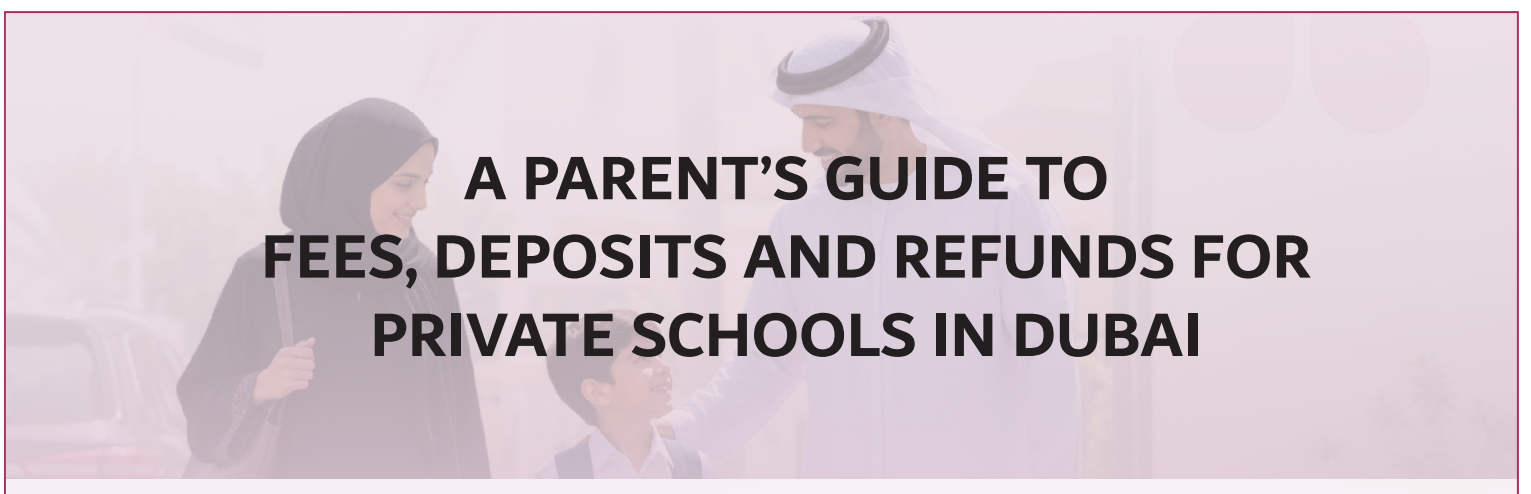


A PARENT'S GUIDE TO FEES, DEPOSITS AND REFUNDS FOR PRIVATE SCHOOLS IN DUBAI

As per the recently issued Policy for Private Schools in Dubai, all private schools must follow these clear KHDA rules on fees, deposits and refunds. Here are the highlights of the policy in numbers:

AED 500
The maximum you can be charged as an application fee

10%
The cap on the registration deposit is 10% of the annual tuition fees, which will be deducted from them. This amount is not extra or in addition to the fees.

60 days
The number of calendar days' notice required before the student's start date to get your registration deposit back in full.
Similarly, for re-registration deposits but 60 days prior to the start of the next academic year. Parents must formally notify the school in writing.

10 days
The number of calendar days you have to withdraw your child to qualify for a full refund of any deposits or fees if a KHDA fee increase is announced after you've paid.

GOOD TO KNOW

Registration and re-registration deposits are advance payments towards tuition fees - never an additional cost on top of them.

1. KEY TOUCHPOINTS IN A PARENT'S SCHOOL JOURNEY

APPLICATION FEE
Up to AED 500

- Refunded if your child isn't offered a place after assessment
- Refunded if you weren't told there was no place or a waitlist before paying
- Not refunded if a place is offered and you decline it, and is not deducted from tuition fees

REGISTRATION DEPOSIT
Max 10% of annual tuition fees

- Only after a formal offer is made and you accept it – not payable before
- Deducted from your tuition fees once your child starts
- Refundable under the 60-day rule

RE-REGISTRATION DEPOSIT
Max 5% of tuition fees or AED 500

- The only payment allowed to secure a place next year and deducted from next year's tuition fees
- Collected only after the spring break for September-start schools (payable no earlier than May 1) or the winter break for April-start schools (payable no earlier than Feb 1)
- **Parent missed the deadline?** Your child's place isn't guaranteed
- **School missed charging the deposit?** They may not ask for the deposit later

2. WITHDRAWING - HOW YOUR REFUND IS WORKED OUT

THE DATE THAT MATTERS: Your refund is calculated from the withdrawal date in your formal written request - not your child's last day of attendance, and it can't be backdated.

ABSENCE DOESN'T STOP FEES: While your child is still enrolled, fees apply; a written withdrawal request is what matters.

TIME ENROLLED IN THE TERM	HOW YOUR REFUND WORKS
Before the year starts	Fees refunded in full. The deposit is kept if the notice was under 60 days
2 weeks or less	1 month's fees
2 weeks to 1 month	2 months' fees
More than 1 month	The full term's fees

FEES FOR OTHER SERVICES:
Mandatory service fees paid before the year starts are refundable.
Optional services (transport, activities, trips) follow the terms agreed in writing at enrolment.
Book fees are refundable only if your child leaves before the year begins.

CLOSURES OR DISRUPTION

If the school cannot deliver the educational service due to a suspension of its own services or a government-enforced closure - you must be compensated for the period not provided in one of these methods:

Credit note - against future fees, valid for 6 months; if your child doesn't return, the amount is refunded to you

Sibling transfer - credit for another child at the same school, valid for 6 months

Full refund - for the period the service was not provided

Fees remain payable while the service is available and provided, including KHDA-approved distance learning or an approved alternative. Not using it isn't grounds for a reduction.

3. MOVING OR LEAVING — THE CERTIFICATE SEQUENCE

1. Settle fees → 2. Certificate issued → 3. Submit to new school → 4. Enrolment confirmed (Confirmed)

- A Withdrawal or Transfer Certificate is needed to register at any other private school or educational institution in Dubai
- A child can't be enrolled at a new school while fees are still owed at the previous one
- Certificates can be withheld until all fees are paid - but once you've settled, they must be issued without further delay
- Coming from a KHDA-permitted ECC or under-6 provision? Its certificate must be submitted before the new school can confirm enrolment

4. UNPAID FEES — THE REQUIRED PROCESS

Before any consequence, at least **30 days** must pass from the due date, and all six steps must be completed and documented:

1. First written reminder → 2. Second reminder → 3. Direct contact → 4. Offer of a meeting → 5. Payment plan considered → 6. Final written notice

Keeping to an agreed payment plan? No consequence can be applied at all.

5. DISAGREE ABOUT FEES OR A REFUND?

Start with the school - raise it through their internal complaints process first; it must be completed and documented before KHDA can review it.

Still unresolved? Either you or the school can refer the matter to KHDA through its official channels.

KHDA reviews each case individually and may ask both sides for documents, including your signed Parent–School Contract. Keep everything in writing.

All fee matters go to you — your child can never be embarrassed, singled out or excluded

When sticking to an agreed payment plan, no consequence can be applied at all

Any suspension for unpaid fees is capped at 3 school days, never on exam days and ends the moment you pay