



SCHOOL POLICY ON FEES

Document Type	Policy
Administering Authority	School
Latest Approval/Amendment Date	November 2025
Previous Approval/Amendment Date	March 2025
Approving Authority	Principal – Dr. Thakur S Mulchandani
Indicative Time for the next Review	March 2026

SL No.	Content	Page No.
01.	Introduction	1
02.	Purpose	1
03.	Definitions	2
04.	Fee Structure	3
05.	Fee Transparency	4
06.	Schedule	6
07.	Late Payment or Non-Payment of School Fees	8
08	Prohibition of Collection of Additional Financial Securities	9
09	Compliance	9





Introduction

At Sunrise English Private School, Abu Dhabi, we are committed to aligning our practices with ADEK's regulatory framework to ensure fairness, transparency, and accountability in all matters related to school fees. In accordance with ADEK guidelines, our goal is to maintain a fee structure that is reasonable and clearly communicated, while reflecting the quality of education, facilities, and services we provide to our students. This policy outlines the procedures for setting school fees and establishing fee payment schedules, ensuring that our practices support sustainable institutional growth and meet the needs of our diverse school community.

Purpose

The purpose of this policy at SEPS is to:

- Establish a clear, transparent, and accurate approach to regulating school fees for both the school community and parents, ensuring that all tuition fees remain reasonable, value-driven, and reflective of the high-quality education and services offered by the school.
- Clearly outline the school's fee structure, including the rationale behind any proposed fee revisions, in alignment with ADEK guidelines and the school's commitment to continuous improvement.
- Facilitate convenient and timely payment of school fees by providing parents with structured, accessible, and well-communicated payment schedules and procedures.
- Support the sustainable growth and development of Sunrise English Private School by creating a conducive financial environment that encourages long-term investment, enhances educational quality, and meets the diverse needs of our student population.





Definitions

Board Examination Fees	Fees collected by schools to enable students to take board examinations.
Educational Resource Fees	Fees collected by schools to provide physical or digital resources to support a student's education (e.g., textbooks, school publications, tablets, laptops, subscriptions to software or applications).
Embassy School	A private school affiliated with an embassy or consulate.
Extracurricular Fees	Fees collected by schools to provide access to optional paid extracurricular activities, in compliance with the ADEK School Extracurricular Activities and Events Policy .
Governing Board	The governing body of a school, appointed by the school owners, and including qualified representatives and parents. The Governing Board is the senior authority of the school, with responsibility for the overall governance of its activities.
Integrated Transport Centre (ITC)	The authority responsible for regulating the operation of transportation in Abu Dhabi, including school buses.
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.
Registration Fees	Fees collected prior to the academic year for the purpose of confirming student enrollment.
School Fees	All fees that a school charges for each enrolled student in exchange for the educational services and activities (e.g., extracurricular fees) provided by the school.
Transportation Fees	Fees collected by schools to provide school bus service to students (in compliance with the ADEK School Transportation Policy).
Tuition Fees	Fees directly associated with educating students.
Uniform Fees	Fees collected by schools to provide school uniforms to students.





1. Fee Structure

1.1 Fee Components

SEPS adheres to ADEK's fee regulations and provides parents with a clear and transparent breakdown of all approved fee components. The school organizes these components in a structured manner and ensures full disclosure during the registration and re-registration processes. The following fee categories apply:

1. Tuition Fees

Fees approved by ADEK for academic instruction and classroom learning services offered by the school.

2. Educational Resource Fees

Charges related to books, digital learning platforms, stationery, learning materials, lab resources, and other academic support tools provided to students.

3. Uniform Fees

Costs associated with the purchase of school uniforms as per the school's approved dress code.

4. Transportation Fees

Fees for optional school bus services, covering transportation to and from the school in accordance with ADEK safety standards.

5. Extracurricular Fees

Extracurricular Fees will be collected for student field trips only after obtaining approval from ADEK





1.2 Board Examination Fees

The school may levy separate fees for board examinations in accordance with ADEK and respective examination board regulations.

1. The school may also charge justified CBSE board examination registration fee to cover expenses related to processing documentation, invigilation arrangements, mailing, authentication, and other administrative requirements, where applicable.
2. The board examination fees and any related administration charges will be clearly informed to the parents through official school communication channels.

1.3 Compliance with VAT Regulations

The school shall strictly adhere to the Value Added Tax (VAT) provisions outlined in the Federal Decree Law No. (8) of 2017 and its subsequent amendments. VAT will be applied to applicable fee components as mandated by UAE law, and parents will be duly informed of VAT-inclusive charges.

2. Fee Transparency

2.1 Disclosure and Publication

The school is committed to maintaining full transparency in all matters related to school fees, in accordance with ADEK regulations.

1. The school will publish on its official website the ADEK-approved fee structure, fee payment schedules, and payment procedures, ensuring that parents have clear and accessible information at all times.
2. The school will charge parents strictly within the ADEK-approved fee limits and will not impose any unapproved or hidden charges.





