

2026/2027 FEE PAYMENT POLICY

Annual School Tuition Fees

Tuition fees at Victory Heights Primary School (City of Arabia) are as per the tuition fee schedule set out below:

Tuition Fee Schedule -2026/2027

Year Group	Term 1 Tuition Fee (AED)	Term 2 Tuition Fee (AED)	Term 3 Tuition Fee (AED)	Total Annual Fee (AED)
Foundation 1	16,000	12,000	12,000	40,000
Foundation 2	17,600	13,200	13,200	44,000
Year 1	19,200	14,400	14,400	48,000
Year 2	20,400	15,300	15,300	51,000
Year 3	20,400	15,300	15,300	51,000
Year 4	22,000	16,500	16,500	55,000
Year 5	22,000	16,500	16,500	55,000
Year 6	22,800	17,100	17,100	57,000
Due Date	31 August 2026	4th January 2027	12th April 2027	

Please note that the above tuition fees are exclusive of transport, school uniforms, food services, and any English language or Special Needs Learning Support that students may require. Tuition fees also do not include the cost of field trips, additional after-school/extra- curricular activities/clubs or holiday camps, all of which shall be charged separately.

OTHER SCHOOL FEES

Application Fee: AED 525 – this is a one-time, non-refundable payment and must be paid after submitting the on-line Application Form. It is required in order for the school to process your application and carry out an assessment for your child

Enrolment Fee (for new students): 10% of the annual tuition fee – this is a non-refundable deposit which must be paid upon enrolment and is subsequently deducted from your child's first term's tuition fees. It is required in order to secure your child's place at VHPS City of Arabia and enroll in the school. The enrollment fee deposit payment must be received by VHPS City of Arabia no later than 7 days from the date on your offer letter, or as specified. Should this fee not be received in the given time frame, the school's offer of a place for your child will lapse and VHPS City of Arabia will be free to allocate this place to another child.

Please note that the enrolment fee is in accordance with KHDA guidelines, which allow schools to charge up to 10% of the annual tuition fee as a deposit to confirm acceptance of the offered place. It is an advance payment that will be deducted from the student's tuition fees for the academic year in which they enroll.

If New students enroll during the academic year, the school can charge tuition fees starting from the month of the enrolment. (For example, if a new student enrolls in the **3rd week of October**, **the school can charge tuition fees from the beginning of October**)

Year Group	New Student Enrolment Fee (10% of annual tuition fee)
Foundation 1	4,000
Foundation 2	4,400
Year 1	4,800
Year 2	5,100
Year 3	5,100
Year 4	5,500
Year 5	5,500
Year 6	5,700

If the parent accepts the offer but subsequently decides not to proceed with the enrolment:

- The registration fee is refundable if the parent formally notifies the school of their intention to cancel the enrolment at least 60 calendar days prior to the school's start date.
- The registration fee is non-refundable if the parent formally notifies the school of their intention to cancel the enrolment less than 60 calendar days prior to the school's start date.

If the parent does not accept the offer:

- No registration deposit is payable.

Re-Enrolment Fee (for Existing Students): 5% of the annual tuition fee. This is the deposit payable upon re-enrolment and will be adjusted against (deducted from) the Term 1 tuition fees for the following academic year. It is required to secure your child's place at VH Primary for the new academic year.

The re-enrolment fee must be received by VH Primary **no later than 02 May 2026**. If payment is not received by this date, your child will be considered as not re-enrolled, and the school reserves the right to allocate the place to a new student.

The re-enrolment fee is charged in line with KHDA guidelines, which allow schools to charge up to 5% of the annual tuition fee as a deposit to confirm the return of existing students for the new academic year. This amount will be deducted from the Term 1 tuition fees for the relevant academic year.

If the re-enrolment deposit has been paid but the parent subsequently decides not to proceed:

- **The re-registration deposit** is refundable if the parent formally notifies the school of their intention to withdraw their child at least 60 calendar days prior to the start of the following academic year.
- **The re-registration deposit** is non-refundable if the parent formally notifies the school of their intention to withdraw their child less than 60 calendar days prior to the start of the following academic year

Please note that Re-Enrolment Fee payments will only be accepted once all outstanding fees for the current academic year have been fully settled. In the event that a payment is received while outstanding fees remain, the amount will first be allocated against the existing balance and will not be applied towards the Re-Enrolment Fee invoice.

