

SISD Terms & Conditions

Application Fee

The non-refundable Application Fee of AED 500 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 7 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 is fully adjustable against the first semester fee.

Refund of Registration Fee

Should a student choose not to take the reserved seat, the amount of AED 10'000 will be non-refundable, the remaining amount of the Registration Fee will be refunded.

Should the seat be cancelled for a reason out of the parents' control (employment relocation to outside of the UAE or employment termination causing departure from the UAE), the full Registration Fee will be refunded once parents have submitted the necessary documents (letter from the employer, proof of cancellation of visa).

Tuition Fee

Fees include: books, examination fees, additional Early Years childcare, one time basic set uniform, 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

The first semester fee is due 31st 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.

According to Ministry of Education regulations, the school reserves the right to withhold any reports until fees have been paid in full. According to Ministry of Education regulations, the school reserves the right to withhold the final results and abstain from issuing transfer certificates until settlement of all school fees is made.

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.

Payment of fees can be made by wire transfer, local check, cash or credit card. We only accept Visa and Mastercard. For late payment on any deadlines, the following fees will be charged: 1-15 days - AED 500 and 16-30 days - AED 1000. Bank details for wire transfer payment are available upon request. SISD will charge an administration fee of AED 500 for each check that is returned by the Bank.

Re-Enrolment

To secure the place for the next academic year, parents will be asked to pay a Re-Enrolment Fee of 10% of the annual tuition fees of the new 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.

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.

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 the cases of both existing and new students, deposits and fees will not be refunded if students choose not to return to school for the next academic year or choose not to take the offered places. In cases where the family is transferred out of Dubai or does not move to Dubai, registration or re-enrollment fees will be refunded subject to an official confirmation by the employer.

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, three months' fees will be deducted.
- No refund will be made where the student attends class for more than 6 calendar weeks of the semester
- Tuition will be refunded only after the parent or guardian has submitted the request in writing to the school admissions office. Tuition refunds are provided to the original payee.

The value of the fee per month is calculated by dividing the total tuition fees by ten.

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.

September 2017