

### Tuition Fees Policy

Dear KIS Parents,

Welcome to the Knowledge International School. We are delighted to have your children at our school, and we can assure you we only have their best interest at heart. We always strive to provide the best educational services for your children.

The school is committed to get ADEK's approval concerning the school fees before they can be announced to Parents/Guardians and collected.

#### Registration or Re-registration Fees

KIS may collect registration or re-registration fees up to four months ahead of the beginning of the school year, provided that such an amount is deducted from approved School fees and does not exceed 5% of ADEK-approved tuition fees. The registration or re-registration fees are charged only when the student is enrolled, not when applying. The School may retain the registration or re-registration fees collected for each student, should the student attend any day 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 beginning of teaching.

#### School Tuition Fees

School Fees should be paid in full on the dates mentioned below. Tuition fees are paid in three installments as follows:

- The First installment 34% of the tuition fees will be paid in August.
- The second installment, 33% of the tuition fees will be paid in December.
- The Third installment 33% of the tuition fees will be paid in March (the registration fees will be deducted from the third installment)

To re-register your child for the next academic year, all fees and dues must be paid up with the 3<sup>rd</sup> installment.

As a result of non-payment and any outstanding fees of the previous school year, your child(ren) will not be registered for the next academic year. Transfer certificate will not be issued unless all school fees are paid. School fees are subject to change upon ADEK approval

### Discounts

1. Sibling discounts are provided for siblings registered at school
2. In case of any student withdrawal, the discounts will be cancelled, and the parents will be required to settle the whole outstanding amount.
3. Brothers whom brother withdrew; the discount will be re-arranged for them according to the discount given

### The School retains a certain amount of the tuition fees in any of the following cases:

1. In case of a withdrawal, you as the parent, is required to sign the withdrawal form clearly indicating the date.
2. In case of registering and not enrolling at the school, the registration fees are non-refundable.
3. In case of transferring to another school, the financial liability shall be cleared to get the transfer letter.
4. Registration fees are non-refundable in case of immediate withdrawal after completing the registration.
5. In case of withdrawal of a student who is enrolled at school for a period of one week to three weeks, the tuition fees must be paid in full for one month.
6. In case of the withdrawal of a student who is enrolled at school for a period of 3 to 6 weeks, the tuition fees must be paid in full for two months.
7. In case of withdrawal of a student who is enrolled at school for a period of more than 6 weeks, the tuition fees must be paid in full for the term (one term).
8. The fees amount of one month is the total amount of tuition fees divided by 10 months.
9. Books & Uniform fees are non-refundable
10. Transportation fees will be refunded in the same manner as the tuition fees.

**Non-payment of school fees:**

- The School will not dismiss students due to a delay in the payment of School fees; however, the school has the right to 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.
- The school will withhold examination report cards, transfer certificates (or block a transfer on eSIS) and/or re-registering a student until all outstanding dues is settled.
- The School will not prevent students from sitting for any end-of-term or end-of-year examinations or any examinations assigned during the term as a consequence of non-payment of School fees.
- If the student is using the school transportation and the financial fees is still unpaid, then the school will not prevent them from using the school transportation.

**Students\Parents Guidance:**

The aim of the Knowledge International School is to provide a safe and high-quality learning environment for all students. The responsibility for viewing and complying with the instructions of the student / guardian's guide rests with the guardian, and the guide is published at the beginning of the academic year. Upon signing the fees policy, the guardian acknowledges his commitment to all the policies stipulated in the student/guardian's guide which are considered as part of the registration procedures