



## School Fee Policy

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	Regional Director		Principal			Vice Principal
	Head of Foundation Stage		Head of Primary			Head of Secondary

## Fees & Payment Policy for the Year 2024-25

Newlands School is a fee-paying international school, regulated by the Knowledge and Human Development Authority (KHDA). All information and communication, relating to school fees, is approved by the KHDA.

### Application Fees

- A fee of 500 AED must be paid along with the completed application form.
- It is non-refundable, non-transferable, and non-adjustable to any other fee at school.

### Tuition Fees

The fee structure, as approved by KHDA, is represented in the following table:

#### School Fee Structure

Year Group	Annual Tuition Fee (AED)	Term 1 Fee (Sep to Dec)	Term 2 Fee (Jan to Mar)	Term 3 Fee (Apr to Jun)
Due Date		Before Aug 22th	Before Dec 22th	Before Mar 22th
<b>FS1</b>	20,881	8,353	6,264	6,264
<b>FS2</b>	20,881	8,353	6,264	6,264
<b>Yr1</b>	25,449	10,181	7,634	7,634
<b>Yr2</b>	25,449	10,181	7,634	7,634
<b>Yr3</b>	25,449	10,181	7,634	7,634
<b>Yr4</b>	25,449	10,181	7,634	7,634
<b>Yr5</b>	28,712	11,486	8,613	8,613
<b>Yr6</b>	28,712	11,486	8,613	8,613
<b>Yr7</b>	31,322	12,530	9,396	9,396
<b>Yr8</b>	31,322	12,530	9,396	9,396
<b>Yr9</b>	34,584	13,834	10,375	10,375
<b>Yr10</b>	34,584	13,834	10,375	10,375
<b>Yr11</b>	34,584	13,834	10,375	10,375
<b>Yr12</b>	36,936	14,776	11,080	11,080

- Tuition Fees are subject to change according to KHDA approvals
- Fee Invoice will be issued for the full year, at the beginning of the academic year
- Tuition Fees are to be paid Termly and in advance
- The First Term Fee must be paid to secure the seat for the student. School transportation fee must be paid along with the Term fee.
- To avail the discount, Post-dated cheques (PDC) for Term1, 2 and Term 3, must be submitted at the school accounts office at the time registration.
- School Fees must be paid on time to ensure that your child continues to have access to teaching, resources, facilities, and the extra-curricular program. The school reserves the right to suspend lessons on school fee default in accordance to KHDA regulations.

- New students enrolling after the start of the academic year will be charged from the beginning of the month of enrolment.
- Should a cheque be dishonored for any reason whatsoever, the school shall charge an administration fee of AED 200 for each cheque returned.
- An administrative fee will be charged for delayed payments from parents as follows:
  - AED 3/- per day if the payment is delayed up to 30 days, and
  - AED 5/- per day if the payment is delayed more than 30 days

## Other Fees (OPTIONAL)

- Following are the optional fees to be paid with Term 1 payment, before the start of academic year. Year wise breakup is mentioned below:

Year	Books	Stationery	Learning Resources	Assessment Fee	Total Amount (AED)
FS1-FS2	300	200	<b>INCLUDED</b>	<b>INCLUDED</b>	500
Yr1-Yr6	550	300			850
Yr7-Yr12	600	350			950

- Books may not be issued unless the fee is paid.
- The parent can choose to receive a full set of books and stationery from school OR the parent can purchase directly from book shops (However, our understanding is that this option can pose a challenge for our parent community).
- Cambridge exam fee to be paid by students.
- Trips charges to be collected as and when incurred.
- Club and Extracurricular activities will be collected as and when required.

## Registration Fee (New Students)

- A registration fee of 10% of the total tuition fee is payable at the time admission offer is accepted to secure a school seat
- The registration fee is not refundable, but will be adjusted against Term fees if admission is confirmed.
- The registration fee paid cannot be deferred or carried forward to next Term/academic year nor can it be adjusted towards a fee due for a sibling.

## Re-Registration Fee (Existing Students)

- During the school's re-registration period, a re-registration fee of 5% of the total tuition fee is payable to guarantee a place for the following academic year.
- The re-registration fee is not refundable, as per the KHDA regulations, but will be adjusted against Term fees of the next academic year.
- The re-registration fee paid cannot be deferred or carried forward to next Term/academic year nor can it be adjusted towards a fee due for a sibling.
- Students who are unable to be registered with the KHDA due to missing required documentation, or students with an outstanding fee balance, will not be able to be re-registering for the next academic year.