3. The stamped, ADEK-approved AY 2025–2026 fee schedule has been published on the school website to ensure authenticity and for parent reference.
4. When collecting tuition fees, the school records the source of the payment—whether from parents, relatives, charitable entities, companies, or scholarship providers—and submits this information to ADEK as required.

2.2 Fees and Increments

2.2.1 Tuition Fee Increase

The school will submit clear and accurate applications to ADEK for approval of any tuition fee increase, strictly following the timelines and procedures announced by ADEK.

a. Standard School Fee Increase (based on the education cost index)

The school will comply with the following prerequisites:

1. Hold a valid school license at the start of the academic year.
2. Have been in operation for a minimum of three years.
3. Submit financial audit reports for the past two academic years through the licensing system, prepared and approved according to International Financial Reporting Standards (IFRS).
4. Submit the application during the ADEK-approved fee increase window.

b. Exceptional School Fee Increase

To be eligible for an exceptional tuition fee increase, the school will meet the following conditions when submitting applications to ADEK:

1. Demonstrate adjusted operating losses for the last two consecutive academic years, endorsed by the school's auditor.
2. Maintain an occupancy rate of not less than 80%.
3. Have been operating for at least three academic years.
4. Hold a valid school license at the start of the academic year.





5. Submit audited financial reports for the last two academic years, prepared according to IFRS.
6. Ensure that no part of any exceptional increase has been implemented in the same academic year.

d. Rejection of Fee Increase Requests

ADEK may reject requests for standard or exceptional tuition fee increases if the conditions outlined in this policy are not met.

2.2.2 Other Fees

The school is authorized to charge fees for textbooks, uniforms, and other related items based on actual expenses, subject to ADEK approval.

a. Transportation Fees

The school may charge transportation fees in accordance with the ADEK School Transportation Policy and with the necessary approvals from ADEK and the Integrated Transport Center (ITC).

3. Schedule

3.1 Tuition Fees

The school has developed and shared detailed fee payment schedules with parents through official school communication channels. The school will enter into contracts with parents to ensure adherence to the fee payment schedules, in line with ADEK regulations.

Tuition fees may be paid in a minimum of three (3) equal installments, as per ADEK school fee policy:





Installment	Amount (AED)
First Installment (Term 1: April – June)	As per the grade level
Second Installment (Term 2: September – November)	As per the grade level
Third Installment (Term 3: December - March)	As per the grade level

- The school is authorized to collect the first installment up to one month before the beginning of the academic year.

3.2 Registration and Re-registration Fees

1. **Cap on Registration Fees:** The school will charge registration fees of up to **5% of the ADEK-approved tuition fees**.
2. Registration fees shall be collected **only from students who are enrolled**.
3. Schools will collect registration fees **up to four months before** the beginning of the academic year.

3.3 Refund Policy

In accordance with ADEK's Tuition Fees Framework, the following refund policy applies to student withdrawals:

- Withdrawal within 1 to 3 weeks from the start of the academic term: One month's tuition fee will be deducted.
- Withdrawal within 3 to 6 weeks from the start of the academic term: Two months' tuition fees will be deducted.
- Withdrawal after 6 weeks of attendance: Full term tuition fees are payable and must be cleared.





4. Late Payment or Non-Payment of School Fees

4.1 School Policy on Late Payment or Non-Payment: The school maintains a clear, transparent, responsible, and fair policy to address late or non-payment of school fees:

1. Parents are entitled to a fair and reasonable payment system without punitive sanctions.
2. The school ensures confidentiality and discretion to protect students from unnecessary attention or embarrassment.
3. Students will not be informed about non-payment of fees, nor will it be used as a reason for suspension.

4.2 Actions on Late Payment or Non-Payment

1. Parents will receive **three consecutive warning notices**, each at least one week apart, in case of late or non-payment.
 - The school may suspend a student for up to **three days**, following the three warning notices, and only **once per school term**.
2. The school may withhold **examination report cards, transfer certificates, or block re-enrollment** in eSIS until all outstanding dues are cleared.
 - Parents will be notified in writing **at least three months before the end of the academic year** regarding the risk of non-re-enrollment due to unpaid fees.
3. Students **will not be prevented from sitting for any examinations** as a consequence of late or non-payment of school fees.





5. Prohibition of Collection of Additional Financial Securities

The School will not request or accept any financial guarantee from parents in lieu of payment for outstanding fees. The School will not request deposits, application fees, or first-time enrolment fees—refundable or otherwise—before student enrolment.

6. Compliance

This policy is effective at SEPS from the start of the Academic Year 2024/25 (Fall Term). SEPS ensures full compliance with the requirements of this policy by the beginning of the Academic Year 2025/26 (Fall Term).

Approved by:



Dr.Thakur.S.Mulchandani,
School Director/Principal