DUBAI INTERNATIONAL ACADEMY
Al Barsha

Terms & Conditions

1. School Fees

Please refer to information on fees given in **Schedule A (for existing students) and Schedule B (for new students) on the website** www.diabarsha.com for the relevant academic year.

2. Additional Costs

Parents are also responsible for any additional cost of students attending Dubai International Academy Al Barsha (DIAB) which include but not limited to educational materials fee; school uniform; meals; replacement. Student ID Cards etc as identified in Schedule C on the website www.diabarsha.com

3. Payment

3.1. The academic year is divided into 3 Terms. Term 1 runs from September to December; Term 2 from January to March and Term 3 from April to June. The school calendar at www.diabarsha.com will contain Term start and finish dates.

3.1.1. The Parent/s agrees to provide payment for the Academic Year, either in full or by way of two cheques. These cheques being dated for the 1st day of each Term or earlier, and submitted on the 1st day of the Term or earlier.

3.1.2. Alternatively, the Parent/s can pay by way of bank transfer, cash or credit card for the entire Term, whereby payment is received by DIAB no later than 1st day of each Term.

3.1.3. *(for new students)* If a student joins the school mid-year and requires that a place be reserved for them from the start of the Academic Year, meaning that no other student is able to take the place, then the full year's fees will need to be paid as per the Annual Tuition Fee Schedule.

3.1.4. *(for new students)* If a student joins the school mid-year as a late enrolment, fees for the Term in which they are joining will be calculated on the following basis and have to be paid before they start.

3.1.4.1. If attending less than two weeks of the Term, then one month's fee is payable.

3.1.4.2. If attending more than two weeks and less than one month of the Term, then two month's fee is payable.

3.1.4.3. If attending more than a month in a Term, then full Term fee is payable.

3.1.4.4. The value of one month's fees shall be calculated by the value of the total annual School Fee over ten months.

3.1.5. Should a cheque be dishonoured for any reason whatsoever, the school shall charge an

3.1.5.1 Should a cheque be dishonoured for any reason whatsoever, the school shall charge administration fee of AED 200 for each cheque returned. In the event that the cheque(s) are not received by the due date, DIAB may, at its discretion, suspend the Student's attendance at the School and take such action as is deemed necessary as per the prevailing rules and regulations of Dubai.

3.2. (for new students) Assessment Test Fee payment to be made after the Parent/s is notified of the scheduled Assessment Test date but prior to the date on which the Student is scheduled to sit the Assessment Test. The application fee is non-refundable if the School makes a formal offer and the Parent/s choose not to accept it. The application fee is not deductible from tuition fees.

4. Billing

The Parent/s or Guardian, whose signature appears on the *Application for Admission Form* or these *Terms & Conditions,* shall be jointly and severally liable to DIAB for the payment of outstanding School Fees.

5. Refund of Registration and Re-registration Fees:

5.1 Registration/Re-registration fee is not refundable, but will be adjusted against Term fees if admission is confirmed. It is refundable only if the Parent/s formally notifies the School of their intention to cancel enrolment at least 60 calendar days prior to the School's start date. The Registration Deposit is non-refundable if written notice is given less than 60 calendar days prior to the School's start date. If the Parent/s does not accept the offer of enrolment, the fee is not refundable.

5.2 Registration/Re-registration fee paid cannot be deferred or carried forward to next Term/academic year nor can be adjusted towards fee due for sibling.

6. Refunds

6.1. Students who have registered for the new Academic Year and have presented cheque/s for School Fees, but decide not to attend the school at all, must give written notice to the DIAB Admissions Office, to be received no later than the start of the first day of the Term. Where the Parent/s submits a formal written withdrawal request before the start of the Academic Year, only the Registration or Re-Registration Deposit will be deducted (subject to the 60-day notice conditions in clauses 5.1 and 5.2). Parent/s must submit a formal written withdrawal request to the DIAB Admissions Office specifying the intended withdrawal date. The withdrawal date may not be backdated.

6.2. If such notice is received by this date, the school fees paid in excess of Registration/Re-registration fee amount shall be refunded in accordance with DIAB refund policy. Where the student does not attend or withdraws during a term, refunds shall be calculated in accordance with the KHDA Refund Policy in clause 6.3. The refund calculation date is the withdrawal date recorded on the Withdrawal Certificate, which is the date specified by the Parent/s in the formal written withdrawal request.

