



THE AUSTRALIAN SCHOOL OF ABU DHABI

TUITION FEES POLICY

2020-2021

Tuition Fees Policy

Background

The Australian School of Abu Dhabi (ASAD) follows **ADEK Policy #39**, regarding the establishment and collection of annual tuition fees. Our fees are determined with consideration of the social demographic that we serve and are approved by ADEK according to the following criteria:

- 1.The provision of complete information, including a financial study prepared using the ADEK finance template issued for this purpose.
- 2.Comparisons with Schools of similar quality and curricula, taking into consideration the overall effectiveness grade of the School in its most recent inspection.
- 3.The cost of the School's facilities and services.
- 4.Ensuring that fees are not set in such a way as to allow a School to make excessive profits or to compromise educational quality.

Adapted from: ADEK Policy 39, pp.110-115 PRIVATE SCHOOLS POLICY &GUIDANCE MANUAL

Proposal

1. This policy proposes that the List of School Fees for the forthcoming year is distributed with the end-of-year report.
2. This policy proposes that annual school fee payments are collected in **three installments**, according to the term dates published on the ADEK approved ASAD School Calendar. Each installment will have a payment window of one month.

In 2020-21, the installment dates are as follows:

- 1st installment: 23/08/2020 – 23/09/2020
- 2nd installment: 01/12/2020 – 15/01/2021
- 3rd installment: 01/03/2021 – 01/04/2021

3. This policy proposes that a statement will be issued to families **two weeks before** each installment window commences. The statement will show:

- payments received to date
- remaining balance for current school year
- overdue amounts (highlighted)
- a link to the ASAD Tuition Fees Policy.

For 2020-2021, statements will be issued on the following dates:

- 09/08/2020
- 17/11/2020
- 15/02/2021

4. NON-PAYMENT OF TUITION FEES

This policy proposes that, in line with ADEK Tuition Fee Policy, the following sequence of steps will be followed, regarding overdue accounts:

- Immediately after an installment payment period has expired, the *First Request for Payment* will be sent to families, which will include the following statement:

...please be aware that if payment is not completed within three weeks, access to the learning program will be restricted, in line with ADEK policy. Semester reports and certificates cannot be distributed to students with overdue accounts.

- One week later, the *Second Request for Payment* will be sent to families, which will include the following statement:

...please be aware that if payment is not completed within two weeks, access to the learning program will be restricted, in line with ADEK policy. Semester reports and certificates cannot be distributed to students with overdue accounts.

- One week later, the *Third Request for Payment* will be sent to families, which will include the following statement:

...please be aware that if payment is not completed within one week, access to the learning program will be restricted and the eSIS account will be blocked, in line with ADEK policy. Semester reports and certificates cannot be distributed to students with overdue accounts.

- After three warnings have been issued, with one week elapsed between each warning, access to the learning program will be withheld for a period of three days, as per ADEK policy. If the date falls within a school holiday period, then access will be withheld upon return to school, if payment has not been made.

- After three days of denied access, the student may return to classes on the 4th day and the three week cycle of warning will recommence. This process will continue until outstanding accounts have been settled.

- Continued non-payment of fees will result in discontinuation of the enrolment.

Policy Review:

This policy will be reviewed by the Senior Leadership Team annually, as part of our Policy Review Cycle.

This policy was endorsed/not endorsed by the ASAD Senior School Administrative Council on Tuesday, 23.06.2020

References:

<https://adek.gov.ae/-/media/Project/TAMM/ADEK/Downloads/Private-schools/Private-Schools-Policy-and-Guidance-Manual.pdf> Policy 39. Chapter 10 pp.110-115