



Fees Policy

August 2025

Introduction

In regulating the school sector in Abu Dhabi, ADEK aims to ensure that school fees are reasonable, transparent, and consistent with the quality of education provided, whilst also enabling the schools market to grow and meet the needs of a diverse population. This policy sets out the requirements for the setting of school fees and the establishment of fee payment schedules.

Purpose

- Adopt a clear, transparent, and accurate approach to the regulation of fees, for both schools and parents, to ensure that tuition fees are reasonable, value-adding, mirror the quality of education, and accommodate different sections of the population.
- Outline the schools' fee structure and reasons behind fee increase.
- Enable parents to pay the required school fees in a timely and convenient manner.
- Encourage the growth of the school market and create a favourable environment for investors.

Definitions

Board Examination Fees	Fees collected by schools to enable students to take board examinations
Governing Body	The governing body of a school, appointed by the school owners, and including qualified representatives and parents. The governing board is the senior authority of the school, with responsibility for the overall governance of its activities
Educational Resource Fees	Fees collected by schools to provide physical or digital resources to support the student's education (e.g., textbooks, school publications, tablets, laptops, subscriptions to software or applications).
Embassy School	A private school affiliated with an embassy or consulate
Extracurricular Fees	Fees collected by schools to provide access to optional paid extracurricular activities, in compliance with the ADEK Extracurricular Activities and Events Policy.
Integrated Transport Centre (ITC)	The authority responsible for regulating the operation of transportation in Abu Dhabi, including school buses
One Month of Tuition Fees	Total tuition fees for the school year divided by ten months
Other Fees	School fees that do not include tuition fees
Registration Fees	Fees collected prior to the academic year for the purpose of confirming student enrolment
School Development Fees	Fees collected by schools to enhance the school's infrastructure
School Fees	All fees that a school charges for each enrolled student in exchange for the educational services and activities provided by the school.

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Transportation Fees	Fees collected by schools to provide school bus service to students (in compliance with the ADEK Transportation Policy)
Tuition Fees	Fees directly associated with educating students
Uniform Fees	Fees collected by schools to provide school uniforms to students

Policy

1. Fee Structure

1.1 Fee Components

The College shall break down the school fees into the specific components listed below. The College is authorized to categorize and organize the fee components at our discretion and shall disclose them to parents during the registration process.

1. Tuition fees
2. Educational resource fees
3. Uniform fees
4. Board examination fees
5. School development fees
6. Transportation fees
7. Extracurricular fees
8. Others as approved by ADEK

1.2 VAT

The College shall not charge Value Added Tax (VAT) on tuition fees and transportation fees collected from parents, in line with the Federal Decree-Law No. (8) of 2017 on Value Added Tax and its amendments

1.3 Waivers

The College shall waive certain components of school fees for devices, textbooks, uniforms, etc., for students willing to use second-hand (e.g., resold or donated) items that meet the current requirements of the school (e.g. valid book editions, current uniform colours/ design, etc.).

2. Fee Framework Approval Requirements

2.1 Fee Approval

The College will announce our school fees, payment schedules, and procedures to parents, only after receiving ADEK approval.

1. The College will charge parents only within the ADEK-approved fee levels.

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2.2 Appropriateness of School Fees

The College will charge parents appropriate school fees.

2.3 Fees and Increments

The College will submit clear and accurate applications for approval to increase their school fees, strictly as per the timelines announced by ADEK and any amendments.

a. The College will abide by the following pre-requisites for school fee increments:

- 1) Have a valid school license at the start of the academic year.
- 2) Be operating for a minimum of 3 years.
- 3) Submit the financial audit reports on the licensing system for the past 2 academic years. The reports shall be approved and prepared according to the International Financial Reporting Standards (IFRS).
- 4) Submit the application during the fee increase window as approved by ADEK.

b. To be eligible for exceptional school fee increments (determined by a maximum of 15%, based on the education cost index in Abu Dhabi), the College shall abide by the following conditions, while submitting applications to ADEK:

- 1) Adjusted operating losses for the last 2 consecutive academic years.
- 2) Operate at an occupancy rate of not less than 80%.
- 3) Have been in operations for at least 3 academic years.
- 4) Have a valid school license at the start of the academic year.
- 5) Submit audited financial reports for the last 2 academic years, prepared according to IFRS.
- 6) Guarantee that no implementation, in whole or in part, of any exceptional increase has been granted in the same academic year.

2. Other fees: The College is authorized to charge other fees based on actual expenses and an appropriate profit margin, as approved by ADEK.

- a. The College is authorized to charge transportation fees, in accordance with the ADEK Transportation Policy, with the required approvals from ADEK and the Integrated Transport Centre (ITC).

