



مدرسة التفاحة العالمية
The Apple International School

SCHOOL FEE REFUND POLICY

The Registration fee/Application Fee, Registration and Re-Registration Deposit are non-refundable and non-adjustable in all circumstances, except when the school does not offer the student a place.

In the case of refund/charge of the school fees, the fees will be calculated as follows for new and existing students:

- 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, the full term's fees will be deducted for the respective term
- Book Fees are non-refundable if the student decides to leave the school after start of the Academic Year. Books are refundable if the student has decided to leave before start of the Academic Year and has not collected the books
- For new student if the parent withdraws the admission before start of the Academic Year, 10% of the Annual Tuition Fee is non-refundable (Registration Deposit)
- Annual Fee non-refundable if the parent has cancelled admission

General Conditions

- The above refund policy is applicable per term depending on the date of the withdrawal request
- 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.
- Official request has to be submitted by letter of discontinuity and application of KHDA transfer certificate either by email to registrar YrFS to Yr4 registrar@apple.sch.ae, Yr5 to Yr13 (admission_secondary@apple.sch.ae) and accounts or by visiting to the school
- Fees refund will be processed by way of cheque only even it is paid by cash, by credit card or online.
- If the fees are paid by the cheque, it cannot be post-pond in any circumstances. In the event of dishonor of cheque, a cheque dishonor fee of AED 250/- will be applicable.

Transport Discontinuation and Refunds

- Transportation fee is applicable per term depending on the date of commencement
- The minimum period for school transportation is one month. Therefore, one month's fee will be applicable even if the student is enrolled for a lesser period
- Service discontinuation will only be accepted by the school at the end of an Academic term. If any students apply for discontinuation of transportation before the end of the Academic term, no refund will be provided for any unexpired period of that term
- Parents should provide at least one month's notice to the representative of the Transport company (Guardian One) in the specified form. If service discontinuation is required without notice, one month's notice period fee will be applicable.
- If the fees are paid by the cheque, it cannot be post-pond in any circumstances. In the event of dishonor of cheque, transport service will be suspended immediately until clearance of the fees and a cheque dishonor fee of AED 250/- will be applicable
- If the students are suspended/deregistered from school transport service due to behavioral issues or failing to observe bus service standards/regulatory protocols, the school will not refund any transport fee
- Transport fee is calculated from the start of the service/ term till the date of official request by the parent stating the intent of withdrawal. School will not consider the date when the student was absent/not using the transport service for any refund calculations.
- In case of any excess amount after charging the applicable fees, the refund shall be made within 30 days of receipt of the completed form for service discontinuation. All payments will be through the account payee cheques (in the name of the parent who had initially paid, or any person authorized by the parent) and not in cash. In case of payments by the employers/company of the parents, the refund also will only be given to the same entities



J. Menezes

Ms. Jaya Menezes

Executive Principal

Enacted and enforced on: 1st January 2014

Reviewed annually.

Last date of Review: 5th September 2022