



P.O. Box 3361,  
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Abu Dhabi, U.A.E.

# St. Joseph's School

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## SCHOOL FEES AND PAYMENT POLICY

**Policy Reference:** SJS/SEP/2025

**Approved By:** School Leadership Team

**Updated Date:** 14<sup>th</sup> May 2026

**Next Review Date:** 31<sup>st</sup> March 2027

### POLICY

The policy aims to ensure that school fees are reasonable, transparent, and consistent with the quality of education provided, whilst also enabling the schools market to grow and meet the needs of a diverse population. This policy sets out the requirements for the setting of school fees and the establishment of fee payment schedules. At St. Joseph's school, the fee policy is in accordance with the fee structure established by the School Management as per ADEK approval.

### PURPOSE

- ❖ Adopt a clear, transparent, and accurate approach to the regulation of fees, for both the school and parents, to ensure that tuition fees are reasonable, value-adding, mirror the quality of education, and accommodate different sections of the population.
- ❖ Enable parents to pay the required school fees in a timely and convenient manner.

### PAYMENT SCHEDULE

1. The school fees will be collected from the parents/guardians in three installments.
  - a. **1<sup>st</sup> Installment : April to June-** to be paid beginning of March. The School will collect the first installment fees one month before the beginning of the school year.
  - b. **2<sup>nd</sup> Installment: September to December** - to be paid last week of August.
  - c. **3<sup>rd</sup> Installment: January to December-** to be paid last week 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**.
4. Please submit only current dated cheque. Postdated cheque will not be accepted. In case of siblings issue only one cheque.

5. 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.

#### **Details for Bank Transfer**

Name of the Bank: Bank of Baroda

Branch: Abu Dhabi

Account Number: 90020200009506

IBAN NO: AE840110090020200009506

6. School will collect registration or re-registration fees only when the student is enrolled, not when applying.
7. School will retain the registration or re-registration fees collected for each student, if the student has attended any part, or days, of week 1 of the term or fail to show up at all without the Parent/Guardian notifying the School in writing sufficiently in advance before the commencement of teaching.
8. Please note that the Tuition Fees are exclusive of transport, text books, school uniforms and school magazines.
9. Tuition fees does not include the cost of field trips, additional after-school/extracurricular activities/clubs all of which shall be charged separately.

#### **ACTION ON LATE PAYMENT OR NON-PAYMENT OF SCHOOL FEES**

1. The School shall issue parents with 3 consecutive warning notices, each being at least 1 week apart, in response to late or non-payment of school fees.
  - a. The School is authorized to suspend a student for up to 3 days in response to late or non-payment of school fees, after issuing the 3 consecutive warning notices, and only at most once a school term.
2. The School is authorized to withhold examination report cards, transfer certificates (or block a transfer on eSIS), and/or withhold re-registering a student until all outstanding dues on school fees are settled.
  - a. The School shall inform parents in writing at least 3 months before the end of the academic year of the risk of their child not being re-enrolled in the next academic year unless outstanding fees are settled.
3. The School shall not prevent students from sitting for any examinations in response to late or non-payment of school fees.

#### **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.

- 1) The school shall refund the full registration fees, if the school fails to enroll the student as a result of insufficient capacity or following on ADEK- approved "Inability to Accommodate".
- 2) Refund of Tuition Fees: The school is authorized to retain a proportion of the tuition fees paid on behalf of an enrolled student, as mentioned below:

- a) If a student attends up to a part of the first week of the term and discontinues without sufficient written notification from parents or does not attend the school. In this case, the school is authorized to retain the value of the registration fees.
  - b) If a student attends at least one week and up to three weeks in a term, the School will retain the value of one full month of tuition fees.
  - c) If a student attends at least three weeks and up to six weeks in a term, the School will retain the value of two full months of tuition fees.
  - d) If a student attends more than six weeks in a term, the School will retain the full-term fee.
- 3) Any other fees will be refunded to the parents, in cases where the items or services have not been used.

***St. Joseph's School, Abu Dhabi reserves the right to change this Fee Schedule and these terms and conditions from time to time, subject to ADEK approval.***

*Prestina Rocha*

**Principal  
St. Joseph's School**

