



School Fee Policy

Title	:	School Fee Policy
File Name	:	TRAC/ADMIN-SFP/005
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1. Purpose

This policy outlines the fee structure, payment terms, and conditions for students enrolled at The Royal Academy Private School. The policy ensures that all parents, guardians, and students are aware of the fees, deadlines, and the process for managing payments.

2. Scope

This policy applies to all students currently enrolled and those applying for admission to The Royal Academy Private School. It covers tuition fees, annual fees, additional charges, and discounts.

3. Fee Structure

3.1. Tuition Fees

- Tuition fees are determined annually as approved by the Ministry of Education, UAE and are payable per month/term/year, as specified by the school.
- The fee structure will be communicated to parents/guardians before the start of each academic year. The structure includes:
 - **Kindergarten Fees**
 - **Primary School Fees**
 - **Secondary School Fees**
- Fee rates will reflect the high-quality education and resources provided at The Royal Academy.

3.2. Additional Fees

Additional charges may apply for:

- **Extracurricular Activities:** Sports, arts, music, and other clubs outside of the standard curriculum.
- **School Trips:** Field trips and excursions.
- **Uniforms and text and notebooks :** Purchase of school uniforms, text and notebooks.
- **Examinations:** Fees for external exams, if applicable (e.g., CBSE, IBT).
- **Transportation:** Fees for students opting to use the school bus service.
- **CBSE Board Examination:** Fee for students from Grade 9 to 12 to register and appear in the External Board Examinations

3.3. Optional Services

- **Canteen Snacks & Meals:** Optional snacks & meal plans for students are available for an additional fee.
- **After-School Care:** After-school care services, if required, will also be charged separately.



4. Payment Terms and Conditions

4.1. Payment Schedule

- Tuition fees are payable at the start of each term/month/annually The deadlines for payment are:
 - **Term 1:** [30th June every year]
 - **Term 2:** [31st December every year]
 - **Term 3:** [31st March every year]
- Parents/guardians will be notified of upcoming payment deadlines via messages, email and a physical notice sent home with students.

4.2. Payment Methods

- Fees can be paid by cash, bank transfer, credit/debit card, or direct deposit.
- The school will provide parents with the necessary banking details and payment instructions at the time of invoicing.

4.3. Receipts

- Receipts for cash payments will be issued immediately and for bank transfer, electronically after of receipt of funds in the school account.

5. Late Payment and Penalties

5.1. Late Payment Charges

- A late fee as prescribed by the CBSE, New Delhi, India will be added to the outstanding Board fee amount if payments are not made by the due date.

5.2. Consequences of Non-Payment

- If fees remain unpaid for more than **30 days**, the following actions may be taken:
 - **Suspension:** The student may be temporarily suspended from attending classes until fees are paid.
 - **Withdrawal of Services:** Access to extracurricular activities or school facilities like transport may be withheld.
 - **Report Withholding:** Academic reports or certificates may be withheld until the outstanding balance is cleared.

5.3. Financial Hardship

- Parents facing financial difficulties should contact the school's accounts department as early as possible to discuss alternative arrangements or an installment plan. The school will review such requests on a case-by-case basis.

6. Discounts and Scholarships

6.1. Early Payment Discount

- An early payment discount of _____% is available for parents/guardians who pay the full year's tuition fees in advance by the specified deadline.



6.2. Sibling Discount

- Families with more than two children enrolled at The Royal Academy may be eligible for a ___% discount on tuition fees for each additional child. The same will be revoked if any one of the siblings is withdrawn from the school.

7. Refund Policy

7.1. Withdrawal Before Term Start

- Fee once paid will not refunded as per the policy however it may be considered case to case.
- If a student withdraws from the school before the start of the term, a full refund (minus an administrative fee of _____%) will be issued, provided written notice is received _____ days before the term starts.

7.2. Withdrawal After Term Start

- If a student withdraws after the start of the term, no refund will be issued for the current term. However, advance payments made for future terms may be refunded, minus an administrative fee.

7.3. Refund for School-Initiated Withdrawal

- If a student is asked to leave the school for disciplinary reasons, any outstanding fees must still be paid. Refunds will not be issued for the term in which the withdrawal occurs.

8. Appeals and Disputes

- In cases where parents/guardians dispute any fee-related issues, they may request in writing to the school's Principal within _____ days of receiving an invoice. The appeal will be reviewed, and a decision will be communicated within _____ days.

9. Policy Review and Updates

This policy will be reviewed annually and may be updated based on changes in school fee policy, operational costs, and other relevant factors. Any changes to the fee policy will be communicated to parents/guardians at least one term in advance.

10. Communication

The fee policy will be available on the school's website, and hard copies will be provided to parents/guardians upon request. All fee-related communications will be made in writing to ensure transparency and accountability.

Approved By
Principal