

FEE REFUND POLICY

<i>Date of Review</i>	04/05/2026	<i>Approved by</i>	<i>Principal</i>	CEHS/PS/ 2026-2027
<i>Academic year</i>	2026-2027	<i>Next Review</i>	16-03-2027	

1. APPLICATION FEE

- **Amount:** AED 500 (excluding VAT)
- **Applicability:** Only for **new admission students**
- **Refund Conditions:**
 - **Non-refundable if:** The school offers the student a place but the student chooses not to take it.
 - **Refundable only if:** The school does not offer the students a place.

The Application Fee is **Not deductible** from the total tuition fees to be paid if the student is offered and accept a place.

2. RE-REGISTRATION FEE

- Applicable to **existing students**.
- **Amount:** AED 500
- The re-registration fee will be **adjusted against the first term fee**.
- **Refund Conditions: -**
 - The re-registration deposit is refundable if the parent formally notifies the school of their intention to withdraw their child at least 60 calendar days prior to the start of the following academic year.
 - The re-registration deposit is non-refundable if the parent formally notifies the school of their intention to withdraw their child less than 60 calendar days prior to the start of the following academic year.
- **If the parent does not pay the re-registration deposit by the stated deadline:**
 - The school cannot guarantee the child's place for the following academic year.
 - If the re-registration deposit was not paid by the stated deadline and the child does not enroll in the following academic year, the school cannot seek payment of that re-registration deposit at a later date.

3. REFUND OF SCHOOL FEE

In the case of refund, the school fees will be calculated as follows:

- Tuition fees paid prior to the beginning of the academic year are refundable and only the registration/ re-registration fees will be deducted.
- If the student was enrolled in the school for two weeks or less, a month's fees will be deducted.
- If the student was enrolled in the school for a period ranging between two weeks and one month, two months' fees will be deducted.
- If the student was enrolled in the school for more than a month, three months' fees will be deducted.

4. GENERAL TERMS

The refund will be calculated from the start of the term and the date of the official request by the parent stating the intent of withdrawal and not from the date when the student was absent. Being on the school register counts as days in school.

5. PURPOSE AND RATIONALE

This Refund Policy ensures fairness and transparency in financial matters between the school and parents/guardians. It provides clarity on fees that are refundable or non-refundable while safeguarding the school's financial commitments towards staff, facilities, and resources. The rationale is to strike a balance between supporting parents' needs and maintaining the smooth operation of the school.

Dr. Saleem Jamaludhin

Director

Signed _____

Date: 04/05/2026

Dr. Sharafudeen Thanikatt

Principal

Signed _____

Date: 04/05/2026