

## RAK Academy Fee Policy

### Policy Statement

Payment of all fees is the responsibility of the parents/guardians. Should the employer of a parent/guardian pay fees directly, it is the responsibility of the parents/guardians to coordinate with the employer and ensure payment is made in accordance with this Policy. **Appendix A** sets out the lists of fees and discounts in force as at the date of this Policy and may be supplemented and/or amended from time to time by publication of a revised Policy and subject to the UAE Ministry of Education approval.

### Aim

This school fee policy aims to guide a parent on the process of Paying fees, Parent responsibilities and outlines a fair non-discriminatory approach, by which we deal with Parents on unpaid school fees.

### Fee Notification

Parents/guardians will receive their child's personalized invoice via email to the Parents registered email ID.

### Payment Methods

Payment can be processed through the following options:

- RAKBANK Skiplly App; a one-stop solution for payment of all fees at RAK Academy. This can be made by downloading RAK Bank's SKIPLY app: <https://skiplly.ae>
- Credit Card, Cash or Cheque (payable to RAK ACADEMY).
- Bank transfer/ standing instruction/ direct cash deposit.

The student name, grade, and invoice number should be entered on payment. This is to ensure payments can be traced and tracked. An emailed, scanned copy of the bank deposit slip to be sent to [accounts@rakacademy.org](mailto:accounts@rakacademy.org). All fees paid should be net of bank charges. RAK Academy will not be liable for banks charges, if any.

Our bank details are as follows;

Account Name	: RAS AL KHAIMAH ACADEMY
Account Number	: 0002-116084-001
Bank Name	: RAK Bank
Bank Address	: Nakheel, Ras Al Khaimah, United Arab
Emirates Swift Code	: NRAKAEAK
IBAN NO.	: AE-87-040-0000-002-116084-001
Currency	: AED

## Fees

### 1- Application Fee

A non-refundable, non-deductible application fee of AED 500 is payable upon the initial application made to the School. Initial assessment cannot take place until this fee has been paid. Following the assessment, the school may or may not, at its sole discretion, offer a seat at RAK Academy.

### 2- Confirmation Fee

Once a seat is offered, and in order to secure the seat for the next academic year, parents of new and returning students are required to pay a registration fee (please see **Appendix A** for the list of fees) for the next academic year, which is deducted against the first term's fees. Until such time as the registration fee is received, the seat is not secure and may be sold to another child. As soon as the registration fee is received, the parent will be notified and the seat is blocked for the next academic year.

### 3- Tuition Fee

Parents/guardians will be invoiced before each term the term tuition fee (please see **Appendix A** for the list of fees).

Tuition should be paid by due date for full year or on a termly basis. A 5% discount will apply on the total tuition fees to those who pay full year by Term 1 due date and a 3% discount on the paid amount will apply to those who pay Term 2 and 3 tuition fees by the Term 2 due date.

If a student joins the school in the middle of a term, the tuition fee applicable will be prorated, based on the number of full months (commencing from the beginning of the joining month) remaining in the term.

Parents/guardians are responsible for ensuring the School fees are paid on time as per **Appendix A**. **Students who have unpaid Term 1 fees, will be declined access to the classroom and will be asked to return home.** Failure to pay fees on time may result in a loss of the student's place at RAK Academy, withholding of their reports, references, and/or examination results, as well as, temporary or permanent exclusion.

### 4- Examination Fee

Tuition fees do not include examination fees for any external examination (i.e. IGCSE, 'A' levels and IB diploma). Examination fees for Grades 10, 11, and 12 are billed separately and are based on number and type of qualification selected. Parents/guardians will receive their child's personalized invoice in the Term 2 fee statement of Grades 9 and 11.

### 5- Uniform

All students must wear School Uniform. This is purchased by Parents through the school approved Uniform Provider.

### 6- Other service providers

- a. Bus transportation – Should parents choose for their child to use the Bus Transportation System,



- they may do so by paying for the service through the External Bus Operator.
- b. Canteen – Should parents choose for their child to use the Canteen Facilities they may do so by paying through the Canteen Operators subscription service.
  - c. All external clubs, who use RAK Academy premises for student activities shall charge parents/guardians directly.

