Approved by: Principal	Date: 30 January 2026

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#	Description of Changes	Rev. No	Date of Issue
1	First Issue	00	21 June 24

ICS Vision
The "School of Choice" inspiring, challenging and empowering a 21st century learning community through an ethical and innovative education system.

ICS Mission
Provide a safe, friendly learning environment where lifelong learners follow an international curriculum which promotes academic excellence and nurtures key values and competencies in our global minded, future leaders.

Introduction

International Community School (ICS) is committed to ensuring that school fees are transparent, reasonable, and reflective of the high quality of education provided. This policy outlines the structure, payment schedules, and procedures for all school fees, ensuring compliance with the Abu Dhabi Department of Education and Knowledge (ADEK) regulations. The policy aims to facilitate a clear and consistent approach to managing school fees, while also supporting the growth and sustainability of the school.

Purpose

The purpose of this policy is to:

- Establish a clear and transparent framework for the setting and regulation of school fees at ICS.
- Ensure that tuition fees and other charges are fair, reasonable, and aligned with the quality of education provided.
- Provide guidelines for the collection, payment, and management of school fees, including procedures for late payments and refunds.
- Comply with ADEK's requirements regarding the disclosure and approval of school fees, and the protection of students and parents from unreasonable financial practices.

Definitions

Board Examination Fees
Fees collected by schools to enable students to take official board examinations.

Governing Board
The senior authority of ICS, responsible for the overall governance of the school's activities, including the approval and oversight of school fees.

Educational Resource Fees
Fees collected to provide physical or digital resources that support student education, such as textbooks, software, or online subscriptions.

Extracurricular Fees
Fees charged for access to optional paid extracurricular activities, in accordance with the ADEK Extracurricular Activities and Events Policy.

Integrated Transport Centre (ITC)
The authority responsible for regulating school transportation services in Abu Dhabi, including school buses.

One Month of Tuition Fees
The total tuition fees for the school year divided by ten months.

Other Fees
Any additional fees charged by the school that do not fall under tuition fees.

Registration Fees
Fees collected to confirm a student's enrollment at ICS for the upcoming academic year.

School Development Fees
Fees collected to enhance the school's infrastructure and facilities.

School Fees
All fees charged by ICS for each enrolled student, covering the educational services and activities provided by the school.

Transportation Fees
Fees collected to provide school bus services to students, in compliance with the ADEK Transportation Policy.

Tuition Fees
Fees directly associated with the provision of education to students.

Uniform Fees
Fees collected for the provision of school uniforms to students.

Fee Structure

Fee Components
ICS's fee structure is broken down into the following components, which are disclosed to parents during the registration process:

- **Tuition Fees**: Fees directly related to the delivery of education.
- **Educational Resource Fees**: Fees for textbooks, digital resources, and other educational materials.
- **Uniform Fees**: Fees for school uniforms.
- **Board Examination Fees**: Fees for official exams required by the curriculum.
- **School Development Fees**: Fees to support infrastructure improvements and facility enhancements.
- **Transportation Fees**: Fees for school bus services.
- **Extracurricular Fees**: Fees for optional activities outside the regular curriculum.
- **Other Fees**: Additional charges approved by ADEK, as applicable.

ICS does not charge Value Added Tax (VAT) on tuition fees and transportation fees, in accordance with Federal Decree-Law No. (8) of 2017 on VAT and its amendments.

Waivers
ICS may offer waivers on certain fee components, such as for second-hand devices, textbooks, or uniforms, provided they meet the school's current requirements.

Fee Framework Approval and Requirements

Fee Approval
All school fees, including payment schedules and procedures, must be approved by ADEK before being communicated to parents. ICS is authorized to charge only within the ADEK-approved fee levels.

Appropriateness of School Fees
ICS ensures that school fees are appropriate and reflect the quality of education provided. ADEK evaluates the appropriateness of fees based on factors such as:

- Comparison with schools of similar quality and curriculum.
- The cost of the school's facilities and services.
- The school's profitability and educational quality.

For new schools or branches, ICS includes proposed tuition fees and other charges in its application for a temporary license to ADEK, along with a financial study using ADEK's Financial Feasibility Plan template.

Fee Increments
ICS may apply for fee increments following ADEK's guidelines and timelines. To be eligible for fee increments, ICS must:

- Have a valid school license at the start of the academic year.
- Be in operation for a minimum of three years.
- Submit financial audit reports for the past two academic years, prepared according to International Financial Reporting Standards (IFRS).

Exceptional fee increments may be granted based on specific conditions, such as operating losses or occupancy rates, as outlined by ADEK.

Payment Schedule

Tuition Fees
ICS provides a detailed fee payment schedule, which is made available to parents through the school's website and other communication channels. The schedule includes:

- **Installments**: Tuition fees are divided into three or more equal installments per academic year.
- **First Installment**: The first installment may be collected up to one month before the start of the academic year.

Registration Fees
ICS may charge registration fees, capped at 5% of the ADEK-approved tuition fees. These fees are deducted from the student's final tuition fees and are collected no more than four months before the beginning of the academic year.

Late Payment or Non-Payment of Fees

Policy on Late Payment or Non-Payment
ICS maintains a fair and transparent policy for addressing late or non-payment of school fees:

- **Confidentiality**: All issues related to late or non-payment are handled discreetly to protect students from unnecessary attention or embarrassment.
- **Warnings**: Parents are issued three consecutive warning notices, at least one week apart, before any further action is taken.
- **Suspension**: ICS may suspend a student for up to three days in response to non-payment, after issuing the required warnings. Suspension is limited to once per school term.
- **Withholding Documents**: ICS may withhold examination report cards, transfer certificates, or re-registration of students until all outstanding fees are settled.

Protection of School Fees

Refund Policy
ICS provides clear information on its refund policy during the registration process:

- **Full Refund**: Registration fees are fully refunded if ICS cannot enroll the student due to capacity constraints or an ADEK-approved "Inability to Accommodate" notice.
- **Proportional Refunds**: Tuition fees are refunded proportionally based on the time the student attended the school before withdrawal. For example:
    - Up to one week: ICS retains the registration fee.
    - One to three weeks: ICS retains the value of one full month of tuition fees.
    - Three to six weeks: ICS retains the value of two full months of tuition fees.
    - More than six weeks: ICS retains the full-term fee.
- **Other Fees**: Refunds for transportation or other fees are issued if the services have not been used.

Prohibition of Additional Financial Securities
ICS does not request or accept any financial guarantees from parents in lieu of payment for outstanding fee balances. No deposits, application fees, or first-time enrollment fees are collected before a student's official enrollment.

Special Fee Agreements with Staff
Any special fee arrangements for staff enrolling their children at ICS must be detailed in their employment contracts, including amounts, timelines, and refund mechanisms.

Disclosure of Tuition Information
ICS discloses information regarding the source of tuition fee payments and other payment-related information as required by ADEK, ensuring transparency in financial matters.

Compliance

This policy is effective as of the Academic Year 2024/25, with full compliance required by the Academic Year 2025/26. Failure to comply with this policy may result in legal accountability and penalties as stipulated by ADEK and other relevant UAE laws. ICS ensures that all staff, parents, and stakeholders are informed of this policy, and that it is implemented consistently.

Linked Policies:

This Fees Policy is interconnected with several other ICS and ADEK policies, ensuring a comprehensive approach to financial management and student welfare. These linked policies include:

- Admissions Policy
- Refund Policy
- Transportation Policy
- Student Protection Policy
- Inclusion Policy
- Extracurricular Activities and Events Policy