



Victory Heights Primary School City of Arabia **Fee Policy**

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Responsible SLT: Principal

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Equal Opportunities Statement

Victory Heights Primary School City of Arabia is committed to providing equal access to high-quality education for all children, regardless of race, nationality, gender, religion, or ability. Our fee structure and financial policies are designed to be transparent and fair, ensuring that all families are treated equitably. We strive to provide financial flexibility where possible while upholding KHDA regulations. We encourage open communication with families to support individual circumstances in alignment with our commitment to inclusion and accessibility.

Introduction

Victory Heights Primary School City of Arabia (VHPS-COA) is committed to maintaining transparency regarding tuition fees, additional charges, and payment expectations. This policy aligns with KHDA regulations and ensures clarity for parents regarding financial commitments.

Tuition Fees

Tuition fees at Victory Heights Primary School City of Arabia ("VH Primary") are as per the Tuition Fee Schedule set out below:

2024/2025 Tuition Fee Schedule

Year Group	Term 1 Fee	Term 2 Fee	Term 3 Fee	Total Annual Fee
FS1	15,686	11,765	11,765	39,216
FS2	17,112	12,834	12,834	42,780
Year 1	18,538	13,904	13,904	46,346
Year 2	18,538	13,904	13,904	46,346
Year 3	19,965	14,973	14,973	49,911
Year 4	19,965	14,973	14,973	49,911
Year 5	21,390	16,043	16,043	53,476
Year 6	21,390	16,043	16,043	53,476

All prices shown in AED

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.

Due Dates

- **Term 1:** 26th August 2024
- **Term 2:** 6th January 2025
- **Term 3:** 7th April 2025

Additional 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 adjusted against (deducted from) your child's first term's tuition fees. It is required in order to secure your child's place at VH Primary and enrol in the school. The Enrolment Fee deposit payment must be received by VH Primary 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 VH Primary will be free to allocate this place to another child.

Please be aware that the Enrolment Fee is in accordance with KHDA guidelines, which state that a school may charge up to 10% of the school's tuition fee as a deposit to confirm that selected students will opt to take up the offered places and that this fee should be deducted from the total tuition fees for the academic year in which the admission is being sought.

Year Group	New Student Enrollment Fee (10% of annual tuition fee)
FS1	3,922
FS2	4,278
Year 1	4,635
Year 2	4,635
Year 3	4,991
Year 4	4,991
Year 5	5,348
Year 6	5,348

All prices shown in AED

Re-Enrolment Fee (for Existing Students)

5% of the annual tuition fee – this is a non-refundable deposit which must be paid upon re-enrolment and is subsequently adjusted against (deducted from) term 1 tuition fees for the following academic year. It is required in order to secure your child's place at VH Primary for the new academic year and re-enrol in the school.

The Re-Enrolment Fee deposit payment must be received by VH Primary no later than 10th June 2024.

Should the Re-Enrolment Fee deposit payment not have been received by VH Primary by this date, your child will be considered not to have re-enrolled at VH Primary and the school will be free to allocate your child's place to a new student.

Please be aware that the Re-Enrolment Fee is in accordance with KHDA guidelines, which state that a school may charge up to 5% of the school's tuition fee as a deposit to confirm the return of existing students in the new academic year. This deposit fee will be deducted from the term 1 tuition fees for the academic year in which the admission is being sought.

Should there be any change in your personal circumstances necessitating your family's relocation outside of Dubai or the UAE, we may agree to refund you the Re-Enrolment Fee deposit, up until the first day of term. Any such request must be made in writing to our Admissions Office for consideration by the School. The School reserves the right to seek supporting documentation in this regard and any refund will be solely at the School's discretion. Further, no refund will be made on the Re-Enrolment Fee deposit should you subsequently decide not to take up your child's place at Victory Heights Primary School City of Arabia, for any other reason.

No Re-enrolment payment will be accepted unless your account for the current academic year has been fully settled. However, if you have paid the same will be settled towards current outstanding and not the re enrolment 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.

Sibling Discount

AED 1000 discount from 3rd child onwards.

Payment Terms & Conditions

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.

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.

Fees are neither refundable nor transferable

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.

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.

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.

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.

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.

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.

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 City of Arabia 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.

Refund Policy

The Application Fee, Enrolment Fee and Re-Enrolment Fee are all non-refundable, in accordance with KHDA guidelines which states that, in the case of both existing and new students, schools are not required to refund deposits and fees if students choose not to return to school for the next academic year or choose not to take the offered places.

Whilst the above fees are non-refundable, tuition fee refunds follow the Ministry of Education Bilo of Federal Law No. (28) for Private Education. If a student withdraws or leaves school for any reason, and has given one full term's written notice, as set out above, refunds will be made to the original payee as set out below:

1. If a student withdraws prior to the start of the academic year, the balance of the first term's fees paid will be refunded, except for the Application Fee and Enrolment Fee.
2. If a student withdraws during the school year, the Application Fee and Enrolment Fee are non-refundable and the remaining tuition fee is calculated as follows:
 - If a student attends school for two weeks or less, one full month's fee will be charged;
 - If a student attends school for more than two weeks, but less than one month, two full month's fees will be charged; and
 - If a student attends school for more than one month, the entire term's fees will be charged.

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.

Policy Amendments

VHPS-COA reserves the right to revise tuition fees, additional fees, and payment terms in compliance with KHDA approvals. The latest **Fee Schedule** in effect will take precedence.

Monitoring and Compliance

The implementation and effectiveness of this policy will be monitored regularly in line with the Policy Review Policy. Updates and changes will be documented in the Version Control Table to ensure transparency and continuous improvement.

Version Control Table

Policy Title: Fee Policy

Policy Owner: Accounts Manager

Last Approved By: Principal

Version Number	Date Approved	Approved By	Changes Made	Next Review Date
1.0	19th March 2025	Principal	New format of policy	July 2025