



## Nadeen School Fee Policy

Our School Fee Policy relates to all types of fees and is part of the admissions policy and termly re-registration rule (see 2.2 below). All parents agree to abide by this policy when they apply for a seat for their child at the school. School tuition fees and any required learning support fees are subject to approval and regulation by the Ministry of Education and the Directorate of Private Education. Tuition fees and any required learning support fees may be increased subject to Ministry of Education and Private Education Directorate approval. Invoices for tuition fees and any required learning support fees are issued electronically in all cases.

### 1 Payment of the Place Holding Fee and Testing Fee:

- 1.1 The BD75 application fee is non-refundable and is payable when the application form is sent to the school.
- 1.2 The BD200 place holding fee is non-refundable and is payable within 72 hours of a seat being offered, otherwise the offer will automatically be withdrawn.
- 1.3 The BD50 testing fee is non-refundable and is required on the day of testing or in advance with the registration fee if the seat is offered while the child is overseas.
- 1.4 CAT-4 assessment fee if required; **pre- or post-enrolment** is non-refundable and is charged at BD25.
- 1.5 WRIT and WIAT 3-UK-T assessment fee if required; **pre- or post-enrolment** is non-refundable and is charged at BD100.
- 1.6 Payment of the tuition fees and any required learning support fees in full completes our registration requirements.

### 2 Payment of the School Tuition fees and any required learning support fees:

- 2.1 **Termly re-registration** is required to retain a seat at the school. This is done by paying the tuition fees and any required learning support fees in full by the due date indicated on the invoice. Periodic reminders may be sent prior to the due date to assist in encouraging prompt payment.
- 2.2 Failure to pay the tuition fees and any required learning support fees in full by the due date on the invoice will automatically indicate to the school that the seat is not required for the following term and as such, families risk that the seat will be cancelled and offered elsewhere. **Please refer to the withdrawal process below in point 9**
- 2.3 It is the parent's responsibility to ensure that all tuition fees and any required learning support fees are paid on time and in full in order to secure their child's seat for the subsequent term.
- 2.4 Parents are responsible for the payment of tuition fees and any required learning support fees and the school will not become involved in the collection of tuition fees and any required learning support fees from companies. It is the parent's responsibility to ensure that the company payments are made to the school on or before the specified due date stated on the invoice.

### 3 Tuition fees and any required learning support fees are payable three (3) times per academic year.

- 3.1 **Autumn Term – Term 1** (first term of each academic year) tuition fees and any required learning support fees cover September-December and are due in two parts:
  - a. A non-refundable deposit of BD500 should be paid on or by **April 1st** (Spring Term – Term 2, the second term of each academic year)
  - b. The balance of tuition fees and any required learning support fees remaining are to be paid in full by **June 1<sup>st</sup>**
  - c. The invoice is raised mid-February each year for the Autumn term
- 3.2 **Spring Term – Term 2** (second term of each academic year) tuition fees and any required learning support fees cover January-April and are due on or before **November 1<sup>st</sup>** of the previous **calendar** year. The invoice is raised in early September of the previous year for the Spring term

3.3 **Summer Term – Term 3** (third term of each academic year) tuition fees and any required learning support fees cover April-June/July and are due on or before **February 15<sup>th</sup>** of the same **calendar** year. The invoice is raised at the beginning of January each year for the Summer term

4 Learning support tuition fees are invoiced per term according to each child's specific needs where necessary and where they have been agreed in advance by the parent/s. Where learning support is required and agreed, payment of learning support fees is mandatory in order to retain a child's seat within the school. See point 2 above. Where learning support is required, but NOT agreed to by the parent/guardian, we would revert to the conditions outlined in the section: **"The Admissions Procedure for pupils with Additional Learning Needs"** within our admissions policy, thus rendering the re-registration process incomplete and the student would not be re-registered for the next term and the seat will be cancelled and offered elsewhere – see point 2.2 above.

**5 Note regarding Half Term:**

5.1 In the event that a child has registered to join the school at any point after the half term point, the registration, assessment, and half term tuition fees and any required learning support fees will be payable. These will not be prorated under any circumstances.

5.2 In the event that a child will be leaving at any point prior to, or at the half term break, half term tuition fees and any required learning support fees must be paid in advance by the parents. A written notice must be given to the school signed by the parent/s confirming that their child will be withdrawing at the half term point.

5.3 Point 5.1 and 5.2 above outlines the only cases whereby half-term tuition fees and half of any required learning support fees will be accepted.

6 Optional fees may include School Trips, International School Trips, After School Activities and After School Care. VAT at the prevailing rate will be added to Optional fees where required in accordance with Bahrain VAT Law issued by the Ministry of Finance and National Economy and National Bureau of Revenue.