## Uniform

School has an exclusive arrangement with THREADS to provide uniform to students of the school. Parents can purchase the uniform directly from THREADS branch or order online at

<https://www.threadsme.com/storelocator/dubai-store>

## School Transport

School has arranged a Bus Transportation service with a third party, for the convenience of parents. For those parents who may wish to use the transportation services the following charges are applicable, which are based on the distance of the residence from school.

	Travelling Distance		
	Up to 10KM	10KM to 20KM	More than 20KM
Term 1	2,724	2,848	2,972
Term 2	2,043	2,136	2,229
Term 3	2,043	2,136	2,229
Total (AED)	<b>6,810</b>	<b>7,120</b>	<b>7,430</b>

- The transportation fee is to be paid termly and in advance
- The full fee is charged even if a One-Way service is required (morning or afternoon).
- Students may not be permitted to use the services unless all fees are paid (First term fees are paid and Post-dated cheques (PDC) for Term 2 and Term 3, are deposited at the school accounts office)
- Bus seats are allocated on first come first served basis.
- Parents should fill the transportation service enrolment form
- The Bus identity cards will be provided by the Transportation Service Provider to each student
- The first bus identity card will be without further cost however, lost or broken cards will chargeable.
- Parents may contact the responsible person at [transport@newlandsschool.ae](mailto:transport@newlandsschool.ae)

## Transportation Cancellation and Refund

- Transport Service Withdrawal Forms, which are available on request, need to be submitted to the transportation team at the email above.
- No matter the child has used the bus service or not, fee will be charged, unless signed withdrawal form has been submitted or notified through email.
- Two months' advance notice is required for facilitating of cancellation of transportation services
- If 2 months' notice is not given, then 2 months' fee will be charged regardless of any remaining days in the term.
- Bus fee is non-refundable if cancellation of service is requested during an academic term

## Non-payment of Fees

Failure to pay school fees by the due date, Newlands may, at its discretion, suspend the Student's attendance at the School and take such action as is deemed necessary as per the prevailing rules and regulations of Dubai.

School fees default may result in a loss of the student's place in the school, withholding of their school reports, references, examination results, as well as, temporary or permanent expulsion or exclusion from school.

## Students Withdrawal

Parents wishing to withdraw their child/children should follow the procedures below:

- Withdrawal form duly signed by the parent to be submitted to School's Admissions Department.
- Provide 30-day's notice to ensure all necessary steps of withdrawal are completed
- Have an exit interview with the school principal to understand reasons for withdrawal

## Refund Policy

Parents wishing to apply for a refund of school fees should note the following:

### Parents who register their children but they decide not to attend school at all:

- Must give written notice and/or completion of withdrawal form to the Admission and Accounts Office, to be received prior to the first day of the Term.
- Registration/re-registration deposit will not be refunded
- Tuition fees paid prior to the beginning of the academic year shall be refunded in accordance with KHDA refund policy

### Parents who decide to withdraw their children during the academic year:

- Must give written notice and/or completion of withdrawal form to the Admission and Accounts Office
- Registration/re-registration deposit will not be refunded
- Book fee and stationery charges shall not be refunded.

The refund will be calculated from the start of the term and the date of the formal request by submission of withdrawal form and not from the date when the student was absent. Being on the school register counts as days in the school

- If the student was enrolled in the school for two weeks or less, a month's fees will be deducted, and the remainder of the Term fees will be refunded
- If the student was enrolled in the school for a period ranging between two weeks but less than one month, two months' fees will be deducted and the remainder of the Term fees paid will be refunded.
- If the student was enrolled in the school for more than a month, the full term's fees will be payable.
- In case the student attends the school for more than three months and decides to leave during the year, one-month notice period will be charged from the date when formal notification is given to the school.
- If fees were paid with a credit card or online, monies will be refunded back to the credit card.
- If fees were paid through Cash/cheque, it will be refunded via cheque (in the name of parent who paid the fees).
- If the fees were paid by the parent's employer, the refund cheque will be made out in the name of employer only.
- School management reserves the right to refund tuition fees on a discretionary basis.

## Discount-Terms & Conditions

### Definitions for Reference:

- ❖ **Discount Blocks:** For the purpose of sibling discounts, all grades have been divided in two separate blocks:
  - School Block (FS-1 - Grade 8)
  - Senior Block (Grade 9 - 12)
- ❖ **Base Student:** For families with more than one student enrolled at Newlands, Base student is the student who is not eligible for sibling discount. This will be the eldest student (highest grade) in the 'School Block' (for establishing the base student, only students enrolled in the School Block will be considered). If there are any students from the same family enrolled in the 'Senior Block', these shall be excluded for establishing the base student.

