

Financial Regulations

The acknowledgement of this document is a pre-requisite to the enrolment and re-enrolment at ICE School.

First enrollment

Enrollment is final only after settlement of all charges mentioned below:

File Opening Fees: 1,000 AED

These fees must be paid upon delivery of the pre-enrollment application. They reflect the cost of file treatment, are paid once, are not refundable and not transferable.

Payment of a deposit on the total amount of fees

A deposit of 30% on annual tuition fees must be paid at time of registration and is deductible from each term.

This deposit can be refunded **only** if the concerned family is leaving the United Arab Emirates and upon written request accompanied by an official letter from the employer and a certificate stating that tuition shall not be supported.

FEES AND PAYMENTS

Re-enrollment

Re-enrollment for students previously enrolled at the institution is final only after the payment of a deposit amounting 10% of the yearly total tuition fees.

This deposit is deductible from the first term's tuition fees and can be refunded only in case of departure from the United Arab Emirates, upon written request accompanied by supporting documents, namely an official letter from the employer and a certificate stating that tuition shall not be supported.

Structure of school fees

Tuition

The yearly tuition fees are available on the school's website: www.icedubai.org

A discount of 10% is granted for the second child enrolled at ICE.

A discount of 15% is granted for the third child and above enrolled at ICE.

Tuition fees shall be paid before the beginning of each term. A temporary absence, for whatever duration, does not qualify for any discount on these fees.

Three invoices shall be sent during the academic year respectively in September, December and March.

Tuition fees are due 15 days upon reception of the invoice.

Families who leave the school during the school year shall be refunded on the following basis:

- If the child attends the school for two weeks or less, tuition fees shall be calculated on a one month basis
- If the child attends the school for two weeks to one month, tuition fees shall be calculated on a two months basis
- If the child attends the school for more than one month, tuition fees shall be calculated on a one semester basis

Families who enroll their child late during the school year shall be invoiced on the following basis:

- If the child is enrolled at the school after two weeks, tuition fees shall be deducted on a one month basis
- If the child is enrolled at the school after one month, tuition fees shall be deducted on the remaining months basis

School bus

School bus fees are not included in tuition fees. They are due upon confirmation of school bus enrolment. One way usage of school bus does not qualify for a discount.

They are added on a separate line in the tuition fees invoices or on a separate invoice upon request. Non-use of the school bus service is eligible for refund upon written request sent to the school Bursar.

School restaurant

School restaurant costs are not included in tuition fees. They are due upon confirmation of school restaurant enrolment.

School restaurant costs can be refunded upon written request to be addressed to the school Bursar no less than one working days before the last school restaurant lunch. The number of

lunches taken at school restaurant shall be calculated on the prorata basis and deducted from the school restaurant fees and the balance refunded accordingly.

Other additional fees

- Field trips and school trips
- Extra-curricular activities
- Extra-curricular certifications
- School uniform

PAYMENT PROCEDURES

All payments may be made by personal check, cashier's check, wire transfer, credit card or in cash in Arab Emirati Dirhams.

Checks should be drafted in favor of **INTERNATIONAL CONCEPT EDUCATION LLC-FZ**. Checks and cash payments shall be submitted to the accounting department.

Bank transfer payment shall be made to the following bank account:

Bank Name:	EMIRATES NBD
Account Number:	101 471 875 0401
Account Name:	INTERNATIONAL CONCEPT EDUCATION LLC FZ
IBAN:	AE90 0260 0010 1471 8750 401
Swift Code:	EBILAEAD
Bank Address:	P.O. Box 777, Head Office, Deira, Dubai, UAE
Currency/Account type:	AED/Current account

The school is not responsible for payments lost if not remitted directly to the accounting department.

Failure to receive invoices will not release the Parents from the obligation to abide by the terms of the Parents School contract.

All delinquent accounts of **fifteen (15) working days** or more will be automatically sent to **collection**. Delinquent accounts not settled within that period will result in non delivery of any official document. Upon restitution of the account, parents may re-enroll their child, space permitting. In such case, a tuition fees down payment of 3 months can be requested by the accounting department before the student may return to class.

If a check is returned more than once, parents will be required to pay by cash for all future settlements. No documents will be delivered (progress report, report card, enrollment/discharge certificate, official documents, etc.) until full payment of all sums due. Parents are solely responsible for payments even when made by other parties (i.e. family, friends, company, ex-husband/wife).

For the following school years, priority will be given to students already enrolled at ICE upon receipt by the administration of all required documents **within the deadline indicated by ICE administration**. ICE will then open registrations to all external students on a first come/first serve basis.