



## School Fees Regulations at the German International School in Abu Dhabi

School Fees Regulations at the German International School in Abu Dhabi (GISAD) are applicable to children and young adults enrolled at GISAD. Throughout this document, the term “student/students” will be used for all age groups.

The academic school year usually begins on 1 September and ends on 30 June of the following calendar year (exact dates are provided by the Department for Education and Knowledge, ADEK).

The first school semester lasts from 1st September until 31 January of the following year; the second school semester starts on 1 February and ends on 30 June. For calculation purposes, the school year is made up of two half-years. Incomplete months will be calculated using the fee of a whole month.

### General Principles

- GISAD is a private school licensed by ADEK. The ADEK’s regulations and guidelines apply.
- Upon their children’s enrolment, all parents automatically become members of the school association. This school association is the school’s governing body. Membership may be reinstated upon request following resignation. The withdrawal of a family’s last child from school results in the immediate cessation of their association membership.
- E- mail addresses of parents/guardians will be registered upon their children being enrolled at the school. Parents/guardians bear the responsibility of informing the school about any changes regarding e-mail addresses, ensuring that emails can be delivered and keeping track of the school’s correspondence.
- Parents or legal guardians are personally responsible and jointly and severally liable for the timely payment of all fees, irrespective of arrangements made with the respective employer.
- A school spot is considered officially assigned only after all required payments have been made by the deadline.
- The academic year is structured into semesters, adhering to the German curriculum and ADEK regulations.
- An integral part of these school fees regulations is the respective fee table.

### 1. Registration Fee

A non-recurring registration fee will be charged for enrolling students. This payment is due within one week after a place at GISAD has been offered. If the students are enrolled during the current school year, the registration fee is due within one week after a place has been offered or at the latest before the first school day. The registration fee will be credited to the school fees for the school year of enrolment and will generally not be reimbursed should the place offered not be taken.



Should the registration fee not be paid or only partly paid on the due date, the offered place loses its validity. If the offered school place is not accepted and the parents provide written notice at least two weeks before the start of the school year, the registration fee will be refunded. The registration fee is listed in the updated fees table.

## **2. Book and Materials Deposit**

A non-recurrent, non-interest-bearing, refundable fee amounting to 5,000.00 AED per student is due upon the new registration of a student. This amount is due for immediate payment upon confirmation of enrollment of a student at GISAD. Should the payment not be settled in time, the guaranteed the place at the school will be lost and GISAD may offer the place to another student.

If the student leaves GISAD, the amount will be reimbursed to the parents/guardians. All books must be returned.

The refund will be made once all books have been returned and within 30 days of the end of the half-year in which the child leaves.

## **3. Re-registration Fee**

For each student already enrolled, a deposit for the following school year is due between April and June of the current school year; this deposit will be applied toward the tuition for the following school year. This deposit is generally non-refundable if the student does not attend the school in the coming school year. Non-payment or late payment of this deposit will lead to the student's withdrawal from the educational institution upon the completion of the current academic year. The deposit amount is detailed in the current fee schedule.

## **4. School/Tuition Fee**

School fees are due for payment for each student at GISAD according to the respective grade level. If several students from one family attend the school or the kindergarten, a discount on the school fee will be granted for the third (third eldest) and subsequent children. For GISAD teaching staff as well as staff members of the administration, a discount on the school fees will be granted as per the GISAD Human Resource Policy. In such cases, documentation from the employer verifying that tuition costs will not be paid is mandatory. School fees are charged in three instalments per school year. The first instalment is due two weeks before the start of the school year. The second instalment is due on December 1st of the school year. The third instalment is due on March 1st of each school year.



When enrolling a student during the school year, the school fees become due for payment for the rest of the school semester within two weeks of enrolment. In this case, school fees for the semester enrolment will be calculated pro rata.

The applicable school fees are detailed in the current fee schedule.

## **5. Extracurricular Activities**

The school offers extracurricular activities (e.g. work groups (AGs), afternoon programmes). These are non-obligatory activities provided by GISAD. The fees for these activities are due prior to starting the respective activities. The fees for extracurricular activities can be found in the updated fees table or are announced before registration.

Activities offered by external service providers conducted with the consent of the school on the premises or on the school site are not regulated in this document.

