



FEES POLICY

Policy Name	In School Specialist Services Policy
Policy Identification Number	ISS - 01
Policy Version Number	V1
Date of Validation	August 2025
Date of Review	August 2026

Revision History

<u>Revision Date</u>	<u>Version Number</u>	<u>Revised By</u>	<u>Change Summary</u>
August 2025	V1.0	Julie Jones	New Policy

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1. Introduction and Purpose

Nord Anglia International School Abu Dhabi (NAS Abu Dhabi) is committed to providing a high-quality education supported by transparent, fair, and ADEK-compliant fee structures. This Fees Policy outlines the tuition fees, payment schedules, and related conditions applicable to all enrolled students.

This policy has been developed in alignment with the ADEK School Fees Policy (v1.1, September 2024) and applies to all students attending NAS Abu Dhabi.

This policy aims to:

- Ensure full compliance with ADEK regulations relating to school fees
- Provide clarity and transparency for parents regarding fees and payment processes
- Set out clear expectations for payment, refunds, and non-payment
- Ensure fees charged reflect ADEK-approved structures only

2. Regulatory Framework

NAS Abu Dhabi operates within the regulatory framework set by the **Abu Dhabi Department of Education and Knowledge (ADEK)**. All fees charged by the school are ADEK-approved, and the school does not levy any additional or unapproved charges.

This policy aligns with:

- ADEK School Fees Policy v1.1 (September 2024)
- Relevant UAE federal legislation, including VAT regulations where applicable

3. Fee Structure

School fees covered under this policy relate **solely to tuition fees** approved by ADEK.

Tuition fees cover the cost of **academic instruction only**.

The following items are **not included** in the tuition fee structure and are charged separately where applicable:

- School uniform
- School trips and educational visits

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- Lunch and catering services
- Devices and learning technology
- External examination fees (I/GCSE, A Level and re-sits)
- Optional enrichment and extra-curricular activities
- School transport services

Details of ADEK-approved tuition fees by year group are provided in **Appendix A**.

4. Tuition Fees

Tuition fees relate directly to the provision of education and are charged according to ADEK-approved rates for each year group. Tuition fees are reviewed annually and are subject to ADEK approval. The official Schedule of Fees is published by the school each academic year once ADEK approval has been confirmed.

Parents are responsible for ensuring tuition fees are paid in line with the published payment schedule.

Tuition fees relate directly to the provision of education and are charged according to ADEK-approved rates for each year group. Parents are responsible for ensuring fees are paid in line with the published payment schedule.

5. Registration and Re-registration Fees

- Registration and re-registration fees are capped at **5% of the annual ADEK-approved tuition fee**
- These fees are **non-refundable** and are credited against the final tuition invoice
- Payment confirms intent to enrol or re-enrol but does not override the school's right to withdraw a place where fee obligations are not met

6. Payment Schedule

All tuition fee payments must be made through **secure, approved channels**:

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- Zenda payment platform
- Bank transfer

The school does **not accept cash payments**.

Tuition fees are payable **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 at **finance@nasabudhabi.ae** before the relevant due date.

7. Mid-Year Admission and Withdrawal

In line with ADEK guidance, tuition fees for students joining or leaving mid-term are calculated as follows:

- Up to 3 weeks attendance: one month of tuition fees
- More than 3 weeks and up to 6 weeks attendance: two months of tuition fees
- More than 6 weeks attendance: full term tuition fees

For calculation purposes, tuition fees are divided into **ten equal monthly values**. Part weeks are counted as full weeks.

In line with ADEK guidance, tuition fees for students joining or leaving mid-term are calculated as follows:

1. Up to 3 weeks: one month of tuition fees
2. 3–6 weeks: two months of tuition fees
3. More than 6 weeks: full term tuition fees

Part weeks are counted as full weeks.

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8. Late or Non-Payment of Fees

NAS Abu Dhabi follows a fair and transparent process in cases of late or non-payment:

- Three written warning notices will be issued, at least one week apart
- Following these notices, the school may suspend a student for up to **three school days once per term**
- Reports, certificates, and re-enrolment may be withheld
- Students will not be informed of fee-related issues and will not be prevented from sitting examinations

Parents will be notified at least **three months before the end of the academic year** if outstanding fees may affect re-enrolment.