### Sibling Discount Terms

- For any families with more than one student enrolled at Newlands, sibling discount shall be applicable from the second student onwards;
- Sibling discount is applicable for students enrolled in the School Block (FS1 to Year 8) only
- Students of Senior Block (Year 9 to 12) are not eligible for sibling discount;
- Sibling discount shall be applicable to the youngest students (lowest grades) of the family. The eldest student (highest grade) of any family enrolled in the School Block, shall be considered the base student and will not be eligible for sibling discount;
- Sibling discount shall be available to both (existing and new students);

### Senior Offer Discount Terms

- Senior Offer shall be available to both (existing and new students);
- Students in Senior Block (Year 9 to 12) will NOT be considered for sibling discount;
- This offer is applicable for any number of students in a family enrolling in Senior Block during AY 2024-25;

### Full Payment

- If the full payment is made after the month of September, the % will be proportionately adjusted according to the number of months remaining.

For example:

In October, it will be calculated as  $4\% \times 9/10 = 3.6\%$

And, in November, it will be calculated as  $4\% \times 8/10 = 3.2\%$

### Other Conditions

- A non-refundable Registration Fee of AED 500 for new admission shall be paid;
- A non-refundable Seat Reservation Deposit of '5% of the annual tuition fee for reenrollment' and '10% of the annual tuition fee for new admission' shall be paid;
- To avail an applicable early bird discount, Registration Fee and Seat Reservation Deposit has to be paid before the cut-off date;
- Seat Reservation Deposit is Adjustable against Term 1 fee;
- For Students joining Late in the academic year, all discounts will be calculated on Prorated fee applicable from Joining date

- Discount policies apply only to those who complete a full academic year with the school. If a student withdraws from the school during the academic year, discounts will be reversed and full fees shall be payable;
- Discounts shall be adjusted from term 3 payments;
- To avail any of the discounts, all current and previous dues must be cleared;
- To avail the discount, all dues must be cleared before the applicable due date for each term. The due dates at the time of printing of this document are:

Term	Due Date
1	Before 22 <sup>th</sup> August
2	Before 22 <sup>th</sup> December
3	Before 22 <sup>th</sup> March

## Mode of Payments

School offers following mode of payments for the convenience of parents.

- Cash
- Credit / Debit Card
- Cheque (in the Name of "BEACONHOUSE EDUCATION INVESTMENTS LLC")
- Online Payment through Parent Portal / School Website
- Bank Transfer (as per below details)

**Account Name** : BEACONHOUSE EDUCATION INVESTMENTS LLC  
**Account No** : 0000010390000017  
**IBAN** : AE770910000010390000017  
**SWIFT Code** : MUCBAEAD  
**Bank Name** : MCB Bank LTD  
**Bank Address** : Bahwan Centre, Umm al Sheif, Sheikh Zayed Road, Dubai, UAE

Parents must submit the Bank Transfer Receipt, showing the reference number of the transaction, to the school finance department in an email. The School finance team will issue the official receipt after confirmation.

## Payment Options (Ref Annexure-A)

In the spirit of providing more and flexible options to the parents, and to make the process simpler and easier, the management is pleased to announce below 4 options to the parents.

1. One Payment for Full Academic Year at the start - avail discount benefit;
2. Term wise fee Payment (Standard option unless chosen otherwise) – no admin fee;
3. Post-dated Cheques (PDCs) for the entire year – by paying an admin fee;
4. Post-dated Cheques (PDCs) for one term at a time – by paying an admin fee;

**Option 2 or the Regular Plan (Term Wise payments) will be the standard benchmark option from now onwards.**

Notes:

- Parent needs to give PDCs for the full year (depending on the Pay Term 1 through (Cash/Credit Card/Online/Bank Transfer) and submit PDCs accordingly.
- Parents to submit the PDCs to accounts department to ensure the seat for the children.

These are only options, for the ease of parents, to manage their financial obligations. Parents can choose the option according to their needs.

Our finance team is based at school campus from 7:30 am to 3:30 pm Monday through Thursday and from 07:30 am to 12:00 pm on Friday. Please click the following link for location <https://www.newlandsschool.ae/contact-us/location-map/>

