



مدرسة شيننج ستار أنترناشونال

Shining Star International School, Abu Dhabi

Our Vision

To be a school of innovation & creativity; preparing students for global challenges.

Our Mission

“Our mission is through the combined efforts of our staff, parents, students, and community to develop future leaders with active and creative minds. Our focus is on the holistic development of the individual, social, moral, intellectual, and physical growth, along with a strong sense of heritage and culture.”

Core Values

Care, Ownership, Togetherness, Honesty, Empathy, Gratitude
We ensure that the entire SSIS family follows these values.

FEES POLICY	
Date of Publishing	08/02/2025
Review date	08/02/2026
Policy Type	Governance & Operations
Circulation	
Date of Authorisation	
Authorised by	
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Table of contents

1. Purpose & Objective
2. Scope
3. definitions
4. Policy statement
5. Guiding principles
6. Responsibilities
7. Procedures
8. Compliance & Enforcement
9. Review & revision.
10. References

1. Purpose & Objective

The purpose of this policy is to establish a transparent and standardized approach to the collection, structuring, and regulation of school fees in compliance with the Abu Dhabi Department of Education and Knowledge (ADEK) School Fees Policy. This policy ensures that tuition fees are reasonable, value-driven, and aligned with the quality of education offered at Shining Star International School (SSIS).

2. Scope

This policy applies to all students, parents/guardians, and administrative staff involved in the management, collection, and payment of school fees. It governs tuition fees, registration fees, other mandatory fees, and additional charges permissible under ADEK regulations.

3. Definitions

- **Tuition Fees:** Fees directly associated with educating students.
- **Educational Resource Fees:** Charges for books, digital learning tools, and materials.
- **Registration Fees:** A non-refundable fee collected for confirming student enrollment.
- **Extracurricular Fees:** Charges for optional activities beyond the standard curriculum.
- **Transportation Fees:** Fees associated with bus services.
- **Uniform Fees:** Charges for school uniforms.
- **Late Payment Fees:** Applicable penalties for delayed fee payments.



4. Policy Statement

Shining Star International School adheres to ADEK guidelines in structuring and regulating school fees. All fees shall be transparently communicated to parents and remain in compliance with approved ADEK regulations. The school ensures:

- No unauthorized fees or additional financial guarantees are collected.
- School fee schedules and increments are approved by ADEK.
- Adequate fee payment plans are provided to parents

5. Guiding principles

- **Transparency:** Full disclosure of school fees on the school website and registration documents.
- **Fairness:** Tuition fees are set to reflect the quality of education while being financially reasonable.
- **Accountability:** Adherence to ADEK policies and periodic internal audits to ensure compliance.
- **Flexibility:** Provision of installment plans and fair policies on refunds.

6. Responsibilities

- **School Management:** Ensures compliance with ADEK regulations and clear communication of fee policies.
- **Finance Department:** Manages collection, invoicing, and refund procedures.
- **Parents/Guardians:** Responsible for timely payment of all applicable fees.

7. Procedures

- **Publication of Fees:**
 - Schools shall announce and publish ADEK-approved school fees, payment schedules, and procedures on their website.
 - Only ADEK-approved fee levels shall be charged to parents.
 - Schools shall publish a stamped ADEK-approved fee schedule effective from AY 2025/2026.
- **Fee Collection:**
 - Schools shall enforce three or more equal tuition fee payment installments per academic year.
 - The first installment may be collected up to one month before the start of the academic year.
 - Schools shall record the source of tuition fee payment (e.g., parents, relatives, charities, companies, scholarships) and report this to ADEK.
- **Registration Fees:**
 - Shall not exceed 5% of the total annual tuition fees and will be deducted from the tuition fee.
 - Can be collected up to four months before the start of the academic year.



- **Fee Increase Process:**
 - Schools must submit fee increase requests following ADEK's announced timelines.
 - Standard fee increases require a valid school license, three years of operation, and two years of financial audits per IFRS standards.
 - Exceptional fee increases require justification, financial reports showing operating losses, and at least 80% student occupancy.
- **Late/Non-Payment Consequences:**
 - Schools shall issue parents three consecutive warning notices before enforcing penalties.
 - After three warnings, schools may suspend a student for up to three days per term.
 - Schools may withhold report cards, transfer certificates, and re-enrollment until outstanding dues are settled.
 - Schools shall not communicate non-payment issues directly to students or prevent them from taking exams.
- **Refund Policy:**
 - Full registration fee refunds apply if the school cannot accommodate a student due to capacity limits.
 - If a student withdraws two weeks before the academic year starts, the registration fee is refunded.
 - Tuition fee refunds depend on attendance duration:
 - Up to one week: Full registration fee retained.
 - 1-3 weeks: One month's tuition retained.
 - 3-6 weeks: Two months' tuition retained.
 - More than 6 weeks: Full-term tuition retained.
 - Transportation fees shall be refunded if bus services are not used.
- **Prohibition of Additional Charges:**
 - Schools shall not request deposits, application fees, or other financial guarantees beyond ADEK-approved fees.
 - Special fee arrangements for staff must be documented in employment contracts.

8. Compliance & Enforcement

Failure to adhere to this policy may result in financial penalties imposed by ADEK. The school shall maintain a transparent reporting mechanism for fee collection and compliance.

9. Review & revision.

This policy will be reviewed annually or as required to ensure compliance with updated ADEK regulations.

10. References

- ADEK School Fees Policy (Version 1.1, September 2024)
- Federal Decree Law No. (8) of 2017 on Value Added Tax
- ADEK School Reporting Policy