9. Refund and Fee Retention

Refunds and fee retention are governed by **ADEK regulations**, ensuring fairness and consistency across all private schools in Abu Dhabi.

Registration and Re-enrolment Fees

- A **non-refundable registration fee of AED 3,000** is payable at the time of offer acceptance and is deducted from the Term 1 tuition fee
- During Term 2, a **re-enrolment deposit of AED 3,000** is required to secure a student's place for the following academic year
- The re-enrolment deposit is credited against Term 1 tuition fees for the following academic year
- The re-enrolment deposit is **non-refundable** if the student does not return, unless withdrawal is initiated by the school

Tuition Fee Retention

In the event of withdrawal or change in enrolment:

- Attendance of **1–3 weeks**: one month's tuition fee may be retained
- Attendance of **more than 3 weeks and up to 6 weeks**: two months' tuition fees may be retained
- Attendance of **more than 6 weeks**: full term tuition fees may be retained

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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.

Refund Processing

- All refunds are processed by **bank transfer only**
- Refunds are issued to the **original payer**

All refunds remain subject to ADEK approval

10. External Examination Fees

In line with other private schools in Abu Dhabi, NAS Abu Dhabi charges separately for **external examinations**, including I/GCSE and A Level examinations, re-sits, and additional charges related to access arrangements where applicable. These fees cannot be included within tuition fees as costs vary by student and examination board.

11. Employer Discounts

NAS Abu Dhabi offers employer discounts to employees of selected partner organisations, subject to eligibility and approval.

Eligibility Conditions

- Discounts apply only to **direct employees** of approved partner organisations
- Employment must be verified through an official employment letter
- Requests must be submitted at the time of offer acceptance
- Discounts cannot be applied retrospectively or combined with other offers
- Discounts may be withdrawn if employment status or partnership agreements change

All discounts are reviewed by the Admissions Team, approved by Finance, and remain subject to ADEK approval and the approved Schedule of Fees.

In line with ADEK regulations, NAS Abu Dhabi does not:

- Request deposits or guarantees in lieu of unpaid fees
- Charge application or enrolment fees prior to official enrolment

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- Collect unapproved or discretionary fees

12. Staff Fee Arrangements

Any fee concessions for staff are governed by contractual agreements and remain compliant with ADEK regulations.

13. Transport Services

School transport services are provided by **Global Wings** as an external service provider. Transport fees are charged separately and are not included in the tuition fee structure.

A dedicated **School Transport Policy** governs the provision, operation, and conditions of transport services.

14. Review and Approval

Approved by: Principal

Review Cycle: Annual or as required by ADEK

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Appendix A: ADEK Approved Tuition Fee Schedule (2025–2026)

Year Group	Annual Fee (AED)	Term 1 (AED)	Term 2 (AED)	Term 3 (AED)
FS1	65,000	26,000	19,500	19,500
FS2 / KG1	65,000	26,000	19,500	19,500
Year 1 / KG2	75,000	30,000	22,500	22,500
Year 2	75,000	30,000	22,500	22,500
Year 3	82,000	32,800	24,600	24,600
Year 4	82,000	32,800	24,600	24,600
Year 5	82,000	32,800	24,600	24,600
Year 6	82,000	32,800	24,600	24,600
Year 9	85,000	34,000	25,500	25,500
Year 10	90,000	36,000	27,000	27,000
Year 11	90,000	36,000	27,000	27,000
Year 12*	95,000	38,000	28,500	28,500
Year 13	95,000	38,000	28,500	28,500
Year 7	85,000	34,000	25,500	25,500
Year 8	85,000	34,000	25,500	25,500
Year 9	85,000	34,000	25,500	25,500
Year 10	90,000	36,000	27,000	27,000
Year 11	90,000	36,000	27,000	27,000
Year 12*	95,000	38,000	28,500	28,500

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Year 13	95,000	38,000	28,500	28,500
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*Students joining Year 12 during the 2025–26 academic year may be eligible for a **10% tuition fee reduction for two academic years**, subject to Finance and ADEK approval.

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