



مدرسة ديرة الدولية  
DEIRA INTERNATIONAL SCHOOL  
FESTIVAL CITY

 Al-Futtaim Education Foundation

# School Fee Delinquency Policy

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|-------------------|--|
| Date:             | January 2026                             |
| Review Date:      | January 2028                             |
| Owner:            | Director                                 |
| Author:           | Head of Finance/Chief Operations Officer |
| Version:          | Version 3                                |
| Policy Type:      | Financial/ Admissions                    |
| Circulation:      | Internal                                 |
| Reviewed/Approved | Director                                 |
| Date Authorized:  | December 2023                            |
| Authorized By:    | Director                                 |

## **1. Purpose**

- 1.1 The purpose of this policy is to communicate and establish the importance of fee payment as per the due date and the ramifications for defaulting school fee payment.

## **2. Scope**

- 2.1 The policy applies to Deira International School.
- 2.2 The application of this policy is subject to respective Educational Regulatory bodies policies and guidelines.

## **3. Policy Statement**

- 3.1 School fees shall be paid in full on or before the due date mentioned in the Parent School Contract or due date mentioned within the invoice.
- 3.2 Due date of fee payment, if not specifically mentioned, is on or before the start of the term or month as applicable as per the invoicing pattern of the school.
- 3.3 Parents have the primary responsibility of fee payment, including receiving of the invoice and ensuring that fees are paid on time to the school. This is applicable even if the parent's company is the payer of the fees.
- 3.4 School reserves the right to send email and / or written reminders, phone calls and SMS to parents who default the payment of fees.
- 3.5 Schools under KHDA reserves the right to suspend the student temporarily for three (3) school days in a term either consecutively or in intervals after issuing three (3) reminders letters/ emails.
- 3.6 The school reserves the right to withhold the transfer certificate, grade reports, marksheets, transcripts, letters of recommendation and re-enrolment in case of outstanding fees.
- 3.7 School reserves the right to withhold access to paid school activities (e.g. school trips) if there is an outstanding balance in school fees.
- 3.8 The school reserves the right to withhold the re-registration of students for the following academic year when fees are outstanding. This will be documented by the school through the issuance of dated warning letters.
- 3.9 School reserves the right to adjust the re-registration deposit/ reenrolment fees, paid against the fees outstanding and can hold the re-enrolment process until the outstanding fees are paid before the end of the academic year and / or offer the place to another child in the waitlist.
- 3.10 The school and/or the legal entity owning the school may consider appropriate legal action to recover any outstanding fees and inform the relevant authorities. The school and/or legal entity are not responsible for any damages and costs incurred by parents as a result of all and any actions incurred to recover outstanding fees.
- 3.11 The school and/or the legal entity owning the school reserves the right to claim legal fees and associated costs incurred in trying to recover any outstanding fees.

## **4 Responsibilities**

- 4.1 The school may update this policy time to time. It is the responsibility of every parent to be aware of and follow the policy currently in place.