

RAK Academy Fees 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 Department of Knowledge, Ras Al Khaimah.

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.

Fees 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/ payment link / 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. 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 Fees

A 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. Non-refundable if the school **does offer** the student a place and the student chooses not to accept it.

2- Registration Fees

Once a seat is offered and 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 released 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 Fees

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

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

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 paid 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 withholding of their reports, references and/or examination results, a loss of the student's place at RAK Academy, as well as temporary or permanent 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 Finance Department to discuss these difficulties.

Refunds

1. Application fees are non-refundable, if the school **does offer** the student a place and the student chooses not to accept it
2. The refund policy is applicable per term, based on the withdrawal request date. The date of submission of the withdrawal form will be considered as the withdrawal request date.
 - a. Registration fees are refundable provided that a withdrawal application is made in writing to the Admissions Office at least two weeks before the start of the new academic year. Refunds may be considered in extenuating circumstances, such as evidence of family/student relocation to another country or Emirate. RAK Academy retains the right to ask for further documentation to support any such claim.
 - b. Tuition fees refunds will be applied as defined in **Appendix B**.
3. 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. RAK Academy list of Tuition Fees and Discounts

1. Khuzam Campus:

Grade	Approved Annual Fee (AED)	Term 1 (AED)	Term 2 (AED)	Term 3 (AED)
	Due date	2 weeks before start of term	2 weeks before start of term	2 weeks before start of term
Pre-K	18,700	7,480	5,610	5,610
KG1	24,805	9,925	7,440	7,440
KG2	31,075	12,435	9,320	9,320
1	33,440	13,380	10,030	10,030
2	33,990	13,600	10,195	10,195
3	33,990	13,600	10,195	10,195
4	36,300	14,520	10,890	10,890
5	36,300	14,520	10,890	10,890
6	43,175	17,275	12,950	12,950
7	43,450	17,380	13,035	13,035
8	44,385	17,755	13,315	13,315
9	44,550	17,820	13,365	13,365
10	44,715	17,885	13,415	13,415
11	46,200	18,480	13,860	13,860
12	46,475	18,595	13,940	13,940

2. Al Hamra Campus:

Grade	Approved Annual Fee (AED)	Term 1 (AED)	Term 2 (AED)	Term 3 (AED)
	Due date	2 weeks before start of term	2 weeks before start of term	2 weeks before start of term
Pre-K	18,700	7,480	5,610	5,610
KG1	24,805	9,925	7,440	7,440
KG2	31,075	12,435	9,320	9,320
1	33,440	13,380	10,030	10,030
2	33,990	13,600	10,195	10,195
3	33,990	13,600	10,195	10,195
4	36,300	14,520	10,890	10,890
5	36,300	14,520	10,890	10,890
6	66,000	26,400	19,800	19,800
7	68,500	27,400	20,550	20,550
8	72,500	29,000	21,750	21,750

Loyalty Discount

This applies to all students who are currently enrolled in RAK Academy (all RAK Academy schools) during AY2025/26 and who subsequently continue enrolment in Al Hamra Secondary (Grades 6, 7, or 8) in AY 2026/27.

The Loyalty 25% discount will be applied against the DOK Approved Annual Fee (as per table above and subsequent changes approved by DOK) for the lifetime of the student being continuously enrolled at RAK Academy Al Hamra.

New Joiner Discount

This applies to students who are not currently enrolled in a RAK Academy School and who enroll at RAK Academy – Al Hamra Secondary (Grades 6, 7, or 8) in AY 2026/27).

The 20% discount will be applied against the DOK Approved Annual Fee (as per table above and subsequent changes approved by DOK) , for the lifetime of the student being continuously enrolled at RAK Academy Al Hamra.

3. Al Rams campus:

Grade	Approved Annual Fee (AED)	Term 1 (AED)	Term 2 (AED)	Term 3 (AED)
	Due date	2 weeks before start of term	2 weeks before start of term	2 weeks before start of term
Pre-K	18,700	7,480	5,610	5,610
KG1	24,805	9,925	7,440	7,440
KG2	31,075	12,435	9,320	9,320
1	33,440	13,380	10,030	10,030
2	33,990	13,600	10,195	10,195
3	33,990	13,600	10,195	10,195
4	36,300	14,520	10,890	10,890
5	36,300	14,520	10,890	10,890

Special Discount

- This applies to all students enrolled at Al Rams campus.
- The Special discount of 5% discount will be applied against DOK Approved Annual Fee (as per table above and subsequent changes approved by DOK)



Other Fees and Discounts

Other Fees	Annual Amount
Application fees (non-deductible)	<ul style="list-style-type: none"> • AED 500
Registration fees (deductible from tuition fees)	<ul style="list-style-type: none"> • Pre-KG, KG1 and KG2 – AED 1,000 • Grades 1 to 5 – AED 1,500 • Grades 6 to 12 – AED 2,000

Details	Discount %
Full Payment discount	<ul style="list-style-type: none"> • Payment of full year tuition fee by Term 1 due date 5% of full year fees • Payment of Term 2 and 3 fees by Term 2 due date 3% on term 2 and 3 fees
Sibling discount	<ul style="list-style-type: none"> • 3rd Child: 15% of tuition fee • 4th Child: 20% of tuition fee • 5th Child or more: 25% of tuition fee

The RAK Academy may offer discounts, payment plans, or scholarships, subject to the Academy's internal approval processes and policies.



Appendix B. Tuition Fees Refund

Notice of student withdrawal must be submitted by the parent/guardian to the Admissions Office. The refund policy is applicable per term, based on the withdrawal request date. The date of submission of the withdrawal form will be considered as the withdrawal request date.

RAK Academy will process tuition refunds as outlined below:

Refund prior to the Start of the Academic Year	Refund during the School Term
Full registration fees are refundable provided the withdrawal request is submitted (in person or electronically) to the Admission Office at least two weeks prior to the start of the new academic year.	<ul style="list-style-type: none">• One month's fees will be deducted if the student is enrolled for two weeks or less.• If the student was enrolled in the school for a period between two weeks and one month, two months' fees will be deducted.• The full-term fees will be deducted if the student has enrolled for over a month.• Advance payment discounts will be deducted.

Approved By;

Director of Finance:

Executive Principal: