مدرسة رويال الأمريكية
ROYAL AMERICAN SCHOOL

FEES POLICY

Academic Year
2026-2027

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

Review date August 2026

Introduction

Royal American School (RAS) is committed to ensuring that its school fees are reasonable, transparent, and reflective of the quality of education it provides, in line with the requirements of the Abu Dhabi Department of Education and Knowledge (ADEK). This policy sets out how RAS structures, publishes, collects, and manages its school fees, and the procedures parents can expect regarding payment schedules, late payment, and refunds.

Purpose

- To adopt a clear, transparent, and accurate approach to fees for both RAS and parents.
- To outline RAS's fee structure and the basis for any fee increase.
- To enable parents to pay required fees in a timely and convenient manner.
- To support the sustainable growth of RAS while remaining accessible to a diverse population of families.

Scope

This policy applies to all parents/legal guardians of students enrolled at RAS, and to all staff involved in the setting, publishing, collection, or management of school fees, including the Governing Board, the Principal, and the Finance Department.

Definitions

Tuition Fees	Fees directly associated with educating RAS students.
Registration Fees	Fees collected by RAS prior to the academic year to confirm a student's enrollment.
Educational Resource Fees	Fees collected to provide physical or digital resources supporting a student's education (e.g. textbooks, tablets, software subscriptions).
Uniform Fees	Fees collected to provide school uniforms to students.
Transportation Fees	Fees collected to provide school bus services, in compliance with the ADEK School Transportation Policy.
Extracurricular Fees	Fees collected for optional paid extracurricular activities, in compliance with the ADEK School Extracurricular Activities and Events Policy.
Board Examination Fees	Fees collected to enable students to sit board examinations, and any related administration fees.
One Month of Tuition Fees	Total tuition fees for the school year divided by ten months.
Other Fees	School fees that do not include tuition fees.
School Fees	All fees RAS charges an enrolled student in exchange for the educational services and activities it provides.
Integrated Transport Centre (ITC)	The Abu Dhabi authority responsible for regulating transportation, including school buses.
Embassy School	A private school affiliated with an embassy or consulate.

Policy Statement

- Fee Structure: RAS breaks down its ADEK-approved fees into tuition fees, educational resource fees, uniform fees, transportation fees, extracurricular fees, and other fees, and discloses these to parents during registration.
- Board Examination Fees: RAS may charge a separate board examination fee, and, where justified, an additional board exam administration fee. Both are published clearly on the RAS website together with the applicable grade levels.
- VAT: RAS applies Value Added Tax in accordance with Federal Decree Law No. (8) of 2017 and its amendments.
- Waivers: RAS waives the relevant fee component (e.g. devices, textbooks, uniforms) for students who use compliant second-hand items.
- Fee Transparency: RAS publishes its ADEK-approved fees, payment schedules, and procedures on its website, and charges parents only within ADEK-approved levels. RAS records and reports to ADEK the source of each tuition fee payment (e.g. parent, relative, charity, company, scholarship).
- Fee Increases: RAS follows ADEK's standard and exceptional fee increase criteria, including a minimum of three years in operation, a valid license, submission of two years of IFRS-audited financial reports, and applications made within ADEK's approved window. Exceptional increases additionally require two consecutive years of audited operating losses and a minimum 80% occupancy rate.
- Other Fees: RAS charges book, uniform, and other fees based on actual expenses, and transportation fees in accordance with the ADEK School Transportation Policy, with the required ADEK and Integrated Transport Centre (ITC) approvals. RAS currently operates ADEK/ITC-approved school buses.

Schedule

- RAS collects tuition fees in 3 equal installments each academic year.
- RAS may collect the first installment up to 1 month before the start of the academic year.
- RAS charges a registration fee of AED 1,000, collected only from enrolled students, up to 4 months before the start of the academic year; this amount is deducted from the student's final tuition fees.

Late Payment or Non-Payment of Fees

- RAS maintains a fair, transparent, and confidential approach to late or non-payment of fees, without punitive sanctions and without communicating non-payment to students.
- The Finance Department issues parents with 3 consecutive written warning notices, at least 1 week apart, in response to late or non-payment.
- Following the 3 warning notices, RAS may suspend the student for up to 3 days, at most once per school term.
- RAS may withhold examination report cards, transfer certificates, or re-enrollment until outstanding fees are settled, and will inform parents in writing at least 3 months before the end of the academic year of any risk to re-enrollment.
- RAS will never prevent a student from sitting examinations due to late or non-payment of fees.

Refunds

- Registration fees are refunded in full where RAS cannot enroll the student due to insufficient capacity or an ADEK-approved 'Inability to Accommodate' notification, or where new-student parents give 2 weeks' written notice before the start of the academic year.
- Tuition fee refunds follow ADEK's tiered retention schedule based on the number of weeks a student attends before withdrawing, ranging from the registration fee only up to the full-term fee for attendance beyond 6 weeks.
- Transportation fees are refunded where bus services are not used; other fees are refunded where the related item or service was not used.

Protections

- RAS does not request or accept financial guarantees, deposits, or application fees from parents prior to enrollment.
- Special staff fee arrangements are documented in full in staff contracts, including amounts, timing, and refund mechanisms.

Procedures

- The Finance Department prepares the annual fee schedule for Governing Board approval, ensuring it remains within ADEK-approved levels.
- The Principal submits standard or exceptional fee increase applications to ADEK within the announced window; the Governing Board ratifies the application before submission.
- The Finance Department publishes approved fees, payment schedules, and refund procedures on the RAS website and communicates them to parents at registration.
- The Finance Department collects tuition and registration fees according to the published schedule and records the source of each payment for ADEK reporting.
- Where a payment is late, the Finance Department issues the 3 consecutive warning notices and manages any resulting suspension, withholding of documents, or re-enrollment risk notice, always maintaining confidentiality.

- Parents may request a refund in writing to the Finance Department, which processes the request in line with the refund tiers set out in this policy.

Responsibilities

- **Governing Board:** approves the annual fee structure and any fee increase application before it is submitted to ADEK.
- **Principal:** prepares and submits standard and exceptional fee increase applications to ADEK for Governing Board ratification, and oversees policy communication to the school community.
- **Finance Department:** manages fee publication, collection, payment schedules, late payment notices, and refunds, and reports payment sources to ADEK, maintaining confidentiality on payment matters.
- **Teaching and Support Staff:** must not communicate or act on fee non-payment information with, or in front of, students.

Compliance

This policy has been effective since the start of Academic Year 2024/25 (Fall term), and RAS has been fully compliant since the start of Academic Year 2025/26 (Fall term). Failure to comply with this policy may result in legal accountability and penalties in accordance with ADEK's regulations, policies, and requirements, in addition to any penalties under Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments, or any other relevant law. ADEK reserves the right to intervene where RAS is found to be in violation of its obligations.

Related Policies and References

- ADEK School Fees Policy
- Royal American School Financial Auditing and Reports Policy
- ADEK School Transportation Policy
- ADEK School Assessment Policy
- ADEK School Inclusion Policy
- ADEK School Reporting Policy