Medical Fee: AED 525 – this is an optional, non-refundable, annual fee payable upon enrolment and subsequently every new academic year thereafter. It is required in order for the school to be able to provide necessary medical services, as per KHDA rules and regulations.

Lifetime Sibling Discount: Families eligible for the scheme will continue to receive the incentive for the lifetime of their journey with Victory Height Primary School City of Arabia. The discount is as follows:

2nd child and for each additional child - 10% discount on annual fee

Emirati Discount: Victory Heights Primary School City of Arabia offers an Emirati discount of 30% on the tuition fees for the *youngest sibling*, valid until the end of the academic year 2025-2026

Tuition fee Refund Policy

The Application Fee, Enrolment Fee, and Re-Enrolment Fee are non-refundable, in accordance with KHDA guidelines. Under these regulations, schools are not required to refund deposits or fees where new or existing students choose not to take up an offered place or decide not to return for the following academic year within the specified timelines. Tuition fee refunds, where applicable, will be processed in accordance with the Ministry of Education By-Law under Federal Law No. (28) for Private Education.

Withdrawal Certificate and Refund Date

When a parent wishes to withdraw their child from school, they must complete and submit a withdrawal request. This is a formal school document on which the parent specifies the intended withdrawal date

- The same intended withdrawal date must be recorded on the Withdrawal Certificate is the official date from which all refund calculations are made.
- The refund date is not determined by the date the student was last physically present or last class attended.
- The school is entitled to withhold the Withdrawal Certificate until all outstanding fees have been paid in full.
- The Withdrawal Certificate is required for a student to register at any other private school or educational institution in Dubai and across the UAE.

Outstanding Fees and Transfer Certificate

Prior to or at the time of a student's withdrawal, the parent or legal guardian must settle all outstanding fees in full. Outstanding fees include any tuition fees, mandatory services fees, or other approved charges that remain unpaid.

- The school is entitled to withhold the Transfer Certificate until all outstanding fees have been paid in full.
- The Transfer Certificate is required for a student to register at any other private school or educational institution in Dubai and across the UAE.

Refunds Procedures and Conditions

The refund calculation is based on the withdrawal date recorded on the Withdrawal Certificate, which is the same date that the parent specified in their withdrawal request submitted to the school. Tuition fees paid prior to the beginning of the academic year are refundable, and only the registration or re-registration fees will be deducted if the withdrawal was requested less than 60 calendar days prior to the start date.

- If the student was enrolled in the term for two weeks or less: a month's fees will be deducted.
- If the student was enrolled in the term for a period between two weeks and one month: two months fees will be deducted.
- If the student was enrolled in the term for more than one month: the full term's fees will be deducted.

General conditions:

- The above refund policy is applicable per term, depending on the withdrawal date recorded on the Withdrawal Certificate.
- The refund will be calculated from the start of the term to the withdrawal date on the Withdrawal Certificate — not from the date when the student was absent. Being on the school register counts as days in school.

The value of the fee per month is calculated by dividing the total tuition fees by ten. Charges for books and school uniforms will not be refunded, but the above conditions for refund apply to bus fees for transportation provided by the school.

There are no fee refunds in any other circumstances except those stated above.

Service Continuity and Fee Obligations

Circumstances beyond the control of either party (parents or schools):

This sub-section applies where the delivery of services is fully or partially interrupted due to government enforced closure:

- As per KHDA guidelines: Tuition fees remain payable for any period during which the service was available and delivered, including when the service is delivered through distance learning or any other alternative method deemed appropriate and approved by KHDA.
- Schools delivering an approved distance learning programme are not required to reduce, discount, or waive any portion of the KHDA-approved tuition fee on the grounds that education is being delivered remotely. A parent's decision not to engage with the available distance learning programme does not constitute grounds for withholding or reducing tuition fees. Any concerns regarding the quality or delivery of distance learning should be raised through the school's internal complaints process. Fees remain payable in full during the resolution of any such complaint.
- The school retains all fees for the period during which the service was available and delivered. These fees are considered payable and are not refundable.

Fees for the period when the service could no longer be delivered are eligible for a refund to the parent and is addressed through one of the following methods, agreed in writing between the school and the parent:

- Credit note: The school issues a formal credit note for the value of the eligible amount, to be applied against future tuition fees, provided the student remains enrolled at the same school upon resumption of services. Where the child does not return to the school, the held amount is refunded to the parent.
- Transfer of credit: Where the family has another child in the same school or anticipates enrolling another child at the same school, the eligible amount may be transferred and applied against the sibling child's tuition fees.
- Full refund: The held amount is returned to the parent in full, corresponding to the period for which the service could not be delivered.
- Tuition fees are payable to the school for each day that the service was available and delivered. From the day the school is unable to deliver its service, tuition fees are no longer payable.

