

Schedule of Fees at the German International School Dubai

1. General

This schedule of fees applies to children and young people attending the German International School Dubai. In the following the term "child/children" will be used for all age groups. The school year begins on 1st August and ends on 31st July of the following calendar year. The first school half-year lasts from 1st August until 31st January of the following year, the second school half-year starts on 1st February and ends on 31st July. For calculating purposes the school year is made up of two half years, each comprising five months. Proportionate fees will be correspondingly calculated on a monthly basis using a key of 10% per month. In any case, incomplete months will be calculated using the fee for a full month.

Invoices, reminders and other correspondence will be sent exclusively by email. Email addresses of parents/guardians will be registered upon their children being enrolled at the school. It is the responsibility of the parents/guardians to inform the school of changes to the email addresses, to ensure that emails can be delivered and to observe the emails the school sends out.

An integral part of this schedule of fees is the fee table.

2. Membership of the School Association

The parents/guardians of accepted children are members in the School Association. An annual membership fee per family will be charged for the membership, which is due upon the initial enrolment and together with the school fees in the first half year. The level of the membership contribution can be found in the currently valid fee table.

3. Registration Fee

A non-recurrent registration fee will be charged for registering a child for a forthcoming school year. This fee becomes due for payment immediately when the registration is placed. The registration fee will not be reimbursed resp. credited to school fees or other fees. The level of the registration fee can be found in the currently valid fee table.

4. Admission Fee

A non-recurrent admission fee will be charged for enrolling a child that is due within one week after a place has been offered. If the child is enrolled during a current school year, the admission fee likewise becomes due within one week after a place has been offered, however at the latest before the first school day. The admission fee will be credited to the school fees of the school year of enrolment and will not be reimbursed should the place offered not be taken. The terms and conditions of the 'KHDA School Fees Framework' shall apply. The admission fee is not subject to the reminder procedure. The offered place loses its validity upon the due payment date should the admission fee not have been paid or not have been paid in full. The level of the admission fee can be found in the currently valid fee table.

5. Security Deposit

Effective the school year 2016/17 a non-recurrent, non-interest-bearing, refundable security deposit amounting to 5,000.00 AED per child becomes due upon the new registration of a child. This amount is due for immediate payment upon the school confirming the enrolment of a child. Should the security deposit not be settled in time, the entitlement to the place at the school is forfeited and the German International School Dubai may offer the place to another child. If the child leaves DISD, the security deposit will be reimbursed to the parents after all outstanding receivables have been settled. The repayment will then be made within 180 days after the end of the half-year in which the child leaves the school. Outstanding receivables of the family will be retained from the security deposit. This also applies to additional services provided by DISD.

6. Annual re-registration fee

Mid February of the respective current school year, a re-registration fee for the school fees and the full bus transport is due for payment for each child already registered and will be credited to the school fees/bus charges of the coming school year. The re-registration fee will not be reimbursed should the child not attend the school/make use of the full bus transport in the coming school year. The terms and conditions of the 'KHDA School Fees Framework' shall apply. If this fee is not paid or not paid on time, the child will be considered deregistered from the school/full bus transport at the end of the current school year. The re-registration fee is not subject to reminder procedures. The level of the re-registration fee can be found in the currently valid fee table.

7. School Fees

School fees are due for payment for each child at the school according to the respective age group. If several children from one family attend the school or the Kindergarten, a discount on the school fee will be granted for the third (third eldest) and subsequent children. The level of the school fees for the individual age groups and the discount rate can be found in the currently valid fee table.

The school fees become due for payment respectively for each half year two weeks before the first school day. When enrolling a child during the school year, the school fees become due for payment for the rest of the school half year within two weeks of enrolment. In this case the level of the fees for the half-year enrolment will be calculated pro-rata.

8. Supplementary Offers

The school offers additional services at its own discretion (e.g. German as a foreign language, work groups, afternoon programmes). The fees for these services become due for payment before use. The level of the fees for supplementary offers can be found in the currently valid fee table resp. will be announced before registration. Offers by external service providers conducted with the consent of the school on the premises or on the school site are not regulated in this schedule of fees.

9. Deposit for Books

The schoolbooks are made available by the education authorities free of charge. However, a security is to be given to the school by the parents/guardians in the form of a deposit (book deposit).

The deposit for books for school children becomes due for payment upon the initial enrolment and if applicable when changing to a higher level. This deposit will be fully reimbursed without interest after the pupil has been deregistered from the school if the borrowed books are returned in an impeccable condition. Otherwise the reimbursement will be reduced by the value of the book to be replaced.

The level of the deposit for books can be found in the currently valid fee table.

10. Bus Fees

The German International School Dubai offers a school bus service for the most important residential areas as a voluntary additional service. Bus fees will be charged for children using the daily bus transport at regular school times. If several children from a family use the bus, a discount on the bus fees will be granted for the third and subsequent children. The level of the bus fees and the discount rate can be found in the currently valid fee table.