## **6. Bus Fee**

GISAD offers a school bus service for the main residential areas as a voluntary additional service. Bus fees will be charged for students using the daily bus transport at regular school times. If several students from one family use the bus, a discount on the bus fees will be granted for the third child and subsequent children. The bus fees and the respective discounts can be found in the updated fee table. The bus fees are due for payment for each half-year two weeks before the first school day, respectively. When enrolling during the school year, the bus fees are due for payment for the rest of the semester within two weeks after enrolment. In this case, a pro rata calculation is applicable for the bus fees.

The bus fares can be found in the currently valid school bus fare table.

## **7. Withdrawal (De-registration)**

A written request must be submitted to withdraw a student from kindergarten or the school. If a school or kindergarten student does not take up his or her place despite being re-registered, the student is considered unregistered as of the first school day onwards.

Enrolment and tuition fees (including any deposits paid) are generally non-refundable if the student does not begin attending school or kindergarten.

School fees are generally due for the respective school semester. If a student leaves the school during the school year, fees will be calculated based on the length of time the student attended school or kindergarten, in accordance with the table below.



Kindergarten/School attendance per semester	Calculation of school fees
1 week and up to 3 weeks	1 monthly rate
Longer than 3 weeks and up to 6 weeks	2 monthly rates
Longer than 6 weeks	School fees for the whole semester

Discontinuation of bus transportation and extracurricular participation is permissible, even if a student has not withdrawn from the school.

The use of the bus service and additional offers and services is generally valid for one school semester. Changes during the current school semester are only permitted in justified cases.

In these specific cases, fees are calculated based on the duration of use of the bus service or additional service, in accordance with the table above. Withdrawing the last student of a family simultaneously means leaving the School Association. A proportionate reimbursement of the membership contribution will thereby not be granted. Upon application, the guardians/parents can remain members of the School Association.

## 8. Payment plans and additional discounts

In individual cases, payment by instalments for school and bus fees can be agreed upon. The school will add a percentage charge depending on the number of instalments. The amounts of the surcharges can be found in the current fee schedule.

Upon request, the School Board of Trustees decides applications for reduced school fees under hardship circumstances according to established criteria. The precondition for this request for the members is to hand in a respective application providing information on their financial situation (salary slips, letter from employer, rental contract, etc.).

In approved cases, a reduction of up to 30% on tuition fees may be granted. This is conditional upon the timely and consistent fulfilment of the remaining tuition fee obligations. This amount is subject to the reminder and payment suspension procedure listed in point 10 of this document.

## 9. Payment Options

The school accepts the following methods of payment to settle individual fees:

- Transfer in AED to the AED bank account of GISAD in Abu Dhabi
- Bank transfer in EUR to GISAD's EUR account in Germany
- Cash payment in AED; in the case of cash or cheque payments, please note the opening hours of the accounting department at the school
- Payment via the corresponding online app
- Credit card payments – Please note the accounting department's business hours



Deductions, i.e. a right of retention to parts or the whole fees, are impermissible. Any kind of reimbursement claims may only be asserted according to the principles included in the School Fees Regulation.

## 10. Reminder and Payment Suspension Proceedings

The issued invoices must be correspondingly settled on the due dates. In the event of late payments, a multi-step warning process will be initiated in accordance with the applicable ADEK guidelines.

In the event of non-payment, the school will initiate a procedure that, upon a decision by the school board, may result in temporary exclusion from the school's additional services (e.g., bus transportation, extracurricular activities) as well as a suspension from classes for up to three days. This type of performance suspension will not result in any reduction in the fee debt. Suspension will be stopped immediately should the outstanding payments be settled. If outstanding payments remain unpaid beyond the end of the school year, re-enrolment for the new school year may be denied.

Any deposits paid will not be refunded in this case. Furthermore, in accordance with the applicable ADEK guidelines, the school reserves the right to withhold school reports and documents upon leaving the school until any outstanding payments have been settled, and to take legal action against the person liable for payment.

This School Fees Regulation was developed on the basis of the provisions set by ADEK Regulations and put into effect by the School Board of Trustees of GISAD on 9.5.2018 and replaces the payment regulations dated 15.9.2017.

Editorial changes and any necessary changes to comply with ADEK regulations are being implemented on an ongoing basis.

As part of the update to the ADEK School Fees Policy (Version 1.1, September 2024), certain provisions were amended to ensure compliance with current regulations. In all other respects, the fee schedule is to be retained as is.

*To enhance clarity, we have opted against employing gender-neutral language, with the masculine form serving as the default. "All references to persons apply to both genders."*