- Where the service continues to be available and delivered — including through distance learning or any other method approved by KHDA — fees are payable in full. A parent's choice not to use or engage with the service does not constitute grounds for non-payment. If a parent does not wish for their child to continue, they must formally withdraw their child in accordance with the withdrawal process set out in this policy. The standard refund provisions will then apply from the withdrawal date.
- A government-enforced closure does not affect a school's entitlement to open, communicate, and collect re-registration deposits for the following academic year through digital or remote means. Any re-registration deposits collected during a closure period are subject to the standard refund provisions set out in this policy.

Voluntary suspension of service:

When a school temporarily suspends or reduces its services for reasons within its own control, the following applies

- The school must notify parents in writing as soon as the decision is made, stating the reason and the expected duration.
- Tuition fees remain payable for any period during which the service was available and provided, including where the service is delivered through distance learning or any other alternative method deemed appropriate and approved by KHDA.
- For any period during which the service was not provided, the school must compensate the parents. This may be through a fee credit, additional sessions when the service resumes, or a prorated refund for the period not delivered. The chosen solution must be agreed in writing between the school and the parents.

FEE PAYMENT TERMS AND CONDITIONS:

1. **Late Payment of Fees:** All school fees must be paid in full and by the relevant due date as set out in the appropriate Fee Schedule.
2. **Exclusion for Non-Payment:** If school fees are not received in accordance with the KHDA guidelines, VH Primary reserves the right to withhold admission or exclude a student from school. Continued non-payment of school fees will ultimately result in a student's place at VH Primary being forfeit. The school also has the right to withhold any information such as school reports, examination/test results, transfer letters/certificates, character references or property while fees are unpaid. A student who has been excluded due to non-payment of fees will be deemed withdrawn, without notice, 30 days after exclusion.

3. **Fees are neither refundable nor transferrable** – no refunds, reductions or set-offs will be made in the event of a child's absence or withdrawal from school, except as specifically allowed under KHDA regulations.
4. **Fee Payment by a Third Party:** An agreement with any third party (such as an employer, grandparent or other guardian) to pay school fees or any other sums due to the school does not release the parent from liability if the third-party delays or defaults. It is the responsibility of the parent to ensure that all fees are paid by the relevant due date as set out in the Fee Schedule.
5. **Payment for Learning Enhancement (LE) Fee:** If, in the professional judgement of school management, a child requires additional learning enhancement support in the classroom, parents may be liable to pay certain LE Fees in addition to the school tuition fees, as discussed and agreed with school management. The LE Fee will be payable monthly, termly or annually, as appropriate under the circumstances, and at the discretion of school management.
6. **Payment for English as an Additional Language (EAL) Fee:** If, in the professional judgement of school management, a child requires additional English language support in the classroom, if their first spoken language is not English, parents may be liable to pay certain EAL fees in addition to the school tuition fees, as discussed and agreed with school management. The EAL Fee payable will be payable monthly, termly or annually, as appropriate under the circumstances, and at the discretion of school management.
7. **Payment for One-To-One Support (Shadow Teacher):** If, in the professional judgement of school management, a child requires one-to-one support (shadow teacher) in the classroom, parents will be liable to pay for these costs in addition to school tuition fees. The fee for a shadow teacher will be payable monthly, termly or annually, as appropriate under the circumstances, and at the discretion of school management.
8. **School Parent Contract:** We are unable to accept payments for Tuition Fees until your KHDA parent contract for the relevant academic year has been signed.
9. **Fee Payment Details:** Please note that fee payments will only be accepted via UAE-issued debit/credit card, bank transfer or by cheque payable to 'Victory Heights Primary School LLC'. Cheque and bank transfer payments will be required a minimum of 5 working days prior to the relevant due date (as shown above), to enable the funds to clear in our bank account.
10. **VAT:** All Fee other than Tuition and Transport, 5% VAT will be charged wherever is applicable

VHPS City of Arabia reserves the right to change this fee schedule and these terms and conditions from time to time, subject to KHDA approval.

Please note that the latest fee schedule in effect at the time will take precedence.

All fees include 5% VAT where applicable