



Deutsche Internationale Schule Abu Dhabi
المدرسة الألمانية الدولية
German International School Abu Dhabi

School Fees Regulations at the German International School in Abu Dhabi

School Fees Regulations at the German International School in Abu Dhabi (GISAD) are applicable to children and young adults enrolled at GISAD. Throughout this document the term “student/students” will be used for all age groups.

The academic school year usually begins on 1 September and ends on 30 June of the following calendar year (exact dates are provided by the Department for Education and Knowledge, ADEK).

The first school half-year lasts from 1st September until 31 January of the following year, the second school half-year starts on 1 February and ends on 30 June. For calculation purposes, the school year is made up of two half years, each comprising five months. Incomplete months will be calculated using the fee of a whole month. Invoices, reminders, and other correspondence by the school will be sent exclusively via e-mail. E-mail addresses of parents/guardians will be registered upon their children being enrolled at the school. Parents/guardians bear the responsibility of informing the school about any changes regarding e-mail addresses. This is to ensure the receipt of e-mails from GISAD.

Parents are personally responsible for the timely payment of all fees, irrespective of arrangements made with the respective employer.

An integral part of these school fees regulations is the respective fee table.

1. Registration Fee

A non-recurrent registration fee will be charged for enrolling students. This payment is due within one week after a place at GISAD has been offered. If the students are enrolled during a current school year, the registration fee is due within one week after a place has been offered or at the latest before the first school day. The registration fee will be credited to the school fees of the school year of enrolment and will not be reimbursed should the place offered not be taken. The registration fee is not subject to the reminder procedure. Should the registration fee not be paid or only partly paid, the offered place loses its validity. The registration fee is listed in the updated fees' table published on the GISAD website. (*Effective as of: 9.5.2018*)

2. Books and Facilities Deposit

A non-recurrent, non-interest-bearing, refundable fee amounting to 5,000.00 AED per student is due upon the new registration of a student. This amount is due for immediate payment upon the confirmation of enrolment of a student at GISAD. Should the payment not be settled in time, the guaranteed place at the school will be lost and GISAD may offer the place to another student. If the student leaves GISAD, the amount will be reimbursed to the parents after all outstanding receivables have been settled and all books have been returned. The repayment will then be made within 30 days after the end of the half-year,

in which the student leaves the school. Outstanding receivables of the family will be retained. This also applies to any additional services/activities provided by GISAD.

3. Re-registration Fee

Between April and May of the respective current school year, a re-registration fee is due for payment for each student already registered and will be credited to the school fees/bus charges of the coming school year. The re-registration fee will not be reimbursed, should the student not attend the school/make use of the bus transport in the coming school year. If the re-registration fee is not paid or not paid on time, the student will be considered as unregistered/withdrawn from the school/bus transport at the end of the current school year. The re-registration fee is not subject to reminder procedures. The re-registration is listed in the updated fees' table published on the GISAD website. *Effective as of: 9.5.2018*

4. School/Tuition Fee

School fees are due for payment for each student at GISAD according to the respective age group. If several students from one family attend the school or the Kindergarten, a discount on the school fee will be granted for the third (third eldest) and subsequent children. For GISAD teaching as well as staff members, a discount on the school fees will be granted as per GISAD Human Resource Policy. School fees for the individual age groups and the discount are listed in the updated fees' table published on the GISAD website. The school fees are due for payment respectively for each half year two weeks before the first school day. When enrolling a student during the school year, the school fees become due for payment for the rest of the school half year within two weeks of enrolment. In this case, school fees for the half-year enrolment will be calculated pro-rata.

5. Extracurricular Activities

The school offers extracurricular activities (e.g. work groups (AGs), afternoon programmes). These are nonobligatory activities provided by GISAD. The fees for these activities are due prior to starting the respective activities. The fees for extracurricular activities can be found in the updated fees' table or are announced before registration.

Activities offered by external service providers conducted with the consent of the school on the premises or on the school site are not regulated in this document.

6. Bus Fee

GISAD offers a school bus service for the main residential areas as a voluntary additional service. Bus fees will be charged for students using the daily bus transport at regular school times. If several students from one family use the bus, a discount on the bus fees will be granted for the third child and subsequent children. The bus fees and the respective discount can be found in the updated fee table. The bus fees are due for payment for each half-year two weeks before the first school day, respectively. When enrolling during the school year, the bus fees are due for payment for the rest of the half-year within two weeks after enrolment. In this case, a pro-rata calculation is applicable for the bus fees.