The bus fees become due for payment respectively for a school year two weeks before the first school day. When enrolling during the school year, the bus fees become due for payment for the rest of the school year within two weeks after enrolment. In this case the level of the fees will be calculated for the school year of the enrolment pro-rata. Making partial use of the bus service (e.g. only mornings) may be made possible if there is sufficient availability of places on the bus. The bus fees will then be calculated pro-rata and become due for payment 2 weeks after registration.

11. De-registrations

Deregistering a child from the Kindergarten or the school must be done in writing. If a school child or a Kindergarten child does not take up his or her place in spite of being registered again, the child is considered deregistered from the first school day onwards.

A deregistration from the full bus transport and from the supplementary offers is possible if a pupil is deregistered from attending school at the same time.

When deregistering a child from the Kindergarten or the school, the school fees will be charged per half-year as follows:

Kindergarten attendance/school attendance/use of bus service	Calculation of the school and bus fees
Attending Kindergarten/school/use of bus does not take place	0 monthly instalments
2 weeks or less	1 monthly instalment or the re-registration or admission fee. The higher amount will be charged.
Between 2 weeks and 1 calendar month	2 monthly instalments or the re-registration fee or admission fee. The higher amount will be charged.
Longer than 1 calendar month	3 monthly instalments or the re-registration fee or admission fee. The higher amount will be charged.
Longer than 2 calendar months	School/bus fee for the whole half-year

De-registering from the full bus transport is possible during the current school year with a one-month notice period.

If the place for the full bus transport can be taken by another child, the reimbursement of the bus fees is possible as per the table shown above. If the place for the full bus transport cannot be taken by another child, the bus fees shall not be reimbursed.

When de-registering the child from the Kindergarten or the school the school fees will be calculated and charged corresponding to the table shown above. Excess payments made will be reimbursed.

Deregistering the last child in a family simultaneously means leaving the School Association. A proportionate reimbursement of the membership contribution will thereby not be granted. Upon application, the guardians/parents can continue to remain in the School Association.

12. Other discounts and reductions

In individual cases payments by instalments for school and bus fees can be agreed. The school charges a percentage surcharge for instalment payers depending on the number of instalments. The level of the surcharges can be found in the currently valid fee table.

Upon request, the board of the School Association decides at its own discretion on hardship case discounts on school fees. The members must make an application for this and provide information on their financial situation. In these cases 70% of the school fees become due for payment two weeks before the first school day. This amount is subject to the reminder and payment suspension procedure listed in Point 13.

13. Payment Options

The school accepts the following methods of payment to settle the individual fees:

- a) Transfer in AED onto the AED account of the DISD in Dubai
- b) AED cheque
- c) Cash payment in AED

In the case of cash or cheque payments, the opening hours of the pay desk at the school is to be observed. Deductions resp. a right of retention to parts or the whole fees are impermissible. Any kinds of reimbursement claims may only be asserted according to the principles included in the schedule of fees.

The school will charge a processing fee for each returned cheque (e.g. due to insufficient funds or through filling out the form incorrectly) according to the currently valid fee table.

14. Reminder and Payment Suspension Proceedings

The issued invoices must be correspondingly settled on the due dates. Reminders will be sent for payment defaults beyond the fixed due dates. Fees will be charged according to the current schedule of fees from the second reminder onwards.

No reminders will be sent to instalment payers; arrears will immediately lead to proceedings being initiated to suspend the child from lessons and all supplementary services provided by the school.

The first reminder ("payment reminder") will be sent two weeks after the due date stated on the invoice. If the payment is still not made, the second and third reminder will follow at intervals of two weeks respectively.

Should the arrears not be settled after the third reminder, the school will initiate proceedings that could lead to the temporary suspension from the services provided by the school according

to a decision passed by the board (e.g. attending school, bus transport, supplementary offers). This type of performance suspension will not result in any reduction in the fee debt.

Suspension will be stopped immediately if the payment arrears are settled. Should payment arrears continue to exist after the end of the school year, the children shall be considered deregistered and will not be permitted to attend lessons in the new school year. If applicable, paid re-enrolment fees will not be reimbursed in this case.

Furthermore, the school retains the right to keep back school reports and documents on leaving the school for as long as the payment arrears exist.

The school furthermore retains the right after the third reminder to take legal action against the person/s obliged to pay. This particularly also applies to returned cheques.

This schedule of fees was developed on the basis of the provisions in the [School Fees Framework](#) of KHDA (Knowledge and Human Development Authority).

This schedule of fees was put into effect by the board of the DISD on 17th January 2016 and replaces the schedule of fees dated 15th February 2015.

The German text shall prevail in case of ambiguities or in other cases where there is doubt or where there are problems of interpretation.