

## Financial Policies

### Purpose:

The purpose of this policy is to provide direction and guidance for parents on the tuition fees payment in Liwa International School, in accordance with ADEC Policy (44).

### Definition:

**Tuition Fees** are those sums that are directly associated with educating students. **Other Fees** included uniform and transportation fees. **School Fees** refer to both tuition fees as well as other fees which school charges to parent or guardians.

### Collection of School Fees in Advance:

- **Registration or Re-registration Fees**

School collect registration fees or re-registration fees four months ahead of the start of the School year, Such amount is deducted from approved School fees and does not 5% of approved tuition fees. The registration or re-registration fees are charged only when the student is enrolled, not when applying.

School retain the registration or re-registration fees collected for each student , if student attend any part or days of week (1) of the semester or fail to show up at all without the parent notifying the School in writing sufficiently in advance before the commencement of teaching.

If the school fails to enroll the student as a result of not having sufficient capacity, the School must reimburse to the parent the full registration or re-registration fees.

- **Tuition Fees & Other Fees**

There are three installments for tuition fees in each academic year in order to enable parents or guardians to pay tuition fees. Schools collect the first installment within one month preceding the beginning of the school year. The school could retain a certain amount of the tuition fees in any of the following cases:

- If a student attends any part of week one of the term or fails to show up at all without parent or guardian notifying the school in writing sufficiently in advance before the beginning of the term. In such a case the school may 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 retains the value of one full month of tuition fees.
- If a student attends over three weeks and up to six weeks in term, the school may retain the value of two full months of tuition fees.
- If a student attend over six weeks in a term, the school retain the full term fees.

These cases apply to newly enrolled students as well as students that register after term has already commenced. Official holidays and absences from class are considered part of the week.

The value of one month of tuition fees is calculated by dividing the total tuition fees for the school year by ten months as well as transportation fees. Any textbook and uniform fees paid to the school are to be refundable to parent or guardian if such has not yet been used.

- **Non-Payment of School Fees**

Schools may suspend a student for up to three days but only after sending three warning notices each been one week in duration each time to student's parents or guardians. School may withhold examination report cards, transfer certificates (or block transfer on eSIS) and /or re-registration student until all outstanding dues are settled. School will act in a discrete manner when dealing with non-payment issues in order to protect the student from unnecessary attention and embarrassment.

Authorized by the School Principal:

Name

Signature

Date

**Margaret Haynes**



30 /08/2021