

## **Fees Policy A/Y 2025-2026**

### **1. Methods of Fees Payment:**

Payment of School fees can be made to the Russian School of Abu Dhabi by any of the following methods:

- By Card at the school Finance Department.
- By Payment Link upon the parents request from the Finance Department.
- By Cheque under the name of “The Russian School of Abu Dhabi”
- By Cash Deposit or Bank Transfer to the below bank account:

Account Title :	THE RUSSIAN SCHOOL OF AUH.S.PRO.LLC
IBAN :	AE170030012292839920001
Account Number :	12292839920001
BIC / SWIFT :	ADCB AEAXXX
Bank :	ABU DHABI COMMERCIAL BANK
Branch Code / Branch Name :	101 / AL SALAM STREET

### **2. Late Payment or Non-Payment of School Fees**

The school is providing a clear and reasonable payment system to the parents with three installments for tuition fees in each academic year in order to enable parents to pay tuition fees. Also, school is maintaining confidentiality and discretion when dealing with non-payment issues in order to protect the student from any attention or embarrassment.

In case of late payment or non-payment of school fees the school may take the following actions:

- The school may suspend the student for three days after issuing 3 consecutive warning notices to the parents each being at least 1 week apart.
- The school may withhold examination report cards, transfer certificates and block a transfer on eSIS until the outstanding dues on tuition fees are settled.
- School may withhold re-registering a student until all outstanding dues are settled.

### **3. School fee refund policy:**

If a student leaves RSAD voluntarily or is expelled from RSAD before the completion of the academic year, a partial school fee refund will be made subject to the fulfillment of the following terms and conditions:

- Refunds will be applicable only when full or partial payment of tuition fees are made and duly receipted.
- Refunds will be issued for amounts received that are greater than the amount of tuition fees required.
- If a student is withdrawn or is expelled from the school before the end of the Academic year, the student will not be entitled to any discount on tuition fees.
- A written request from the individual or organization which made the original payment must be received to process the refund request.
- If parents have not informed about the withdrawal of the student to the school in writing, the school will not be under any obligation to consider the student withdrawn from the school before the receipt of such information.
- The refund will be made only to the individual or organization which made the original payment of fees, unless otherwise approved by the management.
- Parent/Organization will receive any refunds due to them within 30 working days of the submission of the refund application complete in all respect to the RSAD Accounts Department.
- The period of student enrollment will be calculated from the first day of school opening, or the date of enrollment “whichever is later” and till:
  - Date of receiving written notice of withdrawal is received, or
  - The actual last date of attending the school, but only if such date it is later than the date of receiving written notice of withdrawal.
  - The official date of school action expelling the student.
- The amount of refund will be determined based upon the following:
  - In case the student registered in the school informs the school management in writing at least 30 days before the school opening that the student will officially withdraw and such information is received within one week of the student registration in the school, the enrollment fees will be refunded in full.
  - If the student withdraws before the commencement of the first official day of school classes of the academic year, a full refund of the tuition fees will be made after the school retains the non-refundable registration fee.
  - School will refund the full registration fees for new students if the parent provides a written notification to the school two weeks prior to the start of the new academic year.

- If the student is withdrawn or expelled from the commencement of the first day of the school Academic Year but before the last day of the academic year, the refund of tuition fees will depend on the period of enrollment, as explained in the table below:

Period of enrollment during the academic year	Refund of Tuition Fees	Remarks
Up to one week	Fees excluding registration fees	Registration Fees is not refunded to the parent
More than 1 week up to 3 weeks	90%	Tuition Fees charged is 10% of annual fees (equal to fees for 1 month)
More than 3 weeks up to 6 weeks	80%	Tuition Fees charged is 20% of annual fees (equal to fees for 2 months)
More than 6 weeks up to 13 weeks	65%	Tuition Fees charged is 35% of annual fees
More than 13 weeks up to 19 weeks	50%	Tuition Fees charged is 50% of annual fees
More than 19 weeks up to 26 weeks	33%	Tuition Fees charged is 67% of annual fees
More than 26 weeks up to 32 weeks	15%	Tuition Fees charged is 85% of annual fees
More than 32 weeks up to 39 weeks	0%	Tuition Fees charged is 100% of annual fees

- Definitions of this policy are described below:
  - Academic Year: Academic year as per the school calendar “Normally 10 months period commencing on the first official day of school classes and ending 10 months thereafter”
  - Week and/or number of weeks: School weeks as mentioned in ADEK School Calendar.
  - School Management: School Principal, School Accountant, Admission Officer.

#### 4. **Late Enrollments Policy:**

- Students enrolling in the school after the commencement of an Academic Year will be liable to pay the following School Fees:
  - For the students who were studying in RSAD during the previous academic year and who have not joined any other school during the current academic year before seeking readmission to RSAD, the fees payable for the current year will be 100% of the annual fees.
  - A fixed percentage of the annual tuition fees depending on the duration of the enrollment period in accordance with the below table:

Time of joining the school from the commencement of academic year	Tuition fees payable	Remarks
During the first three weeks	100%	Tuition Fee charged is 100% of the annual fees
During the 4th, 5th and 6th week	95%	Tuition Fee charged is 95% of the annual fees
During 7th week till 13th week	85%	Tuition Fee charged is 85% of the annual fees
During 14th week till 19th week	65%	Tuition Fees charged is 65% of the annual fees
During 20th week till 26th week	50%	Tuition Fees charged is 50% of the annual fees
During 27th week till 32nd week	33%	Tuition Fees charged is 33% of the annual fees
During 33th week till 39th week	20%	Tuition Fees charged is 20% of the annual fees

- In case of later enrollment, recalculation of tuition fees will be done on Term 3 invoice.