



1. Policy Statement

This policy, as reflected in its aims below, establishes the criteria for tuition and fees payments to the College. School fees, together with payment schedules and procedures, must be approved by Abu Dhabi Education Council before they can be announced to Parents/Guardians and collected.

2. Aims

Brighton College Abu Dhabi offers its pupils a vibrant and challenging learning environment, and a distinctive British independent school ethos which reflects the values and dynamic culture of Abu Dhabi and the United Arab Emirates education to all enrolled children. The BCAD Community accepts that fees are the only form of revenue for the school and that prompt payment of all fees is the responsibility of all parents of BCAD students. The fees collected at BCAD are essential in providing a high quality of education for its pupils.

This school fee policy aims to:

- Outline to families the expectations, responsibilities and arrangements for the collection of school fees.

3. Practice and Procedure

3.1 Registration and Re-Registration Fees

The College may collect registration or re-registration fees up to four months ahead of the commencement of the school year, provided that such an amount is deducted from approved School fees and does not exceed 5% of Council approved tuition fees.

The registration or re-registration fees are charged only when the pupil has been enrolled, not when applying.

Retaining Registration Fees / Re-Registration Fees

The College will retain registration fees if pupils:-

- Attend any part, or days, of week 1 of the term.
- Fail to show up at all without the Parent/Guardian notifying the school in writing sufficiently in advance before the commencement of teaching.

If the College fails to enrol the pupil as a result of not having sufficient capacity, the College must reimburse to the parent/Guardian the full registration or re-registration fees.



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3.2 Tuition Fees

The College will refrain from charging any guarantee money or deposit money, application fees or first time enrolment fees from parents/guardians as mean to register pupils or as payment of any of the remaining fees balance, even if such were refundable.

The College is prohibited from charging Parents/Guardians in excess of the fees approved by the Council before the start of the academic year.

Three *equal* instalments exist for tuition fees in each academic year and the College collects the first instalment one month preceding the commencement of the academic year. If pupils attend:-

- From September to the end of October, the value of one terms fees are payable.
- From 1st November – two month's tuition fees are payable.
- From 1st December – one month's tuition fees are payable.
- From start of Term 2 (January) – a full term's fees are payable.
- From 1st February – two month's tuition fees are payable.
- From 1st March – one month's tuition fees are payable.
- From start of Term 3 (April) – a full term's fees are payable.
- From 1st May – middle of May - two month's tuition fees (residence visa/EID cards must be applied for).

3.3 Retaining Tuition Fees

In accordance with Policy 39 of the Private Schools Policy & Guidance Manual 2014-2015 (English Version), the College may retain a certain amount of the tuition fees in any of the following cases:-

- If a pupil attends any part of week one of the term, or fails to attend without the parent/guardian providing a minimum of one day's notice, the College can retain the full value of the registration fees *or re-registration fees.*
- If a pupil attends from one week and up to three weeks in a term, the College can retain the value of one *full* month of tuition fees.
- If a pupil attends over three weeks and up to six weeks in a term, the College may retain the value of two *full* months of tuition fees.
- If a pupil attends over six weeks in a term, the College may retain the full terms fees.

Official holidays and absences from classes are considered part of the week.

The value of one month's tuition is calculated by dividing the total tuition fees for the school year by 10 months.

3.4 Non Payment of Fees

Fees are due and payable by no later than the first day of an academic term. College will be sending three fee reminders each being one week in duration each time to a pupils parent/guardian. *The College may suspend a pupil for up to three days but only after sending the three warning notices as detailed above.*



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Should payment not be received on/or before the date specified in the final reminder, the College reserves the right to withhold the pupil's examination report cards, transfer certificates (or block a transfer on eSIS) and/or re-registering a pupil until all outstanding dues are settled.

The College will not dismiss pupils due to a delay in payment of fees.

The College will not prevent pupils from sitting for any end of term or end of year examination assigned during the term as a consequence of non-payment issues.

The College will not ban any pupil from using school transport, going or coming back from school in the case that the parent/guardian did not pay school tuition fees on time.

4. Transportation Fees

Places are allocated on a first come, first served basis which takes into consideration the pupil's home location and number of seats available. Subject to availability we are able to offer a one-way service, . All enquiries are considered upon receipt of a completed Bus Service Request Form which should include a clear location address, landmarks and GPS coordinates) and or a Google map (where possible).

Once availability and pick up and drop off timings have been established, seats will not be secured until such time as a Bus Service Acceptance and Payment form has been completed and returned to lgoliath@brightoncollege.ae and a full cash cheque bank transfer payment has been made, based on when the pupil starts the service. There is no pro- rata payment facility or reimbursement of funds where a place is withdrawn, or not used. The cost of pupils joining the service is set out below:-

From Term 1	-	7900 dirhams (for the Autumn, Spring and Summer terms)
From Term 2	-	4740dirhams (for the Spring and Summer terms)
From Term 3	-	2370 dirhams (for the Summer term)
One Way Travel		5900 dirhams per annum (payable in advance)

4.1 Cancellations & Refunds

Transport fees will be refunded in the same manner as tuition fees.

5. Cafeteria Payments (Cashless Dining)

Meals will be taken on a 'pay-as-you-go' basis and children can take meals whenever they wish according to the rules outlined below;



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Pay-As-You-Go' meals service works:

- All children will be issued with an ID card,
- They will use this to identify themselves when they take a meal
- Parents will register for meals on a 'pay-as-you-go' basis using the registration forms available at College cashier's office and will have to pay an advance to the College Cashier on registration, for which you will be issued a receipt.
- The cost of meals will be 'charged' to the Pupil's account based on the meals they are taken.
- The advance required is a minimum of AED 500 per child, but parent can pay more if they wish to reduce the frequency of 'top-up'
- The child can eat meals when they want and skip days if they prefer to take a packed lunch on that day – they will only be charged for days on which meals are taken.
- The College will continue to issue the menu for the month in advance and there will always be a choice of meat, vegetarian or salad bar main course
- Parents will be notified when the balance falls to a point where you need to 'top-up' the account

6. Additional Fees

Any additional tuition, school visits, sport/music/dance lessons and extra-curricular activity is charged and to be paid for the term which the activity took place.

7. Mode of payments

Payment can be made at the College cashier's office located in the Majlis by cash or cheque. Cheque should be made in favour of **"Brighton College, Abu Dhabi"**

Payment can also be made by a bank transfer to:

Bank Name: National Bank of Abu Dhabi
Branch: P O Box 4, Khalifa Street, Abu Dhabi
Account Name: BRIGHTON COLLEGE – ABU DHABI
Address: P O Box 129444, Abu Dhabi, United Arab Emirates
Account Number: 6205732177
IBAN No: AE32035000006205732177
Swift Code: NBADAEAAKHF

Pupils Name, ID number and Year group should be written clearly on the reverse of the cheque and in the bank transfer.

Fee Counter Timings at School: 7.30 am – 3.30 pm (Sunday to Thursday)



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8. Monitoring and Review

This policy will be reviewed and checked annually by the Business Operations Manager.

9. Approved by

Head Master on behalf of the College: _____

Chairman on behalf of the Governors: _____

Change History Record

Version No.	Description of Change	Owner	Date of Issue
1.0			
2.0			
3.0			

