

## SISD Terms & Conditions

### Application Fee

The Application Fee of AED 525 (AED 500 + AED 25 as 5% VAT added as per government regulations) 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 registration fee will be non-refundable.

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 or enrolment confirmation from new school).

### Tuition Fee

Fees include: books, examination fees, Early Years childcare, 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 31<sup>st</sup> 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.

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. Arrival between 1<sup>st</sup> and 15<sup>th</sup> of the month- full month tuition fee is due; arrival between 16<sup>th</sup> and 30<sup>th</sup>/31<sup>st</sup> of the month-50% tuition fee is due.

Payment of fees can be made by wire transfer, local check, cash or credit card. We only accept Visa and Mastercard. SISD will charge an administration fee of AED 500 for each check that is returned by the Bank.

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

## Re-enrolment

To secure the place for the next academic year, parents will be asked to pay a Re-enrolment fee every 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. The school reserves the right to not re-enrol students for the following academic year when fees are repeatedly not paid on time. This will be documented by the school through the issuance of dated warning letters.

The school also reserves the right to not issue the concerned student his or her progress report and to refer the issue to the KHDA.

## Refund of Re-enrolment Fee

Should a student choose not to take the reserved place, the Re-enrolment fee will be non-refundable. Should the place 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 Re-enrolment fee will be refunded once parents have submitted the necessary documents (letter from the employer, proof of cancellation of visa or confirmation from new school).

## 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](mailto:admissions@sisd.ae)) and complete the Termination of Contract as well as the Leavers Survey.

## Withdrawal Policy

In cases of withdrawal during the year, the tuition fee refund will be made as per the refund policy stated below.

The value of the fee per month is calculated by dividing the total tuition fees by ten. 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 but less than two months in the Semester, three months' fees will be deducted.
- If student attends for more than two months, then full Semester fee is payable.
- Tuition will be refunded only after the parent or guardian has submitted the request and all supporting documents in writing to the school admissions office. Tuition refunds are provided to the original payee.

## 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.

August 2019