



المدرسة الإسبانية في أبوظبي

The Spanish School of Abu Dhabi

FEE COLLECTION POLICY

METHOD OF SCHOOL FEE PAYMENT

Payment of School Fees can be made to SSAD by any of the following methods:

1. **By check or bank draft, (crossed 'account payee') in the name of 'The Spanish School of Abu Dhabi'.** The cashier will issue an official SSAD fee receipt on receipt of the check or bank draft.

All receipts are subject to realization of funds provided by the check to SSAD.

If a check is bounced due to non-availability of funds in the bank account or any mistake in the writing the check, an amount of AED 50 will be charged to the concerned student's school account. Further, a replacement check will be accepted for the bounced check only if the bank made a mistake in returning the check without payment, and the parent provides written communication from the bank to this effect.

2. **By Cash:** When payment is made to the cashier of SSAD. The official fee receipt will be issued by the SSAD cashier when cash is paid.
3. **By Credit Card:** Will be available during the first trimester.

SCHOOL FEE REFUND POLICY

If a student leaves SSAD voluntarily or is expelled from SSAD before the completion of the 'Academic Year' (as defined in the 'Definitions' given in this policy), a partial school fee refund will be made subject to the fulfillment of the following terms and conditions:

1. Any refund will be applicable only for Tuition Fees paid for the current Academic Year. No refund will be made on Educational Resource Fees or any other fees/charges made till the date of withdrawal or expulsion. The only exception to the above stipulation is the refund of Educational Resource Fees when the student has withdrawn or was expelled before using any of the Educational Resources issued to him in which case full refund of Educational Resource Fees will be allowed. In case the Educational Resources issued to the student is partially used, SSAD may at its sole discretion decide the notional value of the Educational Resources used by the student and decide to refund a part of the Educational Resource Fee. The decision of SSAD determining the notional value of the Educational Resources and the refund amount of Educational Resource Fees will be final.
2. Refunds will be applicable only when full or partial payment of the tuition fees were made and duly receipted.
3. Refunds will be issued for amounts received that is greater than the amount of tuition fees required, based upon the period of enrollment (as explained in Clause 8 below) and the application of the refund policy schedule outlined in Clause 4 and 5 below.
4. The amount of refunds will be determined based upon the following:
 - 4.1. In case the student registered in the school at least 30 days before the school opening informs the School Management (as defined in the 'Definitions' given in this policy) in writing that the student will officially withdraw and such informing happens within one week of the student's registration in the school, the registration fees will be refunded in full. It is specifically clarified that the refund of registration fees will be not made if the student registration happens within 30 days before the date of school opening.
 - 4.2. If the student withdraws before the commencement of the first official day of school classes of the Academic Year, a full refund of the tuition fees and the educational resource fees will be made after the school retaining the non-refundable Registration Fee.
 - 4.3. If the student is withdrawn or expelled from the commencement of the first official day of the school for the Academic Year but before the last day of the Academic Year, the refund of tuition fees will depend upon the period of enrollment (as explained in Clause 8 below).

The refund of Tuition Fees in such case will be as per the table below:

<i>Period of enrollment during the Academic Year</i>	<i>Refund of Tuition fees</i>	<i>Remarks</i>
Up to one week	95%	Tuition Fee charged is 5% of the annual fees
More than 1 week up to 3 weeks	90%	Tuition Fees charged is 10% of annual fees (equal to fees for 1 month)
More than 3 weeks up to 6 weeks	80%	Tuition Fees charged is 20% of annual fees (equal to fees for 2 months)
More than 6 weeks up to 13 weeks	65%	Tuition Fees charged is 35% of annual fees
More than 13 weeks up to 19 weeks	50%	Tuition Fees charged is 50% of annual fees
More than 19 weeks up to 26 weeks	33%	Tuition Fees charged is 67% of annual fees
More than 26 weeks up to 32 weeks	15%	Tuition Fees charged is 85% of annual fees
More than 32 weeks up to 38 weeks	0%	Tuition Fees charged is 100% of annual fees

5. If a student is withdrawn or is expelled from the school before the end of the Academic year, the student will not be entitled to any discount on tuition fees.
6. A written request from the individual or organization which made the original payment must be received to process the refund request.
7. The refund will be made only to the individual or organization which made the original payment of fees, unless otherwise approved by the management.
8. The period of student enrollment will be calculated from the first date of school opening (or the date of enrollment, whichever is later) and till :
 - 8.1. In case of withdrawal of a student, the later date given below:
 - a. Date of receiving written notice of withdrawal is received, or
 - b. The actual last date of attending the school, but only if such date it is later than the date of receiving written notice of withdrawal.

It is clarified that, if the parent has not informed about the withdrawal of the student to the school in writing, the school will not be under any obligation to consider the student withdrawn from the school before the receipt of such information. The amount of refund will depend upon the period of student enrollment which will not end unless a written notice of withdrawal is received.

The student withdrawal intimation should include the full name, student ID number, campus, grade, school and the date of student withdrawal. A standard Student Withdrawal Form will be available from the Registration Department of the School.

8.2. In case of expulsion of a student:

The date of official school action expelling the student.

9. Parent/Organization which made the original fee payment will receive any refunds due to them within 30 working days of the submission of the refund application complete in all respect to the SSAD Accounts Department.

Definitions

Definitions for the purpose of this Policy are given below:

Academic Year: Academic Year as per the School Calendar (normally 10 month period commencing on the first official day of school classes and ending 10 months thereafter)

Week and/or Number of Week: Working Week as numbered in the School Calendar.

School Management: Head of School, Admission Officer

1. SCHOOL FEES FOR LATE ENROLLMENTS

1.1. Students enrolling the school after the commencement of an Academic Year will be liable to pay the following School Fees:

i. Full annual Educational Resource Fees, and

ii. 100% of the annual fees

1.2. For the students who were studying in SSAD during the previous academic year and who has not joined any other school during the current academic year before seeking readmission to SSAD, the fees payable for the current year will be 100% of the annual fees.

1.3. Definitions for the purpose of this Policy are given below:

Academic Year: Academic Year as per the School Calendar (normally 10 month period commencing on the first official day of school classes and ending 10 months thereafter)

Week and/or Number of Week: Working Week as numbered in the School Calendar.