

SISD TERMS & CONDITIONS



Application Fee

The Application Fee of AED 525 (AED 500 + AED 25 as 5% VAT added as per government regulations) is due at the time of application.

Registration Fee

A Registration fee (please refer to the School Fee Structure for amounts) will be charged and is due within 5 working days from receiving the Offer Letter. After receipt of both the signed Offer Letter and the Registration fee, a seat is reserved. The Registration fee (non-refundable deposit) is fully adjustable against the first semester fee.

Refund of Registration Fee

In the cases of both existing and new students, the registration fee will not be refunded unless there are extenuating circumstances. These circumstances include, but are not limited to, evidence of employment termination, family/ student relocation to another country/ emirate or any other unforeseen circumstances. For these extenuating circumstances, the registration will be refunded as per the KHDA guidelines. Please note that SISD reserves the right to request proof of extenuating circumstances (letter from employer, proof of visa cancellation, school confirmation from school outside Dubai), which must be submitted within 30 days of cancelling your child's space. Parents should submit this proof directly to the admissions and finance departments within 30 days for refunds to be processed. Claims for refunds for registration fees beyond this period will not be accepted.

Tuition Fee

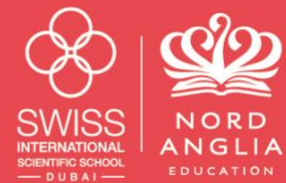
Fees include: books, Early Years childcare, internal after-school activities and SEN (Special Education Needs) as per guidelines.

Fees do not include the following optional items: extra languages, external after-school activities, transportation and food & beverage, examination fees.

The first semester fee is due 18th August. The second semester fee is due 31 January. A student may not start the academic year unless the first term fee has been paid in full. For students enrolling after the start of school, tuition fees will be pro-rated. The value of the fee per month is calculated by dividing the total tuition fees by ten. Arrival between 1st and 15th of the month- full month tuition fee is due; arrival between 16th and 30th/31st of the month-50% tuition fee is due.

Payment of fees can be made by wire transfer, local check, cash or credit card. We only accept Visa and Mastercard. SISD will charge an administration fee of AED 500 for each check that is returned by the Bank.

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According to KHDA guidelines, the school reserves the right to withhold any reports as well as final results and abstain from issuing transfer certificates until fees have been paid in full.

Refund of Tuition Fee

In the case of refund, the school fees will be calculated as follows:

- Tuition fees paid for prior to the beginning of the academic year are refundable and only the registration/re-enrolment fees will be deducted
- If the student was enrolled in the school for two weeks or less (including attending the first day), a month's fees will be deducted
- If the student was enrolled in the school for a period ranging between two weeks and one month, two months' fees will be deducted
- If the student was enrolled in the school for more than one month, the full term's fees will be deducted

Re-enrolment

To secure the place for the next academic year, parents will be asked to pay a Re-enrolment fee every year, which is non-refundable, however adjustable against the first semester fee.

Re-enrolment for continuing students will not be accepted unless all fees have been paid in full.

The school reserves the right to not re-enrol 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.

Refund of Re-enrolment Fee

This non-refundable fee is invoiced following confirmation of re-enrolment via our admissions portal OpenApply and is required in order to secure each child's place for the following academic year. This amount is deducted from the total tuition fees for the academic year. Refunds for re-enrolment fees will be processed in line with the registration fee, as per KHDA guidelines.

Please note that non-confirmation of re-enrolment and/or non-payment of the re-enrolment fee by the deadline may result in the child's place being withdrawn.

Additional Costs

Parents are responsible for any additional student costs of attending SISD which include but are not limited to extra language tuition, external after-school activities, transportation and food & beverage and examination fees.

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Billing

The Parent(s) or Guardian, whose signature(s) appear(s) on the Contract, shall be liable to SISD for the payment of outstanding School Fees.

Notice

To withdraw their child from school, the parent(s) or guardian has(ve) to submit a request in writing to SISD Admissions (admissions@sisd.ae) and complete the Termination of Contract as well as the Leavers Survey.

Withdrawal Policy

In cases of withdrawal during the year, the tuition fee refund will be made as per the refund policy stated below.

The value of the fee per month is calculated by dividing the total tuition fees by ten. In the case of refund, the school fees will be calculated as follows:

- If the student attends school for two weeks or less, a month's fees 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 but less than two months in the Semester, three months' fees will be deducted.
- If student attends for more than two months, then full Semester fee is payable.
- Tuition will be refunded only after the parent or guardian has submitted the request and all supporting documents in writing to the school admissions office. Tuition refunds are provided to the original payee.

Contact Information

Parent(s) agree(s) to inform SISD of any changes to their contact details, ensuring that they can be reached at any time via email, SMS and telephone.

All students enrolled in school should be under the care of the authorized guardian and should not be residing independently.