

Summary of Tuition Fees Policies and Procedures

1- Methods of Fees Payment:

Payment of tuition and educational resource fees can be made to Emirates National Schools by any of the following methods:

- By Cash to the Cashier of concerned ENS Campus.
- By Cheque in the name of "Emirates National Schools".
- By cash deposit or bank transfer to Union National Bank at any of their branches to the concerned Bank Account of 'Emirates National Schools':

Campus	Account Name	Account Number
Mohamed Bin Zayed Campus	Emirates National Schools, Mohamed Bin Zayed City	012153257312
Abu Dhabi Campus	Emirates National Schools, Abu Dhabi City	012377573083
Al Ain Campus	Emirates National Schools, Al Ain City	012199349616
Sharjah Campus	Emirates National Schools, Emirate of Sharjah	011095422005
Ras Al Khaimah Campus	Emirates National Schools, Emirate of Ras Al Khaimah	011095414744

2- Non and late payment Policy:

School are providing fair and reasonable payment system to parents with three equal instalments for tuition fees in each academic year in order to enable Parents/Guardians to pay tuition fees.

Schools are acting in a discrete manner when dealing with non-payment issues in order to protect the student from unnecessary attention and embarrassment.

Non and late payment Procedures:

- School may suspend a student for temporary period after sending three warning notices each being one-week in duration each time to a student's Parents/Guardians.
- School may withhold examination report cards, transfer certificates and block a transfer on eSIS.
- School may withhold re-registering a student until all outstanding dues are settled.
- School are not allowed to 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.

3- Discount on tuition fee Policy:

- Discount is available for students on Tuition Fee only. Other types of fee payable to ENS are not eligible for discount and granted only at the time of the final payment.
- Only one type of discount will be available for a student.
- KG students from the family will not be considered as students for the purpose of this Discount Policy.
- No discount will be available for any student who leaves the school before the end of the academic year. Any discount granted will be adjusted or recovered from the refund of Tuition Fee calculated.
- Discounts will be available for late enrollments. To be eligible for discount, the Registration Fee, Tuition Fee and Educational Resource Fee must be paid within 7 days of registration.
- In order to obtain the discount, Payment of Tuition Fee and Educational Resource Fee must be made before:

- 30th September (for the Tuition Fee and Educational Resource Fee due on 1st August)
- 31st December (for the Tuition Fee due on 1st December)
- 31st March (for the Tuition Fee due on 1st March)

4- School fee refund policy:

If a student leaves ENS voluntarily or is expelled from ENS 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:

- Any refund will be applicable only for Tuition Fees paid for the current Academic Year. No refund will be made on Educational Resource Fees or any other fees/charges made till the date of withdrawal or expulsion.
- Educational Resource Fees refundable only when the student has withdrawn or was expelled before using any of the Educational Resources issued to him.
- In case the Educational Resources issued to the student is partially used, ENS may at its sole discretion decide the notional value of the Educational Resources used by the student and decide to refund a part of the Educational Resource Fee.
- The decision of ENS determining the notional value of the Educational Resources and the refund amount of Educational Resource Fees will be final.
- Refunds will be applicable only when full or partial payment of the tuition fees were made and duly receipted.
- Refunds will be issued for amounts received that is 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 parent has 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 ENS Accounts Department.
- In case of withdrawal of a student, the later date given below:
 - 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 date of official school action expelling the student.
- The amount of refunds will be determined based upon the following:
 - In case the student registered in the school for any academic year informs the School Management in writing within 30 days of the date of registration, the registration 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 and the educational resource fees will be made after the school retaining the non-refundable Registration Fee

- If the student is withdrawn or expelled from the commencement of the first official day of the school for the Academic Year but before the last day of the Academic Year, the refund of tuition fees will depend upon the period of enrollment.

- The refund of Tuition Fees in such case will be as per the table below:

For Mohammed Bin Zayed City Campus, Abu Dhabi City Campus and Al Ain City Campus:

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 38 weeks	0%	Tuition Fees charged is 100% of annual fees

For Sharjah Campus and Ras Al Khaimah Campus:

Last date of the Enrollment Period of the student withdrawn or expelled (calculated from the Date of School Opening)	Time period corresponding to period mentioned in earlier column	Refund of Tuition fees	Remarks
1 week or less	<i>On or Before 7th calendar day of School Opening</i>	Fees excluding Registration Fees	Registration Fees is not refunded to the parent
More than 1 week but less than 2 week	<i>From 8th calendar day of School Opening Till 14th Calendar day of School Opening</i>	90%	Tuition Fees charged is 10% of annual fees (equal to fees for 1 month)
More than 2 weeks but less than 1 month	<i>From 15th calendar day of school opening Till 30th calendar day of School Opening</i>	80%	Tuition Fees charged is 20% of annual fees (equal to fees for 2 months)
1 month or more but less than 2 months	<i>From 31st calendar day of School Opening Till 31 Oct.</i>	70%	Tuition Fees charged is 30% of annual fees (equal to fees for 3 months)
2 months or more but less than 3 months	<i>From 1 Nov. To 30 Nov.</i>	60%	Tuition Fees charged is 40% of annual fees (equal to fees for 4 months)
3 months or more but less than 4 months	<i>From 1 Dec. To 31 Dec.</i>	50%	Tuition Fees charged is 50% of annual fees (equal to fees for 5 months)
4 months or more	<i>From 1 Jan.</i>	40%	Tuition Fees charged is

but less than 5 months	To 31 Jan.		60% of annual fees (equal to fees for 6 months)
5 months or more but less than 6 months	From 1 Feb. To 28 or 29 Feb.	30%	Tuition Fees charged is 70% of annual fees (equal to fees for 7 months)
6 months or more but less than 7 months	From 1 March To 31 March	20%	Tuition Fees charged is 80% of annual fees (equal to fees for 8 months)
7 months or more but less than 8 months	From 1 April To 30 April	10%	Tuition Fees charged is 90% of annual fees (equal to fees for 9 months)
8 months or more	From 1st May onwards	0%	Tuition Fees charged is 100% of annual fees (equal to fees for 10 months)

5- Late Enrollments Policy:

- Students enrolling 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 the ENS Schools during the previous academic year and who has not joined any other school during the current academic year before seeking readmission to ENS Schools, the fees payable for the current year will be 100% of the annual fees.
 - Academic Year as per the School Calendar normally 10-month period commencing on the first official day of school classes and ending 10 months thereafter.
 - Week and/or Number of Week: Working Week as numbered in the School Calendar.
 - Full annual Educational Resource Fees, and
 - Amount of refunds will be determined based upon the following:

For Mohammed Bin Zayed City Campus, Abu Dhabi City Campus and Al Ain City Campus:

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 Fees charged is 95% of the annual fees
During 7th week till 13th week	85%	Tuition Fees 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 38th week	20%	Tuition Fees charged is 20% of the annual fees

For Sharjah Campus and Ras Al Khaimah Campus:

Month of Enrollment	% of annual Tuition Fees Payable
December	90%
January	80%
February	70%
March	60%
April	50%
May	40%
June	30%