuae.com) for route details and registration forms.
- A late bus service is available at extra cost for students attending after-school Enrichment Activities. Global Wings does not provide early morning buses for optional morning sessions.
- As routes are limited, families are encouraged to confirm route availability with Global Wings before accepting this offer if daily transport is essential.

## 13. Tuition Fee Policy

Tuition fees cover the cost of academic instruction only. Additional costs — such as uniforms, school trips, meals, devices, external examinations, and optional enrichment activities — are not included in tuition and are billed separately.

- Tuition fees are reviewed annually and subject to change with ADEK approval. The official Schedule of Fees is published on the NA.S Abu Dhabi website each academic year once ADEK approval is confirmed – [NAS Abu Dhabi's Tuition Fees](#).
- All payments must be made through secure channels — either via the **Zenda app** or **bank transfer**. The school does not accept cash payments.
- The non-refundable registration fee of AED 3,000, paid at the time of offer, is deducted from the Term 1 tuition fee.
- Tuition fees are due in advance of each term: **Term 1 – 1 August · Term 2 – December · Term 3 – 1 March**.
- Families wishing to discuss a payment plan must contact the Finance Team ([finance@nasabudhabi.ae](mailto:finance@nasabudhabi.ae)) before the due date.

## 14. Refunds, Fee Retention & Re-enrolment Deposit

Our refund and fee-retention policy follows ADEK regulations, designed to ensure fairness and consistency across all private schools in Abu Dhabi.

### Refunds and Fee Retention — in the event of a withdrawal or change in enrolment:

- If written notice of withdrawal is not received at least **four weeks** before the start of term, or if a student attends any part of the first week, the school may retain the registration or re-enrolment deposit.
- Attendance of **1–3 weeks** — the school may retain one month's tuition fee.
- Attendance of **more than 3 and up to 6 weeks** — the school may retain two months' tuition fees.

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- Attendance of **more than 6 weeks** — the school may retain the full term’s fees.
- For calculation purposes, tuition fees are divided into ten equal monthly values. All refund payments are made by bank transfer only, to the account of the original payer.

### Re-enrolment Deposit

During Term 2, a re-enrolment deposit of **AED 3,000** is required to secure your child’s place for the following academic year. It confirms continued registration, is credited against Term 1 tuition fees of the next academic year, and is non-refundable if your child does not return — unless the withdrawal is initiated by the school.

All fee adjustments and refund approvals remain subject to ADEK regulations and official fee approval for the academic year.

## 15. Employer Discounts

We are pleased to offer exclusive discounts to employees of selected partner organisations.

### Eligibility and Conditions

- Employer discounts apply only to direct employees of confirmed partner organisations. At the time of this offer: **Mubadala, New York University Abu Dhabi, Sorbonne University Abu Dhabi, Etihad Airways, and the Abu Dhabi Investment Authority (ADIA)**.
- Employment must be verified through an official employment letter on company letterhead, showing the employee’s name, job title, and the company’s physical address.
- Requests must be submitted at the time of offer acceptance. Late submissions may not be eligible.
- Discounts cannot be applied retrospectively or combined with any other offer or promotion.
- All discounts are subject to review and may be withdrawn if employment status changes or if the partnership agreement ends.
- All approved discounts are subject to ADEK approval and the school’s current Schedule of Fees.
- All documentation will be reviewed by the NAS Abu Dhabi Admissions Team before any discount is applied.

If you wish to apply, please submit your employer name, full business address (matching your employment letter), and a recent employment letter on company letterhead at the time of offer acceptance.

## 16. Admissions and School Policies

By accepting your offer, you confirm that you have read, understood, and agree to the school’s key operational and safeguarding policies, approved by ADEK. These include, but are not limited to:

- **Admissions Policy** — eligibility, age placement, assessment, waiting-list procedures, and re-enrolment.
- **Safeguarding and Child Protection Policy** — ensuring every student’s wellbeing, safety, and right to a secure learning environment.

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- **Health and Safety Policy** — responsibilities for student and staff safety on campus and during activities.
- **Attendance and Punctuality Policy** — in line with ADEK’s requirement for at least 90% attendance each term.
- **Uniform and Appearance Policy** — consistency, pride, and presentation as part of the NAS Abu Dhabi community.
- **Digital Safety and Acceptable Use Policy** — expectations for responsible use of technology and online conduct.

All current policies are available on the Parent App and the school website. Parents/guardians are encouraged to review these regularly, as policies may be updated in accordance with ADEK or Nord Anglia Education guidance.

## 17. Bring Your Own Device (BYOD) Policy

From **Year 5 onwards**, students are required to bring their own digital device for use in lessons, supporting our focus on digital literacy, collaboration, and responsible online conduct.

- Devices must meet the minimum specifications published each year in the NAS Abu Dhabi BYOD Policy.
- Parents/guardians are responsible for ensuring the device is in good working order, protected with suitable security software, and used only for educational purposes while at school.
- Students are expected to follow the school’s Digital Safety and Acceptable Use Policy at all times.
- The school reserves the right to restrict or monitor device use to maintain a safe and productive learning environment.
- NAS Abu Dhabi is not responsible for loss, damage, or technical issues affecting personal devices.

## 18. Parent Booklets

- **EYFS (FS1–FS2):** [Early Years Foundation Stage Parent Booklet](#)
- **Primary (Years 1–5):** [Primary School Parent Booklet](#)
- **Secondary (Years 6–13):** [Secondary School Parent Booklet](#)

## 19. Consent for Photographs and Videos

We regularly capture photographs and videos of school life to celebrate learning, recognise achievements, and share daily life within our community. These may be used for internal displays and celebrations, newsletters, social media, the school website, and other official school communications. Occasionally, accredited media representatives may visit to photograph or film key events. Students’ full names will never be published alongside their image, and all content is used responsibly and in line with our safeguarding and data-protection policies.

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By enrolling your child at NAS Abu Dhabi, consent for the use of photographs and videos as described above is assumed. **If you do not wish your child to be photographed or filmed, you must notify us in writing by emailing [marketing@nasabudhabi.ae](mailto:marketing@nasabudhabi.ae).**

Due to the size of our school community, consent **cannot be managed on an event-by-event basis** — it is not possible to opt in or out for individual events, activities, or occasions. The school does not create or circulate photo-exclusion lists for individual events. For this reason, any request not to include your child is treated as a **blanket exclusion that applies for the entire duration of your child’s enrolment**, and remains in place until you advise us otherwise in writing.

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*Issued by Nord Anglia International School Abu Dhabi. These Terms and Conditions are referenced in, and form part of, your Offer Letter. By signing your Offer Letter you confirm that you have read, understood, and agree to these Terms and Conditions.*

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