



Fees Policy

Approved by:

Aysha Juma Al Khateri
Chairwoman

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Revision History

Revision Date	Version Number	Revised By	Signature
10/07/2025	03	Eva Sanchez Castillo Principal	



1. Policy Statement

The Spanish School of Abu Dhabi (SSAD) is committed to maintaining transparency, consistency, and compliance with the latest Abu Dhabi Department of Education and Knowledge (ADEK) regulations. This policy outlines the structure, collection, refund, and management of school fees to ensure a fair and efficient process for families while supporting the sustainability and quality of educational services.

2. Definitions

- **Academic Year:** As defined by the official SSAD calendar (typically 10 months).
- **Tuition Fees:** Direct fees for the delivery of academic programs.
- **Educational Resource Fees:** Costs associated with books, digital learning tools, academic platforms, and consumables.
- **Other Fees:** Includes uniform, transportation, exam administration, and extracurriculars.
- **Registration Fee:** A non-refundable advance (up to 5% of tuition) collected to confirm the student's seat. This amount is **prorated** and **deducted proportionally** from each of the three tuition installments
- **Transportation Fee:** Applicable only if a family opts into the school bus service, in accordance with ADEK/ITC guidelines.

3. Methods of Payment

Fees may be paid using the following methods:

- **Cheque:** Payable to "The Spanish School of Abu Dhabi." Cheques must be submitted to the school accounts department.
- **Cash:** Payable directly at the school accounts department, with an official receipt issued.
- **Credit Card:** Payable on-site at the school.
- **Online Payment Link:** A secure payment option will be available through the school's website for remote payments and/or upon request.
- **Bank Transfer:** Families may transfer fees to the school's designated account (bank details available upon request). Please reference the student's name and ID number in the transaction.

A bounced cheque will incur a **AED 50 penalty**. A replacement cheque will only be accepted if the parent provides a written statement from the issuing bank confirming the error.

4. Fee Structure and Components

SSAD charges the following ADEK-approved fees, clearly outlined during the registration process and published on the school website:

1. Tuition Fees
2. Educational Resource Fees
3. Uniform Fees (paid directly to the uniform supplier)





4. Transportation Fees (optional)
5. Extracurricular Fees (optional)
6. Other Fees (e.g., board or external exam administration, if applicable)

Note: If additional examination-related fees are required, parents will be notified in advance in writing.

5. Payment Schedule

- Tuition fees are payable in **three equal installments** throughout the academic year.
- The **registration fee** may be collected up to **four months before** the school year begins and is **prorated** across the three tuition payments.
- **The educational resource fee must be paid in full together with the Term 1 tuition installment.**
- The **first tuition installment** may be collected up to **one month before** the academic year begins.

Families facing financial constraints may request a **customized financial payment plan**. These requests must be made in writing and are **subject to prior approval** by the school's Finance Department, Principal and Governing Board.

6. Late or Non-Payment

- In cases of late or non-payment, SSAD will issue **three written notices**, each spaced at least one week apart.
- If the matter remains unresolved, the school may:
 - Suspend the student for **up to three days once per term** (with discretion and ADEK compliance)
 - Withhold **report cards, transfer certificates, and/or deny re-enrollment**
- **Students will never be prevented from sitting for exams** due to fee issues.
- Fee-related concerns will **never be communicated to students directly**.

7. Refund Policy

7.1. Registration Fees

- Fully refundable if:
 - The school is unable to accommodate the student, or
 - **Written withdrawal notice is provided at least two weeks before the academic year begins.**
- **Non-refundable for returning students who do not attend the new academic year without written notice.**

7.2. Tuition Fee Refunds





Attendance Duration	Tuition Fee Retained
Up to 1 week	Registration fee only
1–3 weeks	1 full month of tuition
3–6 weeks	2 full months of tuition
More than 6 weeks	Full term fee

7.3. Educational Resource Fees

- **Educational Resource Fees are non-refundable and non-proratable** once the student has completed the **first academic term**, or **one full term in the case of late enrollments**.
- If a student withdraws **before the end of the first term** and the issued resources have **not been used**, a **partial refund may be considered** at the discretion of the school's management.

7.4. Other Fees

- **Transportation fees** are refundable **only if the service was not used**. Once used, even partially, they become **non-proratable and non-refundable**. Any request for a partial refund will be **subject to school approval** and **dependent on the policy of the external transportation provider**.
- **Other fees** (e.g., extracurricular activities, uniforms, exam-related costs) may be refunded **only if the related service or item was not utilized**, and **only if approved**. For fees collected on behalf of external providers, refunds are **subject to the terms and approval of the third party**, if the payment was not made directly to the school.

7.5. Processing Refunds

- Refunds are issued **only to the original payor** (individual or organization that made the payment).
- All refund requests must be **submitted in writing via email** to the school's finance department, to ensure proper recordkeeping.
- Refunds are processed **within 30 working days** from the date of receipt of a **complete and approved written request**.

8. Late Enrollment

For students enrolling after the academic year has commenced, tuition will be calculated on a **pro-rata basis**, in accordance with ADEK guidelines. However, full educational resource fees are still applicable.

9. Discounts and Staff Fee Provisions

9.1. General School Discounts

- Any general discount schemes must be approved annually by the **Governing Board**.
- Discount policies may vary from year to year and will be **announced prior to the re-enrollment season**.





- Discounts are granted for one academic year only and **do not carry forward automatically.**

9.2. Employee Fee Benefits

- Staff discounts are defined in the **HR Handbook.**
- Staff must **sign annually** to confirm their understanding of:
 - What is covered by the school
 - What portion they are responsible to pay
 - How fees are handled if the employee's contract ends mid-year

10. Transparency and Reporting

- ADEK-approved fee schedules are published on the school website, along with approved discounts applicable for any given academic year.
- The school will maintain detailed records of payments and their funding source (e.g., parent, sponsor, company) and is required to provide this information to ADEK upon request.

11. Compliance

This policy is aligned with ADEK's School Fees Policy (v1.1, September 2024) and will be reviewed annually. Non-compliance with this policy may lead to internal corrective action and external penalties from regulatory authorities. SSAD reserves the right to update this policy following future directives from ADEK or the school's Governing Board.

