

Sunrise English Private School

Education and Knowledge Department, License No. 1/466 - Date 15/04/2008
P.O. Box 71356, Abu Dhabi
Tel No. +971 2 5529989, Fax: +971 2 5527837
E-mail: school@seps-auh.com
inquiry@seps-auh.com
Website: www.seps-auh.com



مدرسة الشروق الإنجليزية الخاصة

دائرة التعليم و المعرفة ترخيص رقم ١/٤٦٦ بتاريخ ١٥/٠٤/٢٠٠٨
صندوق البريد ٧١٣٥٦ أبوظبي
تليفون رقم: +٩٧١ ٢ ٥٥٢٩٩٨٩, فاكس: +٩٧١ ٢ ٥٥٢٧٨٣٧
البريد الإلكتروني: school@seps-auh.com
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22nd February 2023

SEPS TRANSPORTATION FEE POLICY

Policy Development Committee Members

Dr. Thakur Mulchandani
Mrs. Indu Suresh
Mrs. Soudha Nasar
Mrs. Deepa Binu
Mrs. Sumitha Anilkumar

Mrs. Ann Felix
Mr. John John
Mr. Jobi Pappachan
Mr. Joji George
Mr. Najmal Nazarudeen

Fee Policy

- **Fee Structure** – Transport fee is applicable and charged for 10 months in an academic year, divided in three terms. Full payment for each term should be done irrespective of the number of working days.
- If the fees are not paid in advance at the start of payment period, the child will not be permitted to use the service until they have been paid in full.
- **New admission to school** – in case of new admission to school during the term, **full rate for the month** will be charged irrespective of date of service.
- **New Registration for Services** – If an existing student is enrolling for the school transport fee for the first time during academic year, this is equivalent to a new student applying for school transport and hence the policy must be the same viz, pay from the month of commencement of school transport.



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- If an existing student enrolls for school transport, later cancels it and again re – enrolls, he/she needs to **pay the full rate for the month irrespective of date of service.**
- There will be no discount if any student opts to use the service only one way.

FEE RETENTION

The school may retain a certain amount of transportation 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 may retain the value of the admission fees.
- If a student attends from one week and up to three weeks in a term, the school may retain the value of one full month of transportation fees.
- If a student attends over three weeks and up to six weeks in a term, the school may retain the value of two full months of transportation fees.
- If a student attends over six weeks in a term, the school may retain the full-term Transportation fees.
- Official holidays and absences from classes are considered part of the week.
- The value of one month transportation fees is calculated by dividing the total transportation fees for the school year by ten months.



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- Notice of student withdrawal and application for a transportation fee refund at the request of the parent/ guardian must be made in writing to the school Principal.
- Discontinuation of transport facility for the ensuing term should be intimated in the specified form (available in the school website) at least two weeks before the end of the previous term.
- In case of temporary discontinuation on medical grounds, the fee paid can be adjusted for the next term / month, if approved by the school Principal.

**Approved School Transport Fees:
AED 4,520.00**