## Required Documentation for Student Registration

- Parent/s shall undertake to provide all documentation required by the School to complete student registration. All documentation of this nature must be provided by the Parent/s to the Admissions Office. This includes, but may not be limited to:
  - One copy of Student and Parents' current and valid passport
  - One copy of Student and Parents' current and valid UAE residency visa
  - One copy of Student's birth certificate (in English or Arabic only)
  - One copy of Student's previous two (2) year's school/nursery reports (in English only)
  - Passport photographs of the Student
  - Copy of Student's immunization records
  - Transfer/Leaving Certificate, signed, stamped, and attested by all necessary bodies.
  - Registration of child's enrolment with KHDA: on confirmation of enrolment by the School, it is mandatory to register the child with the KHDA within the timelines defined by the School, by swiping the Emirates IDs of the student and one parent in the electronic machines available in the School
- It is the responsibility of the Parent/s to ensure all documentation is provided before the student starts school. Newlands will not take responsibility for incorrect documentation or missing documentation that may result in a student not being registered by the Knowledge and Human Development Authority (KHDA).
- The School shall not be responsible for any kind of charges / penalties levied by the KHDA for non-submission of required documents within the stipulated time including fee for application of extension time to submit documents. The same shall be borne by the parent.
- Parent/s undertakes that all documentation submitted to Newlands is correct, genuine, and complete.



## Acknowledgement

Parents are requested to read and understand the School's Admission Policy and adhere by it, failing which necessary action will be taken.

I am the Father / Mother / Guardian of;

Student \_\_\_\_\_ Studying in Class \_\_\_\_\_ DOJ \_\_\_\_\_  
 Student \_\_\_\_\_ Studying in Class \_\_\_\_\_ DOJ \_\_\_\_\_  
 Student \_\_\_\_\_ Studying in Class \_\_\_\_\_ DOJ \_\_\_\_\_  
 Student \_\_\_\_\_ Studying in Class \_\_\_\_\_ DOJ \_\_\_\_\_  
 Student \_\_\_\_\_ Studying in Class \_\_\_\_\_ DOJ \_\_\_\_\_

hereby acknowledge that I have read the admission terms and conditions set by the school and I hereby agree to abide by the school's policy and terms.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Annexure-A

#### Payment options

OPTION	ONE SHOT PAYMENT	Mode of Payment	Disc	Admin Fee
1	Make full year's payment in advance, at the start of academic year, and avail discount	Cash	4%	-
		Credit Card	3%	-
		Online Payment Portal	3%	-

Examples			
Fees	Discount	Admin Fee	Payment
29,000	1,160	-	27,840
29,000	870	-	28,130
29,000	870	-	28,130

OPTION	TERM WISE PAYMENTS (REGULAR PLAN)	Mode of Payment	Disc	Admin Fee
2	Term 1	Cash / Credit Card / Online Transfer	0	0
	Term 2	PDC	0	0
	Term 3	PDC	0	0

Fees	Discount	Admin Fee	Payment
11,600	0	0	11,600
8,700	0	0	8,700
8,700	0	0	8,700
<b>29,000</b>	<b>0</b>	<b>0</b>	<b>29,000</b>

OPTION	MONTHLY PAYMENTS (ANNUAL PLAN)	Mode of Payment	Disc	Admin Fee
3	For FS 1 - YR 6 Select <i>monthly payment</i> at the <i>start of academic year</i> . Pay annual fees in 10 equal monthly installments. An Administrative Fee of <b>AED 800</b> has to be paid upfront at the time of opting this installment plan.	10 Post dated cheques (PDC)	0	800
	For YR 7 - YR 12 Select <i>monthly payment</i> at the <i>start of academic year</i> . Pay annual fees in 10 equal monthly installments. An Administrative Fee of <b>AED 1,000</b> has to be paid upfront at the time of opting this installment plan.	10 Post dated cheques (PDC)	0	1,000

Fees	Discount	Admin Fee	Payment
22,000	-	800	22,800
29,000	-	1,000	30,000

OPTION	MONTHLY PAYMENTS (TERM PLAN)	Mode of Payment	Disc	Admin Fee
4	For FS 1 - YR 6 Select <i>monthly payment</i> at the <i>start of each term</i> . An Administrative Fee of <b>AED 350</b> has to be paid upfront at the time of opting this installment plan. Parents may switch back to Regular Plan before start of each term.	Term 1: 4 Post dated cheques (PDC)		350
		Term 2: 3 Post dated cheques (PDC)		350
		Term 3: 3 Post dated cheques (PDC)		350
	For YR 7 - YR 12 Select <i>monthly payment</i> at the <i>start of each term</i> . An Administrative Fee of <b>AED 400</b> has to be paid upfront at the time of opting this installment plan. Parents may switch back to Regular Plan before start of each term.	Term 1: 4 Post dated cheques (PDC)		400
		Term 2: 3 Post dated cheques (PDC)		400
		Term 3: 3 Post dated cheques (PDC)		400

Fees	Discount	Admin Fee	Payment
8,800	-	350	9,150
6,600	-	350	6,950
6,600	-	350	6,950
11,600	-	400	12,000
8,700	-	400	9,100
8,700	-	400	9,100

#### Notes

- Admin charges are separate from school fees
- Admin Charges to be paid upfront