



SCHOOL FEE POLICY AY (2025-26)

Introduction

Bright Riders School is committed to providing outstanding education in a transparent, fair, and financially responsible manner. This policy is designed to clearly explain all aspects of fee-related matters—from how fees are set and structured, to payment schedules, refunds, and financial protections. It is written in alignment with the regulations of the Abu Dhabi Department of Education and Knowledge (ADEK) to ensure clarity and fairness for our entire school community.

Our goal is to build trust and enable families to plan effectively, so that together we can focus on what matters most: your child's learning, growth, and wellbeing.

The purpose of this policy is to ensure:

- **Transparency:** All fees are clearly broken down, approved by ADEK, and published on our school website.
- **Fairness:** Fees reflect the high quality of education and resources we provide, and are structured to accommodate our diverse community.
- **Convenience:** We offer flexible, multi-installment payment plans to ease financial planning.
- **Support:** We handle late payments with discretion, respect, and a student-centered approach.
- **Compliance:** We strictly follow all ADEK regulations and UAE laws related to school fees.

Understanding Our Fee Structure

School fees at Bright Riders School are divided into several components. Below is a simple breakdown of what each fee covers.

1. Tuition Fees

The core fees that cover your child's educational program, teaching, and core school operations.

2. Educational Resource Fees

Covers essential learning materials such as:

- Textbooks and workbooks
- Digital resources (e.g., licensed software, educational apps)
- Technology use (e.g., school-managed tablets or laptops where applicable)

3. Registration Fees

A one-time fee per academic year to secure your child's place at the school. This is deducted from the final tuition installment.

4. Transportation Fees (Optional)

Fees for school bus services, regulated in partnership with the Integrated Transport Centre (ITC) and approved by ADEK.

5. Uniform and Book Fees

BRS is authorized to charge ADEK approved book fees and uniform fees that cover their cost purchased through school.

6. Extracurricular Activity Fees (Optional)

Fees for optional after-school clubs, sports, and activities, in line with ADEK's extracurricular policy.

7. Other Approved Fees

- **Board Examination Fees:** For external exams (Central Board of Secondary Education).
- **Exam Administration Fees:** For handling exam logistics (processing of documents, invigilation, mailing etc.).

Important Notes on Fees

- **VAT:** All fees are subject to UAE Value Added Tax as per Federal Law.
- **Approval:** All fees are pre-approved by ADEK. We do not charge any amount above the approved limits.

Full Transparency & Communication

We believe you have the right to clear, accessible information.

- All ADEK-approved fee schedules and payment plans are available on our school website.
- Any proposed fee increases follow strict ADEK guidelines and require regulatory approval.
- We confidentially record whether fees are paid by parents, scholarships, companies, or other sponsors, as required for reporting.

Payment Schedules and Options

We offer flexible payment plans to support family budgeting.

Tuition Fee Installments

- You may pay tuition fees in **3, 4, or up to 10 equal monthly installments** per academic year.
- The first installment can be collected up to **one month before** the academic year begins.

Registration Fee Details

- Registration fees are capped at **5%** of the total annual tuition fee.
- They are collected only from **enrolled students**.
- Payment can be requested up to **4 months before** the academic year starts.
- This fee is **fully deducted** from your final tuition payment.

Our Approach to Late or Missed Payments

We understand that families may face unexpected financial challenges. Our process is designed to be respectful, discrete, and focused on finding a solution.

Guiding Principles

- We will **never** discuss fee matters directly with students.
- Students will **not** be embarrassed, singled out, or excluded from learning activities due to pending fees.
- All communication will be directly with parents/guardians.

Step-by-Step Process

1. **First Reminder:** Sent via email/SMS after a payment due date is missed.
2. **Second & Third Reminders:** Sent at least one week apart.
3. **If unresolved after three reminders:**
 - A short suspension of up to **3 school days** may be applied, **only once per term**.
 - The school may withhold end-of-term report cards, transfer certificates, or re-enrollment for the following year until the balance is settled.
 - **Important:** Students will **always** be allowed to sit for all exams, regardless of fee payment status.
4. **Advance Notice:** If there is a risk of non-re-enrollment due to outstanding fees, we will notify you in writing at least **3 months before the academic year ends**.

Fee Refund Policy

We want to ensure refunds are clear, fair, and timely.

Registration Fee Refunds

- **Full refund if:**
 - The school is unable to enroll your child due to capacity limits.
 - You are a **new parent** and withdraw in writing **at least two weeks before** the academic year starts.
- **No refund for:**
 - Returning students who do not attend the following academic year.

Tuition Fee Refunds (After the Academic Year Begins)

Refunds are based on the timing of your official written withdrawal:

Period of Attendance (Per Term)	Portion of Tuition Fees Retained by School
Up to 1st week	Registration fee only (max 5% of annual tuition)
1 week – 3 weeks	1 full month's tuition
3 weeks – 6 weeks	2 full months' tuition
More than 6 weeks	Full term's tuition

Note: "One month's tuition" equals the total annual tuition divided by 10.

Other Fee Refunds

- **Transportation fees:** Fully refunded if the bus service is not used.
- **Resource/Uniform fees:** Refunded if items/services have not been provided or used.

Your Financial Protection

- **No Hidden Deposits:** We do not request or accept security cheques, deposits, or "application fees" before enrollment.
- **Staff Fee Agreements:** Any special fee arrangements for staff children are clearly detailed in employment contracts.

- **Confidentiality:** All fee-related information is handled with strict confidentiality and in compliance with ADEK reporting requirements.

Need Help or Have Questions?

We are here to support you.

- **Visit Our Website:** For the latest ADEK-approved fee schedules and policies.
- **Contact Our Accounts Office:**
accounts@brightriders.ae
+971 X XXX XXXX
- **Schedule a Meeting:** For confidential discussions about payment plans or financial concerns.

Bright Riders School is committed to partnering with parents to provide a nurturing, high-quality education in a financially transparent environment.

Policy Compliance & Review

- This policy is **effective from Academic Year 2024/25 (Fall Term)** and fully compliant with all ADEK requirements by the start of the **Academic Year 2025/26**.
- This document is reviewed annually and updated as needed to remain clear, fair, and compliant.

Approved By:

Rachna Prakash
Principal
Bright Riders School-Abu Dhabi



Next Review: AY 2026-2027