

FEE COLLECTION POLICY

The objective is to ensure prompt and effective fee collection for the quality services to be delivered and to facilitate effective planning and utilization of resources available.

Procedure

- The Accounts to be responsible for raising invoices for all children attending the school.
- Fees can be paid through cash, card, cheque, Bank transfer or credit card online.
- Invoice for new child to be prepared at the time of registration.
- 5% VAT is applicable on Uniform Fees.
- Invoice to be prepared for a new child based on the registration form submitted by the parents.
- The payment due date for existing children is 10-15 days before the end of the current term as announced by the senior management.
- The accounts department sends a gentle reminder prior to the due date if the fee is overdue.
- Late fees can be charged after final reminder.
- If parents are not able to pay in full, an agreement to be made to receive payments in installments with post dated cheques for each installment. Each cheque to be dated as per instructions given.
- Post dated cheques are not refunded.
- All bounced cheques will have a fee to be paid for AED 200.
- There will be a charge if parents want to swap Post Dated cheques with cash or card.
- If a parent requests holding a cheque, approval must be obtained from senior management.
- All Fees due as per the KHDA policy, to be paid before the child can start attending School.
- Tuition fees paid cannot be refunded or transferred to another term or to another child and this is communicated to parents at the time of registration and induction.
- Fee structure with terms and conditions to be explained to parents at the time of inquiry.
- Discounts can only be given under the Director's approval.
- No promotions or discounts can be combined for a child at any given time.

Post Dated Cheques Policy

Deira Private School aims to ensure a smooth process for Cheques Collection and Deposit to streamline the accounting system.

Policy

- The first payment from the parent should be current dated.
- All Post Dated Cheques should be **dates 1st till 5th** of the next upcoming month.
- Deira Private School will not hold any cheques, any payment should be done either by cash, credit card or PDCs that will be deposited.

- For any bounced cheque, there will be a fine of AED 200 to be paid.
- Any returned cheque must be replaced within 3 working days.
- There should be an upfront payment in case of availing any deal.
- Parents can give not more than 3 PDCs for a term and the last PDC should be dated 30 days before the term ends.
- For Full Year, parents can pay maximum **10 PDCS** and the last PDC should be dated one month before the end of Term.
- Fees will be divided into 3 Terms- 40% Term 01, 30% Term 02 and 30% Term 03
- Term 01 is due in August, Term 02 in December and Term 3 in March.

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