7. Withdrawal (De-registration)

A written request must be submitted to withdraw a student from the Kindergarten or the school. If a school or Kindergarten student does not take up his or her place in spite of being re-registered, the student

is considered unregistered as for the first school day onwards. In principle, admission, annual re-admission, and school fees are not refundable if the student chooses not to take the offered place or does not attend the school or Kindergarten until the end of the half-year. The fee may only be reimbursed in exceptional cases, especially if the family leaves the Emirate of Abu Dhabi. In these special cases, the fees charged by the school will be calculated as follows, depending on the duration of school or Kindergarten visits per half year:

Kindergarten/school attendance	Calculation of the school fees:
1 week and up to 3 weeks	1 monthly rate
Longer than 3 weeks and up to 6 weeks	2 monthly rates
Longer than 6 weeks	School fees for the whole half-year

Withdrawal from the bus transport and from the extra-curricular activities is only possible if a student is withdrawing from attending school/Kindergarten at the same time.

The bus fee/fee for supplementary offers may only be reimbursed in exceptional cases, especially if the family leaves the Emirate of Abu Dhabi. In these special cases, the fees charged by the school will be calculated as per the table shown above, depending on the duration of the use of bus transport/supplementary offers per half year. Irrespective of the de-registration from the school/Kindergarten, withdrawing from the bus transport is possible. Withdrawing the last student of a family simultaneously means leaving the School Association. A proportionate reimbursement of the membership contribution will thereby not be granted. Upon application, the guardians/parents can continue to remain members of the School Association.

8. Payment plans and additional discounts

In individual cases, payments by instalments for school and bus fees can be agreed. The school will add a percentage charge depending on the number of instalments.

Upon request, the School Board of trustees decides at its own discretion on hardship case discounts on school fees. Precondition for this request for the members is to hand in a respective application providing information on their financial situation (salary slips, letter of employer, rental contract etc.). In approved cases, 70 percent of the school fees become due for payment two weeks before the first school day. This amount is subject to the reminder and payment suspension procedure listed in point 11 of this document.

9. Payment Options

The school accepts the following methods of payment to settle the individual fees:

- a) Transfer in AED onto the AED bank account of the GISAD in Abu Dhabi
- b) AED cheque

c) Cash payment in AED; in the case of cash or cheque payments, please take note of the opening hours of the pay desk at the school.

d) Credit card payment: in the case of cash or cheque payments, please take note of the opening hours of the pay desk at the school.

Deductions i.e. a right of retention to parts or the whole fees are impermissible. Any kind of reimbursement claims may only be asserted according to the principles included in the School Fees Regulation. The school will charge a processing fee for each returned cheque (e.g. due to insufficient funds or through filling out the form incorrectly) according to the updated fee table.

10. Reminder and Payment Suspension Proceedings

The issued invoices must be correspondingly settled on the due dates. Two reminders will be sent out for outstanding payments beyond the fixed due dates. Fees will be charged according to the updated school fees' table. No reminders will be sent to instalment payers; arrears will immediately lead to proceedings being initiated to suspend the student from all extra-curricular services provided by the school. The first reminder ("payment reminder ") will be sent one week after the due date stated on the invoice. If the payment is still not made, the second reminder will follow after two weeks of the first respective reminder. Should the arrears not be settled after the second reminder, the school will initiate proceedings that could lead to the temporary suspension from the services provided by the school according to a decision taken by the School Board (e.g. bus transport, extra-curricular activities). This type of performance suspension will not result in any reduction in the fee debt. Suspension will be stopped immediately, should the outstanding payments be settled. Should payment arrears continue to exist after the end of the school year, the students shall in principle be considered de-registered/withdrawn from the school and will not be permitted to attend lessons in the new school year. If applicable, paid re-enrolment fees or any partial payments will not be reimbursed in this case. In accordance with ADEK regulations, the school retains the right to keep back school reports and documents pertaining withdrawal from the school for as long as the payment arrears exist. Furthermore, the school retains the right to take legal action against the person/s obliged to pay after the second reminder. This applies particularly to returned cheques. (*Effective as of: 9.5.2018*)

This School Fees Regulation was developed on the basis of the provisions set by ADEK Regulations and put into effect by the School Board of trustees of GISAD on 9.5.2018 and replaces the payment regulations dated 15.9.2017.