

**School Vision**

Become an institution of innovative education for a society of knowledge and global pioneering.

**School Mission**

To equip its graduates with 21<sup>st</sup> century skills and a high awareness of themselves, their community and the world. It works to ensure they have the ability to make the right decisions, are actively responsible and have essential world-class skills that allow them to pursue their academic and professional goals.



مدرسة رويال الامريكية  
ROYAL AMERICAN SCHOOL

# TUITION, OTHER FEES AND SCHOOL INCOME Policy 2021 - 2022

This policy will form part of all new staff induction

And appear on the school website

Review date September 2022

This policy has been read and adopted by the Royal American School Board of Governors and Principal:

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## Payment of School Fees

For the purposes of this policy, tuition fees are those sums that are directly associated with educating students. Other fees include textbooks, uniforms and transportation fees. School fees refer to both tuition fees as well as other fees which a School charges to Parents/Guardians. Fees associated with optional, extra-curricular activities which incur separate charges will not be included as part of tuition fees, as Schools may collect these charges subject to Parent/Guardian approval as described in Policy PSPG school policy (49).

- The Schools will not charge from Parents/Guardians in excess of the School fees approved by the Council
- The Schools will collect a minimum of 5% of annual tuition fees as registration or re-registration fees up to four months ahead of the commencement of the school year and this amount will be deducted from approved School. The registration or re-registration fees are charged only when the student is enrolled. School will retain the registration or re-registration fees collected for each student, should the student attend any part, or days, of week 1 of the semester or fail to show up at all without the Parent/Guardian notifying the School in writing sufficiently in advance before the commencement of teaching. If the School fails to enrol the student as a result of not having sufficient capacity, the School will reimburse to the Parent/Guardian the full registration or re-registration fees. School will collect tuition fees in three equal instalments in each academic year in order to enable Parents/Guardians to pay tuition fees. The School will collect the first instalment in August as the Schools start its academic year in September. School will collect transportation fees on a monthly basis in advance of each semester. The School will retain a certain amount of the tuition fees in any of the following cases:
  - If a student attends any part of week one of the term or fails to show up at all without the Parent/Guardian notifying the School in writing sufficiently in advance before the beginning of a term. In such a case, the School will retain the value of the registration or re-registration fees.
  - If a student attends from one week and up to three weeks in a term, the School will retain the value of one full month of tuition fees.
  - If a student attends over three weeks and up to six weeks in a term, the School will retain the value of two full months of tuition fees.
  - If a student attends over six weeks in a term, the School will retain the full-term fee.

These cases apply to newly enrolled students as well as students that register after a term has already commenced. Official holidays and absences from class are considered part of the week. The value of one month of tuition fees is calculated by dividing the total tuition fees for the school year by ten months. Any textbook and uniform fees paid to the School are to be refunded to Parents/Guardians if such have not yet been used. Transportation fees will be refunded in the same manner as tuition fees.

## Non-Payment of School Fees

Schools may suspend a student for up to three days but only after sending three warning notices each being one-week in duration each time to a student's Parents/Guardians. Further, Schools may withhold examination report cards, transfer certificates (or block a transfer on eSIS) and/or re-registering a student until all outstanding dues are settled.