

P. O. Box 54  
Abu Dhabi  
Tel. : 4463646

مدرسة القديس يوسف  
**ST. JOSEPH'S SCHOOL**

ص.ب : ٥٤  
أبوظبي  
تلفون : ٤٤٦٣٦٤٦

Date 30/10/2017



التاريخ

**St. Joseph's School, Abu Dhabi**

**School Fees and Payment Policy**

**FEE STRUCTURE APPROVALS**

At St. Joseph's school, the fee policy is in accordance with the fee structure established by the School Management under the approved levels of fee by ADEC applicable for the year 2015-16.

**PAYMENT OF FEES**

Approved Fee Schedule from Academic Year 2017-18				
Grades الصفوف	Tuition الرسوم الدراسية	Books رسوم الكتب	Buses رسوم المواصلات	Uniform رسوم الزي
G1	5,800	374	3,150	*
G2	5,800	401	3,150	*
G3	5,800	418	3,150	*
G4	5,800	429	3,150	*
G5	5,800	429	3,150	*
G6	6,500	462	3,150	*
G7	6,500	468	3,150	*
G8	6,500	495	3,150	*
G9	7,900	484	3,150	*
G10	7,900	484	3,150	*
G11 Sci	10,000	470	3,150	*
G11 Com	8,800	451	3,150	*
G12 Sci	10,000	451	3,150	*
G12 Com	8,800	358	3,150	*

- The school fees will be collected from the parents/guardians in three equal instalments.
  - 1st installment : April to August- to be paid beginning of March.
  - 2nd installment : September to December - to be paid end of June.
  - 3rd installment : January to December- to be paid beginning of December.

*Sr. Carmen*  
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Principal



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- Cash is the only mode of payment and can be made in person by the parent or the guardian at the school office between 7:30am to 1:00pm. Cheques and DD are not accepted.
- Registration or re-registration fees may be collected up to four months ahead of the commencement of the school year, and will be deducted from approved School fees
- The school shall not ban any student from using school transport going or coming back from school in the case that the student's guardian did not pay school tuition fees on time.
- School will collect registration or re-registration fees only when the student is enrolled, not when applying.
- School will retain the registration or re-registration fees collected for each student, if the student has attended any part, or days, of week 1 of the term or fail to show up at all without the Parent/Guardian notifying the School in writing sufficiently in advance before the commencement of teaching.
- School will not obtain any financial guarantees or deposits or first-time enrolment fees from Parents/ Guardians as a means to register students.
- Please note that the Tuition Fees are exclusive of transport, text books, school uniforms and school magazines.
- Tuition fees does not include the cost of field trips, additional after-school/extracurricular activities/clubs all of which shall be charged separately.
- Parents/ guardians with genuine financial difficulties (such as single parent or income below AED 2000 pm) , will not be charged any tuition fees (Fully Free)

#### NON-PAYMENT OF SCHOOL FEES

For fee defaulters, school will not dismiss students due to a delay in the payment of School fees, however, School will suspend a student for up to three days but only after sending three warning notices each being one-week in duration each time to the student's Parents/Guardians.

The Parents/Guardians are contacted by the admin office or the class teacher.

Further, School will also withhold examination report cards, transfer certificates (or block a transfer on eSIS) and/or re-registering a student until all outstanding dues are settled. School 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.

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Late fee of Dhs 5/- per day will be charged after the specified date.

### REFUND POLICY

If a student withdraws or leaves school for any reason, the refunds will be processed as follows and returned to the original payee.

- 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 will 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 will 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 will retain the value of two full months of tuition fees.
- If a student attends over six weeks in a term, the School will retain the full-term fee.
- Official holidays and absences from classes are considered part of the week.
- If the School fails to enroll the student as a result of not having sufficient capacity, the School must reimburse to the Parent/Guardian the full registration or re-registration fees.
- Transport fees shall also be refunded in the same manner as tuition fees.

These cases apply to newly enrolled students as well as students that register after a term has already commenced. The value of one month of tuition fees is calculated by dividing the 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.

### STUDENT WITHDRAWALS

The Transfer Certificate form is available in the student handbook. The parents need to fill the form and submit it to the school office along with the TC fee. Parents must give a one month's notice in writing to collect Transfer Certificate.

TC will be issued only when all the payments to the school are paid.

***St. Joseph's School, Abu Dhabi reserves the right to change this Fee Schedule and these terms and conditions from time to time, subject to ADEC approval.***

  
Sr. Carmen  
Principal

