



Fees Information Policy 2

Term Fees:

- Term fees are to be settled before the end of the previous term.
- An invoice will be issued, detailing payments due, approximately three weeks before the previous term ends.
 - Term 1 fee due by 15th June
 - Term 2 fees due by 15th December
 - Term 3 fees due by 15th March
- Payments not received by the end of the first week of the new term will result in a reminder being sent to the concerned parent.
- Late payment, that is fees not settled before end of the second week of the new term, will incur a surcharge of 10% of the term fee.
- Reminders will be sent out every week, until the second week of term.
- If fees are not paid by the end of week three, the parents will be asked to remove the child from the nursery and the deposit will not be refunded.
- A returned cheque will incur a service charge of AED100
- The remainder of the term fees will be refunded if your child is asked to be removed from the nursery, for reasons other than non-payment of fees.
- When a nursery place has been accepted prior to the starting date and the starting date gets delayed, or deferred for any reason, the nursery still require full fees to be paid from the starting date originally agreed upon and noted on the registration form.

Refunding of Fees:

- In order to refund the deposit, a full term's written notification is required. This written notification must be made to the attention of the Administrator and the Nursery Manager/ Director.
- Notice of a child's withdrawal must be made in writing to the Nursery Manager/ Director.

Withdrawal during term time:

- When a child has attended one week, or less, parents will incur one-third of the term fees.
- When a child has attended one week, but less than one month, parents will incur two-thirds of the term fees.
- When a child has attended one month, or more of the term, parents will incur a full term fees.

Sibling Discounts:

- Upon registering a sibling, you will be rewarded with a 5% discount off the term fee.
- Once there is only one of the siblings attending nursery, the discount will be retracted.

Pro-Rata Rates:

- We do not offer pro-rata rates