7 If, for any reason, a child is absent for a full term or part of a term, full term tuition fees and any required learning support fees must be paid to secure a guaranteed seat for the subsequent term.

8 If, for any reason, there are tuition fees and any required learning support fees owing and/or library books or resources borrowed which have not been returned by the child's last day, the school will withhold all leaving documentation (transfer certificate and school report) and inform the relevant authorities accordingly, until all accounts are cleared and all items have been returned.

**9 Withdrawal and Refund Policy:**

At least one term's notice is required when withdrawing your child from Nadeen School. Parents are responsible for informing the school of their intent to withdraw their child. This must be formally communicated to the school via email or hard copy letter, signed on delivery, to the school admissions office. Withdrawal from the school must be received by the school according to the withdrawal schedule below to avoid parents/guardians being billed and held accountable for the next term's fees. Until formal withdrawal notice has been received by the school according to the schedule below in points 9.1, 9.2, and 9.3 parents are expected to abide by the payment schedule set out by the school and will be billed as per point 3 above. When circumstances result in your child leaving the school before the beginning of term, a full refund of tuition fees and any required learning support fees will be made according to the following parameters:

9.1 Autumn Term: the school must be notified, in writing, on or before **June 1st**

9.2 Spring Term: the school must be notified, in writing, on or before **November 1st** of the previous calendar year

9.3 Summer Term: the school must be notified, in writing, on or before **February 15th**

If less than the required notice is given parents/guardians will be required to pay a **BD500 late notification charge** for the following term in lieu of the correct notice. Term tuition fees and any required learning support fees are payable in advance and in full by the due date specified on the invoice issued in the preceding term, regardless of holiday, sickness, or absence for any other reason and no refund will be given except as outlined above.

## 10 Force Majeure:

In the event of unforeseeable circumstances, if the school undergoes forced or mandatory closure or any other Force Majeure, refunds will not be given.

## 11 Payment and Proof of Payment of tuition fees and any required learning support fees :

Tuition fees and any required learning support fees must be paid in full by Bahraini Dinars. Credit card and debit cards are not accepted methods of payment.

**Payment Methods: Benefit Pay, Bank Transfer, Direct Deposit, SADAD Machines, Credit/Debit Card (via third part service provider)**

### **Benefit Pay:**

Please use the Nadeen School IBAN code in place of a mobile number. The IBAN code is: **BH23BBKU00100000377086**. Insert the name of your child in "Transaction Description." If you wish to use this method on an ongoing basis, we suggest you save our details in the Beneficiary List on the Benefit Pay app. Please email a copy of the transaction to [accounts@nadeenschool.com](mailto:accounts@nadeenschool.com) once processed.

Please find below bank details for Nadeen School.

Account Name	NADEEN SCHOOL
Account No.	100000377086
IBAN	BH23BBKU00100000377086
SWIFT CODE	BBKUBHBM
Bank	BANK OF BAHRAIN AND KUWAIT (BBK) 43, Government Avenue, PO Box 597, Manama, Bahrain Please Note:

it is imperative that you follow the steps listed below:

### **Bank Transfer:**

1. Create transfer using above bank information.
2. Where possible, please include your child's name and/or invoice number on the payment in the reference section to assist in us accurately allocating your payment (we are aware certain banks do not make provision for this i.e. HSBC, Standard Chartered).
3. As you may not be able to note your child's name as reference it is important that once you have transferred the full amount, please email: [accounts@nadeenschool.com](mailto:accounts@nadeenschool.com) with a copy of the transfer. This will assist us in identifying your payment.

### **Direct Deposit:**

You may make payments by Cash or Bahraini Dinars cheque at any branch of BBK bank by direct deposit. You will just need to complete a remittance slip using the above account name and number.

**Please note:** It is essential that once you have made the payment to please email: [accounts@nadeenschool.com](mailto:accounts@nadeenschool.com) with a copy of the remittance slip. This will assist us in identifying your payment.

Once we have received your payment, we will note that your account is clear and issue a receipt. Should you not receive a receipt within **7 days** of sending your payment, please email: [accounts@nadeenschool.com](mailto:accounts@nadeenschool.com) to request further confirmation.

### **By Cash at SADAD Machines:**

These are available in all leading supermarkets. Please press the Education button and then the Nadeen School button and then follow the on-screen instructions.

### **By Credit/Debit Card:**

Please email: [accounts@nadeenschool.com](mailto:accounts@nadeenschool.com) for an invoice link to the payment gateway. **Please note:** a service charge of 2% is added to all transactions and will be payable when payment is processed. This is charged by the third-party service provider and **NOT Nadeen School**.

**This policy is subject to change. Amendments will be sent via email when necessary.**