6.3. All other refunds shall be calculated on the duration of attendance in the Term in which the leaving date falls:

6.3.1. For attendance of less than two weeks in the Term, then one month's fee is payable, and the remainder of the Term fees refunded.

6.3.2. For attendance of more than two weeks but less than one month in the Term, then two month's fee is payable, and the remainder of the Term fees paid will be refunded.

6.3.3. If attending more than one month in the Term, then full Term fee is payable.

6.3.4. The value of one month's fees shall be calculated by the value of the total annual School Fee over ten months.

6.3.5. The refund will be calculated from the start of the term and the date of the formal request by submission of withdrawal form and not from the date when the student was absent. Being on the school register counts as days in the school. A student's absence does not constitute withdrawal and does not trigger a refund. Parent/s must submit a withdrawal request at the earliest opportunity to avoid additional fee liability.

6.4. Parent/s agree to inform the DIAB Admissions Office in writing if they intend to withdraw the student from the school for any reason, and should provide at least thirty (30) days notice to allow for documentation and applicable refunds to be prepared.

6.5. Registration/Re-registration fee; educational materials fee; Uniforms; and other sundry expenses, including those indicated in Schedule C, are not subject to refund.

7. Documentation

7.1. *(for new students)* Parent/s shall undertake to provide all documentation required by the School to complete student registration. All documentation of this nature must be provided by the Parent/s to the DIAB Admissions Office. This includes, but may not be limited to:

7.1.1 One copy of Student and Parents' current and valid passport

7.1.2 One copy of Student and Parents' current and valid UAE residency visa

7.1.3 One copy of Student's birth certificate (in English or Arabic only)

7.1.4 One copy of Student's previous two (2) year's school/nursery reports (in English only)

7.1.5 Passport photographs of the Student x 4

7.1.6 Copy of Student's immunization records

7.1.7 Transfer/Leaving Certificate, signed, stamped and attested by all necessary bodies. (Further details on this can be found in the Admissions Brochure or on the website at www.diabarsha.com)

7.1.8 **Registration of child's enrolment with KHDA: on confirmation of enrolment by the School, it is mandatory to register the child with the KHDA within the timelines defined by the School, by swiping the Emirates IDs of the student and one parent in the electronic machines available in the School**

7.2. It is the responsibility of the Parent/s to ensure all documentation is provided before the student starts school. DIAB will not take responsibility for incorrect documentation or missing documentation that may result in a student not being registered by the Knowledge and Human Development Authority (KHDA).

7.3. Failure to submit all required documents may result in the student's start date being delayed, or if

7.3. Failure to submit all required documents may result in the student's start date being delayed, or if they have joined, in results, reports and the Transfer Certificate for the student being withheld by the School. The School may also take other action as is deemed necessary as per the prevailing rules and regulations of Dubai. The School is entitled to withhold the Transfer Certificate until all outstanding fees have been paid in full.

7.4. The School shall not be responsible for any kind of charges / penalties levied by the KHDA for non submission of required documents within the stipulated time including fee for application of extension time to submit documents. The same shall be borne by the parent.

7.5. Parent/s undertakes that all documentation submitted to DIAB is correct, genuine and complete.

8. **Parent School Contract (PSC): (applicable for new admissions only)** it is mandatory for Parents to sign the Parent School Contract once the student's admission has been approved and registered in the KHDA systems. This remains valid until the student leaves the school.

9. **Code of Conduct**
   Parent/s and Students agree to maintain and uphold their responsibilities outlined within the DIAB Code of Conduct in the *Parent & Student Handbook,* as members of the larger DIAB Community. This includes, but is not limited to, exercising courtesy at all times while on school premises and while interacting with DIAB Staff and other Parents and Students.

10. **Contact Information**
    Parent/s agrees to inform the DIAB Admissions Office of any changes to their contact details, ensuring that they can be reached at any time via email, SMS and telephone.
    All students enroled in school should be under the care of the authorized guardian and should not be residing independently.

I have read and understood the Terms & Conditions for Admission and Re-enrolment, and confirm acceptance of my payment duties, obligations, and rights herein by signing below:

Signatory One:

I, [……..]
Parent's or Guardian's name

Am the legal Parent or Guardian of:

[……..]
Student's name

Signatory Two:

I, [……..]
Parent's or Guardian's name

Am the legal Parent or Guardian of:

[……..]
Student's name

DATE: ……