

## Fee Policy AY 2025/2026 - Muna British Academy

### 1. Registration Fees

- 1.1 The registration fee is payable after the student has been offered a place and parents have accepted the offer.
- 1.2 The registration fee is 5% of the yearly tuition fee and is deductible from the total tuition fees for the academic year.
- 1.3 The seat will be reserved for a student only upon receiving the registration fees in the bank account and confirmation from school finance.
- 1.4 The Registration fee is refundable for new students if the parents provide written notification to the school at least two weeks prior to the start of the new academic year.

### 2. Re-registration Fees

- 2.1 The re-registration fee is payable at the time of re-enrolment to guarantee a place for the following academic year.
- 2.2 The re-registration fee is 5% of the yearly tuition fee and is deductible from the total tuition fees for the academic year.
- 2.3 The seat will be reserved for a student only upon receiving the Re-registration fees in the bank account and confirmation from school finance.
- 2.4 The students who are unable to register with ADEK due to insufficient documentation or those with an outstanding account balance, will not be able to re-enrol for the next academic year.
- 2.5 Schools are authorised to retain the value of re-registration fee for students enrolled in the previous academic year if they do not attend the school in the following academic year.

### 3. Tuition Fee

- 3.1 The total tuition fee is divided into three instalments and payable on termly basis.
- 3.2 The Term 1 invoice will be from Sep to Dec (4 Months), Term 2 from Jan to Mar (3 Months) and Term 3 from Apr to Jun (3 Months).
- 3.3 The due dates for Term 1, Term 2 & Term 3 tuition fee are 1<sup>st</sup> August 1<sup>st</sup> December & 1<sup>st</sup> March respectively.
- 3.4 Upon request from parents, a full year invoice for all 3 terms will be raised by school finance with the due date of 1<sup>st</sup> August.

### 4. Non-payment of Fees

- 4.1 Failure to pay re-registration fee may result in loss of the student's place in the school for next academic year.
- 4.2 Failure to pay tuition fees after sending 3 warning notices (to the contact address provided by the parent) may result in suspension of a student up to three days, withholding examination report cards, transfer certificates (or block a transfer on eSIS) and/or re-registering a student until all outstanding dues are settled.

### 5. Refund Policy

- 5.1 The Registration fee is refundable for new students if the parents provide written notification to the school at least two weeks prior to the start of the new academic year.
- 5.2 The Re-registration fee is non-refundable for students enrolled in the previous academic year if they do not attend the school in the following academic year.
- 5.3 The re-registration fee is non-transferable to any other child.
- 5.4 The student attends up to a part of the first week of the term and discontinues without sufficient written notification from parents, in such instances, the schools is authorised to retain up to 5% of annual tuition fee.
- 5.5 If a student attends from one week and up to three weeks in a term, the school will retain the value of one full month of tuition fees.
- 5.6 If a student attends over three weeks and up to six weeks in a term, the school will retain the value of two full months of tuition fees.
- 5.7 If a student attends over six weeks in a term, the school will retain the full-term fee.

### 6. Payment Instructions

- 6.1 Payment must be made either by online payment link, Bank Transfer, cheque or Credit Card.
- 6.2 Registration and re-registration fees will be payable immediately upon enrolment.
- 6.3 For any cheques returned by the bank, the parent will be liable to pay the relevant bank charges
- 6.4 Cash payments are not accepted at any circumstances

## 7. Fees Structure

Grade	Tuition	Term 1	Term 2	Term 3
FS 1	50,936	20,374	15,281	15,281
FS 2	50,936	20,374	15,281	15,281
Y 1	50,936	20,374	15,281	15,281
Y 2	50,936	20,374	15,281	15,281
Y 3	50,936	20,374	15,281	15,281
Y 4	50,936	20,374	15,281	15,281
Y 5	50,936	20,374	15,281	15,281
Y 6	50,936	20,374	15,281	15,281
Y 7	56,538	22,615	16,961	16,961
Y 8	56,538	22,615	16,961	16,961
Y 9	60,496	24,198	18,149	18,149
Y 10	66,546	26,618	19,964	19,964
Y 11	66,546	26,618	19,964	19,964
Y 12	66,546	26,618	19,964	19,964
Y 13	66,546	26,618	19,964	19,964

\* The above tuition fee for Academic Year 2025/2026 is for the **new building has approved by ADEK**

\*Tuition Fees do not include uniform, food services, transport, examination fees or extra-curricular activities outside school hours.

## 8. Key Due Dates

Payment Due Date	Registration Fee	Re-Registration Fee	Term 1	Term 2	Term 3	Full Year invoice
	1 <sup>st</sup> May 2025	1 <sup>st</sup> May 2025	1 <sup>st</sup> Aug 2025	1 <sup>st</sup> Dec 2025	1 <sup>st</sup> Mar 2026	1 <sup>st</sup> Aug 2025

Parent Name .....

Accepted By ..... (Parent Signature)