



## **Fees Policy**

**Academic Year 2026 – 2027**

### **1. Introduction**

Belvedere British School (BBS), in alignment with ADEK's regulations, is committed to a transparent, fair, and consistent school fee structure that reflects the high quality of education offered while supporting the affordability for parents and sustainability for the school.

### **2. Purpose**

- To clearly communicate all fee-related matters to stakeholders.
- To comply with ADEK-approved school fee structures.
- To enable timely and manageable fee payments by parents.
- To support the school's continued growth and improvement.

### **3. Fee Structure**

#### **A. BBS's ADEK-approved fee structure comprises:**

1. Tuition Fees
2. Educational Resource Fees (e.g. textbooks, digital subscriptions, learning platforms)
3. Uniform Fees
4. Transportation Fees (in line with ADEK & ITC regulations)
5. Extracurricular Fees (optional, in accordance with ADEK policy)
6. Other Fees (e.g. school trips, competitions)

#### **B. Board Examination Fees**

- Applicable for relevant year groups.
- Separate fees may be charged for exam entries and associated admin costs.
- All board exam-related fees are transparently listed on the school's website.

#### **C. VAT**

All fees shall comply with UAE VAT regulations (Federal Decree Law No. (8) of 2017 and amendments).

#### **D. Fee Waivers**

BBS supports the reuse of second-hand uniforms, books, and devices that meet current school requirements. Fees for such items will be waived upon verification.

### **4. Fee Transparency**

- All fee components and payment schedules are published on the BBS website and shared during enrolment.
- Fees are charged strictly as per ADEK-approved levels.
- The stamped ADEK-approved fee schedule is publicly available on the website.

- Sources of tuition payment (e.g., parents, corporate sponsors/companies, charities, scholarships, relatives) are recorded and reported to ADEK when required.

## **5. Fee Increases**

### **5.1 Standard Fee Increases**

Fee increases are subject to:

- School operating for at least 3 years.
- Submission of audited financial reports (past 2 years) in International Financial Reporting Standards (IFRS) format.
- Submission of requests within ADEK's official fee increase window.

### **5.2 Exceptional Fee Increases**

May be applied for if:

- The school incurred adjusted operational losses over 2 consecutive academic years.
- Occupancy rate is at least 80%.
- All other ADEK conditions are met.

## **6. Payment Schedule**

- Tuition fees are payable in three or more equal installments across the academic year.
- The first installment may be collected up to one month before the academic year starts.
- Registration fees may be collected up to four months before the academic year begins and are deducted from total tuition fees.

## **7. Registration & Re-registration Fees**

- Capped at 5% of annual ADEK-approved tuition fees.
- Only charged to enrolled students.
- Non-refundable if students do not re-enroll without prior notice; however, fully refundable if BBS is unable to accommodate a student or withdrawal is communicated two weeks before term start (for new students).

## **8. Late Payment or Non-Payment of School Fees**

BBS follows a fair and transparent approach:

- Three warning notices will be issued (minimum one week apart).
- After warnings, the school may suspend a student for up to three days per term.
- The school may withhold:
  - Report cards
  - Transfer certificates (or block eSIS transfer)
  - Re-enrollment for the next academic year (if notified 3 months in advance)

**Note: Students will never be prevented from taking exams or face embarrassment due to payment issues.**

## **9. Protection of Fees**

### **9.1 Refund Policy**

#### **A. Registration Fee Refunds**

- Full refund if BBS cannot enroll the student as a result of insufficient capacity.
- Full refund for new students with a written withdrawal notice 2 weeks prior to the new academic year start.

- Non-refundable for returning students who don't attend without notice. Schools are authorized to retain the value of the registration fee for students enrolled in the previous academic year if they do not attend the school in the following academic year.

## B. Tuition Fee Refunds

Based on withdrawal timing:

| Duration Attended          | Retained Tuition Fee                                       |
|----------------------------|------------------------------------------------------------|
| Up to 1st week (no notice) | Full registration fee (capped at 5% of annual tuition fee) |
| 1–3 weeks                  | One full month of tuition fees                             |
| 3–6 weeks                  | Two full months of tuition fees                            |
| More than 6 weeks          | Full term tuition fee                                      |

## C. Other Fee Refunds

- Transportation: Refunded if service is not used.
- Other Fees: Refunds based on unused services/resources.

## 9.2 Prohibited Practices

- No deposits, application fees, or first-time enrollment fees are to be collected before enrollment.
- No financial guarantees shall be requested from parents.
- Staff fee discounts must be contractually specified.

## 9.3 Special Fee Agreements with Staff

Any special fee arrangements provided for staff who enroll their children in the same school are included with all details regarding amounts, times, refund mechanisms, etc., in their contracts.

## 11. Compliance

This policy is in effect from AY 2024/25. Full compliance is expected by AY 2025/26, as per ADEK mandates.

## Review and Approval

**Review Date:** June 2026

**Next Review Date:** June 2027

**Approved by:**

Principal

BBS Board of Governors

School Stamp