### **Non-Payment of Fees**

Payment of all fees on time is the responsibility of the parents/guardians. RAK Academy will attempt to contact the families who are late in the payment of fees. However, failure to pay fees on time may result in a loss of the student's place at RAK Academy, withholding of their reports, references, and/or examination results, as well as, temporary or permanent expulsion or exclusion. **Students with any outstanding fees will not be eligible to register for the following academic year.**

If parents/guardians are experiencing financial difficulty paying the fee account, parents/guardians are strongly encouraged to make an appointment with the Director of Finance to discuss these difficulties.

### **Refunds**

1. Application fees are non-refundable.
2. Confirmation Fee are refundable provided that a withdrawal application is made in writing to the Admissions Office by 30<sup>th</sup> June. RAK Academy retains the right to ask for further documentation to support your claim.
3. Tuition Payments: Refunds will be applied as defined in **Appendix B**. Advance payment discounts will be deducted.
4. The refund process will take a minimum of 22 working days from the date of receiving complete /signed withdrawal form along with necessary supporting documents. Bank charges will apply for any refund requested to be processed.

#### Appendix A. List of Fees and Discounts

Grade	Term 1 (AED)	Term 2 (AED)	Term 3 (AED)	Annual Fee (AED)
	<b>Due by Aug 11, 2025</b>	<b>Due by Dec 08, 2025</b>	<b>Due by Mar 09, 2026</b>	
<b>Pre-K</b>	7,480	5,610	5,610	<b>18,700</b>
<b>KG1</b>	9,925	7,440	7,440	<b>24,805</b>
<b>KG2</b>	12,435	9,320	9,320	<b>31,075</b>
<b>1</b>	13,380	10,030	10,030	<b>33,440</b>
<b>2</b>	13,600	10,195	10,195	<b>33,990</b>
<b>3</b>	13,600	10,195	10,195	<b>33,990</b>
<b>4</b>	14,520	10,890	10,890	<b>36,300</b>
<b>5</b>	14,520	10,890	10,890	<b>36,300</b>
<b>6</b>	17,275	12,950	12,950	<b>43,175</b>
<b>7</b>	17,380	13,035	13,035	<b>43,450</b>
<b>8</b>	17,755	13,315	13,315	<b>44,385</b>
<b>9</b>	17,820	13,365	13,365	<b>44,550</b>
<b>10</b>	17,885	13,415	13,415	<b>44,715</b>
<b>11</b>	18,480	13,860	13,860	<b>46,200</b>
<b>12</b>	18,595	13,940	13,940	<b>46,475</b>

#### Other Fees and Discounts

Other Fees	Annual Amount
Application fees (non-refundable)	<ul style="list-style-type: none"> <li>AED 500</li> </ul>
Confirmation fees (deductible from tuition fees)	<ul style="list-style-type: none"> <li>One Child AED 5,000</li> <li>Two Children AED 4,000 each</li> <li>Three Children or more AED 3,000 each</li> </ul>

Discount	%
Payment of annual tuition fee by Term 1 due date	5%
Payment of Term 3 fee by Term 2 due date	3%
Sibling tuition fee discount	<ul style="list-style-type: none"> <li>3<sup>rd</sup> Child: 15% of tuition fee</li> <li>4<sup>th</sup> Child: 20% of tuition fee</li> <li>5<sup>th</sup> Child or more: 25% of tuition fee</li> </ul>

### **Appendix B. Tuition Refund**

Notice of student withdrawal and application for a tuition refund must be made in person by the parent/guardian to the Admissions Office in the Main Admin Building at gate 02 in Khuzam. Please ensure that you bring your Emirates ID with you.

RAK Academy will process tuition refunds as outlined below, and will apply at its sole discretion:

<b>Student Withdrawal Prior to the Start of the Academic Year</b>	<b>Student Withdrawal During the School Term</b>
<p>Confirmation fees are refundable provided the withdrawal request is submitted in writing (filling the withdrawal form) by 30<sup>th</sup> June.</p> <p>If the student withdraws before the start of Academic Year (first day of school), refund will be made to the Parent equivalent to an amount paid to the Academy less the confirmation fees.</p>	<ul style="list-style-type: none"> <li>• Fees will be charged for 1 full month if a student attends school for 2 weeks or less.</li> <li>• Fees will be charged for 2 full months if a student attends school for more than 2 weeks and less than 1 month.</li> <li>• Fees will be charged for the full-term tuition if a student attends school for more than 1 month.</li> </ul>

### **Approved By;**

Director of Finance:

Principal on behalf of the School:

MOE: