



St. Joseph's School, Abu Dhabi

Admissions Policy

PAYMENT OF FEES

1. The school fees will be collected from the parents/guardians in three instalments.
1st Instalment : April to August- to be paid beginning of March.
2nd Instalment: September to December - to be paid end of June.
3rd Instalment: January to December- to be paid beginning of December.
2. Payment of School fees need to be made by Cheque/DD or Bank transfer only. No Cash will be accepted.
3. Kindly draw the cheque in favour of **SAINT JOSEPH PRIVATE SCHOOL LLC**. Please submit only current dated cheque. Postdated cheque will not be accepted. In case of siblings issue only one cheque.
4. You are requested to mention the name of the child, Reg. No., mobile number of both the parents, class and section of the child, behind the cheque.
5. Details for Bank Transfer
 - **Name of the Bank:** Bank of Baroda
 - **Branch:** Abu Dhabi
 - **Account Number:** 90020200009506
 - **IBAN NO: AE840110090020200009506**

NON-PAYMENT OF SCHOOL FEES

For fee defaulters, school will not dismiss students due to a delay in the payment of School fees, however, School will suspend a student for up to three days but only after sending three warning notices each being one-week in duration each time to the student's Parents/Guardians.

The Parents/Guardians are contacted by the admin office or the class teacher.

Further, School will also withhold examination report cards, transfer certificates (or block a transfer on eSIS) and/or re-registering a student until all outstanding dues are settled. 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.

Late fee of Dhs 5/- per day will be charged after the specified date.

REFUND POLICY

If a student withdraws or leaves school for any reason, the refunds will be processed as follows

and returned to the original payee.

- 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 will retain the value of the registration or re-registration fees.
- If a student attends from one week and up to three weeks in a term, the School will retain the value of one full month of tuition fees.
- If a student attends over three weeks and up to six weeks in a term, the School will retain the value of two full months of tuition fees.

- If a student attends over six weeks in a term, the School will retain the full-term fee.

STUDENT WITHDRAWALS

The Transfer Certificate form is available in the student handbook. The parents need to fill the form and submit it to the school office along with the TC fee. Parents must give a one month's notice in writing to collect Transfer Certificate.

TC will be issued only when all the payments to the school are paid.

Review Date: 31st March 2021

Sr. Carmen

**Sr. Carmen
Principal**