3. Payment Schedule

3.1 Tuition Fees

The College will develop and publicly share detailed fee payment schedules (e.g., on school websites) and is authorized to enter into agreements/ contracts with parents on adhering to their fee payment schedules, in line with the following:

1. The College shall enforce three or more equal tuition fee payment instalments (e.g., 3, 4, or 10 instalments) in each academic year.
2. The College is authorized to collect the first instalment up to 1 month before the beginning of the academic year.

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3.2 Registration Fees

The College is authorized to charge registration fees amounting to up to 5% of our ADEK-approved tuition fees.

2. The College is authorized to collect registration fees only from enrolled students.
3. The College is authorized to collect registration fees up to 4 months before the beginning of the academic year.
4. The College shall deduct any charged registration fees from the student's final tuition fees.

4. Late Payment or Non-Payment of School Fees

4.1 School Policy on Late Payment or Non-Payment of School Fees

1. The College will honour the right of parents to a fair and reasonable payment system, without punitive sanctions.
2. The College will maintain confidentiality and discretion on late payment or non-payment issues to protect students from unnecessary attention and embarrassment.
3. The College will not communicate non-payment of fees to students, even as a reason for their suspension

4.2 Actions on Late Payment or Non-Payment of School Fees

The College will issue parents with 3 consecutive warning notices, each being at least 1 week apart, in response to late or non-payment of school fees.

1. The College is authorized to suspend a student for up to 3 days in response to late or non-payment of school fees, after issuing the 3 consecutive warning notices, and only at most once a school term.
2. The College is authorized to withhold examination report cards, transfer certificates (or block a transfer on eSIS), and/or withhold re-registering a student until all outstanding dues on school fees are settled.
 - a. The College shall inform parents in writing at least 3 months before the end of the academic year of the risk of their child not being re-enrolled in the next academic year unless outstanding fees are settled.
3. The College shall not prevent students from sitting for any examinations in response to late or non-payment of school fees.

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5. Protection of School Fees

5.1 School Fee Refund

1. The College will refund the full registration fees if the school fails to enrol the student as a result of insufficient capacity or following an ADEK-approved “Inability to Accommodate” notification, in line with ADEK Inclusion Policy).
2. The College is authorized to retain a proportion of the tuition fees paid on behalf of an enrolled student, as mentioned, if:
 - a. The student attends up to a part of the first week of the term and discontinues without sufficient written notification from parents or does not attend the school. In this case, schools are authorized to retain the value of the registration fees.
 - b. The student attends at least 1 week and up to 3 weeks in a term. In this case, schools are authorized to retain the value of 1 full month of tuition fees.
 - c. The student attends at least 3 weeks and up to 6 weeks in a term. In this case, schools are authorized to retain the value of 2 full months of tuition fees.
 - d. The student attends more than 6 weeks in a term. In this case, schools are authorized to retain the value of the full-term fee.
3. Refund of Other Fees:
 - a. The College will refund transportation fees to parents if the bus services have not been used by the student.

5.2 Prohibition of Collection of Additional Financial Securities

The College shall not request or accept deposits, application fees, or first-time enrolment fees, refundable or otherwise, from parents, prior to student enrolment.

5.3 Special Fee Agreements with Staff

For staff who enrol their children in the College, full details regarding fee amounts, times, refund mechanisms, etc. will be detailed in their contracts

5.4 Disclosure of Tuition Information

The College will report information regarding the source of tuition fee payments (e.g., parents, relatives, charity, companies), as well as any other payment-related information upon request, in line with the ADEK Reporting Policy



Approved by

Policy to be reviewed and checked annually by the Head Master.

On behalf of the College Oliver Bromley-Hall -Head Master

On behalf of the Board of Governors Craig Lamshed - General Manager, Bloom Education

Change History Record

Version No.	Description of Change	Owner	Date of Issue
1.0	Policy update to new template and new ADEK guidelines	Victoria Shillingford	August 2024
2.0			

Brighton College Al Ain’s Policies and Guidelines

Brighton College Al Ain policies have been developed by the College Leadership Team (CLT) with input and guidance from the Brighton College network, including Brighton College UK.

Policies reflect current best practice. At the time of writing, policies aligned with the following:

- ADEK Guidance and Guidelines for Private Schools
- MOE United Arab Emirates School Inspection Framework
- DSIB School Inspection Supplement
- The College’s Development Plan written for ADEK approval
- Standards for British Schools Overseas (DfES)
- COBIS / BSO Accreditation and Compliance
- Bloom Education and Bloom Holding policies where applicable.

Should any regulations change or develop further, the policies will be reviewed to ensure continued alignment.

Policy Structure

Policies will show the date of writing and reviews on them. Version control will also be in place. Should there be an error or inaccurate fact in any policy, a CLT member should be notified.

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