

Please read through the fees policy to have a clear understanding of our payment terms. If you have any further queries, these should be addressed to the Nursery Manager, or Director.

## Registration Fees:

- Registration Fees are due & paid along with submission of Registration Form & supporting documents.
- Registration fees are non-refundable
- Your child's registration will only be completed after the registration fees, medical fees and first term's fees have been settled.

## Deposit Fees:

- The deposit fee keeps the child's place from term to term for that year as long as the term fees are paid up to date.
- Deposit fee is deducted from the Term 3 Fees of the Current Year at the Nursery.
- One term written notice is required for the refund of deposit, if the child is leaving before the end of the year.
- The deposit will be refunded if your child is asked to be removed from the nursery.
- The deposit does not hold a space if a child has missed a term.

## Medical Fees:

- Medical Fees are due at the beginning of the academic year when a new child is registered.
- Medical fees are non-refundable.

## Late Pick up Fee:

- Parents will be charged an additional amount, if a child stays longer than the registered time.
- If the parents are constantly late, additional charges will be applied as per the fees structure.
- Invoices for late pick-up facility will be issued weekly.

## Early drop off Fee:

- Parents will be charged early drop fees if child is required to enter the nursery before registered time.
- Invoices for early drop off facility will be issued weekly.

I have read and agreed to all the above terms and conditions

Signature of parent/guardian

Signature of parent/guardian

Date

 /  / 

Date

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## Term Fees:

- Term fees are to be settled before the end of the previous term.
- Term Fees Payment: Following are the due dates for payment:
  - o Term 1 - Due by 30th June OR 1 week from the date of Invoice whichever is earlier
  - o Term 2 - Due by 1st December OR 1 week from the date of Invoice whichever is earlier
  - o Term 3 - Due by 1st March OR 1 week from the date of Invoice whichever is earlier
- Payments not received by the end of the first week of the new term will result in a reminder being sent to the concerned parent.
- Reminders will be sent out every week, until the second week of term.
- Late Payment will incur a surcharge of 5% on the outstanding amount, in case the fees is not settled as per the above due dates.
- If fees are not paid by the end of the week three, the parents will be asked to remove the child from the nursery and the deposit will not be refunded.
- A returned cheque will incur a Service Charge of AED 100.
- The remainder of the term fees will be refunded if your child is asked to be removed from the nursery, for reasons other than non-payment of fees.
- When a nursery place has been accepted prior to the starting date and the starting date gets delayed, or deferred for any reason, the nursery still requires full fees to be paid from the starting date originally agreed upon and noted on the registration form.

## Refunding of Fees:

- In order to refund the deposit, a full term's written notification is required. This written notification must be made to the attention of the Administrator and the Nursery Manager / Director.
- Notice of a child's withdrawal must be made in writing to the Nursery Manager / Director.

## Withdrawal during term time:

- If a Child has attended one week or less, 1/3rd of Term Fees will be applied.
- If a Child has attended one week but less than one month, 2/3rd of Term fees will be applied.
- If a Child has attended one month or more of the Term, Entire Term fees will be applied.

## Sibling Discounts:

- Upon registering a sibling, you will be rewarded with a 5% discount of the term fee.
- Once there is only one of the siblings attending nursery, the discount will be retracted.

## Pro-Rata Rates:

- We do not offer pro-rata rates
- In case of payments made on a monthly basis, additional 10% shall be added to the Terms fees.
- In case of PDC's made of payment, a collection charge of AED 100 will be applied.

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Signature of parent/guardian

Signature of parent/guardian

Date

 /  / 

Date

 /  /