



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.

- Refunds of re-enrollment payments will be processed in accordance with the KHDA Refund Policy.

Note: Re-enrollment payments will be applied to any outstanding balance only for students who continue their enrollment at the school. This does not apply to students who withdraw or discontinue their studies, which will be processed in accordance with the KHDA Refund Policy.

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
 - Skiply 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**.