



Payment Terms and Conditions (as per KHDA Guidelines)

At **Bilingual French International School**, we follow payment policies and procedures that are in accordance with the guidelines and directives set by the **Knowledge and Human Development Authority (KHDA)** to ensure transparency and fairness. All parents and guardians are advised to read and understand the following terms.

1. Fee Structure

- The school fee structure is approved annually by the KHDA.
- The full list of approved fees (including tuition, books, uniforms, transportation, etc.) is available upon request or through the school's admissions office.

2. Payment Schedule

- Tuition fees may be paid annually or in three installments:
 - **Term 1:** Due at the beginning of the academic year (not exceeding 40% of total fees)
 - **Term 2:** Due on 15th of December
 - **Term 3:** Due on 15th of March

3. Registration/Re-Registration Fees

- A **non-refundable fee of AED 500** is applicable for file opening for all new registrations.
- A payment of **10% of the total annual tuition fees** is required to confirm **new registrations**.
- A payment of **5% of the total annual tuition fees** is required for **re-registration** of returning students.

Registration and re-registration fees are **deductible from the first term's tuition**.

4. Refund Policy

As per KHDA guidelines:

- If a student withdraws before the start of the academic year: The school retains the registration/re-registration fee only.
- If a student withdraws during the academic year:
 - If attendance is 2 weeks or less: One month's fees are retained.
 - If attendance is between 2 weeks and 1 month: Two months' fees are retained.



- If attendance is more than 1 month: Full term fees are retained.

All withdrawal and refund requests must be submitted in writing to the school administration.

5. Late Payment and Financial Obligations

- Late payments may result in withholding of report cards, exam results, or school transfer certificates
- In cases of prolonged non-payment, the school reserves the right to pursue legal action as per UAE laws.

6. Methods of Payment

- Payments can be made through:
 - Bank transfer
 - Credit/debit card
 - Skiplly Application
 - Cheque
 - Cash (at the school's accounting office)

7. Dispute Resolution

- In the event of a dispute regarding fees, the matter will be handled in accordance with KHDA's Parent-School Contract and relevant UAE laws.

8. Contact for Inquiries

For any queries related to tuition fees, payment plans, or refund policies, please contact our **Accounting Department**.