



School Fee policy & Schedule of Fees

1. New pupils Acceptance Fees

- 1.1 The acceptance fee is payable after the prospective pupil has been offered a place and parents have accepted the offer.
- 1.2 The acceptance fee is 5% of annual tuition fee in line with ADEK policy and is deductible from the tuition fees payable.
- 1.3 The seat will be reserved for prospective pupil only upon receiving the payment for the acceptance fee in the school bank account and confirmation from school finance department.
- 1.4 The acceptance fee is non-refundable after **30th June**.

2. Existing pupils Re-enrolment Fees

- 2.1 The re-enrolment fee is payable at the time of re-enrolment to guarantee a place for the following academic year.
- 2.2 The re-enrolment fee is AED3,000 and is deductible from the total tuition fees.
- 2.3 The seat will be reserved for a pupil only upon receiving the re-enrolment fees in the bank account and confirmation from school finance department.
- 2.4 Please note that pupil who are unable to register with ADEK due to missing documentation or those with an outstanding account balance, will not be able to re-enrol for the next academic year.
- 2.5 The re-enrolment fee is non-refundable after **30th June**.

3. Tuition Fee

- 3.1 The total tuition fee is divided into three instalments and payable on termly basis. Annual payment is available upon request.
- 3.2 The due dates for Term 1, Term 2 & Term 3 tuition fee are 1st August, 1st December & 1st March respectively. Annual payments due date are 1st of August.
- 3.3 Tuition fees are inclusive of schoolbooks, Co-Curricular/afterschool activities provided by school staff.
- 3.4 Tuition Fees exclude school trips, photographs, damage to equipment provided by school to pupils, external exams and cost to administer exams, courier charges for sending reports/certificates, uniform, catering, co-curricular/afterschool activities from external providers and any charges from government entities related to pupils. All of which are charged separately.

4. Non-payment of Fees

- 4.1 Failure to pay re-enrolment fee may result in loss of the pupil's place in the school for next academic year
- 4.2 Failure to pay tuition fees after sending 3 warning notices (to the contact address provided by the parent) may result in suspension of a pupil up to three days, withholding examination results, references, reports, transfer certificates (or block a transfer on eSIS) and **removal from school** for the next academic year until all outstanding dues are settled.
- 4.3 School reserves the right to charge to parents any legal costs or bank charges related to collection of fees due to the school.

5. Refund Policy

- 5.1 Acceptance fees & Re-enrolment fees are non-refundable after **30th June**.
- 5.2 If a pupil attends from one week and up to three weeks in a term, the school will retain the value of one full month of tuition fees.
- 5.3 If a pupil attends over three weeks and up to six weeks in a term, the school will retain the value of two full months of tuition fees.
- 5.4 If a pupil attends over six weeks in a term, the school will retain the full-term fee.



6. Tuition Fee Schedule

Year	Fee (AED per year)	Fee (AED per Term)
FS1 – Year 1	67,560.00	22,520.00
Year 2 – Year 4	77,960.00	25,986.66
Year 5 – Year 9	83,150.00	27,716.67
Year 10 – Year 11	100,130.00	33,376.66
Sixth Form Year 12-13	100,130.00	33,376.66

**Fees above are for Academic year 2023-24 and are subject to change based on ADEK approved fees*

7. Methods of payment

- 7.1 Cash payment is not accepted. Parents can pay fees either by cheque or bank transfer. The Finance Office located in senior school.
- 7.2 **Cheques should be made payable to: Cranleigh School Abu Dhabi.** For Any cheques returned by the bank, the parent will be liable to pay the relevant bank charges.
- 7.3 Bank details for transfer are below. Please provide a reference with the transfer (pupil's name & invoice number) so we can identify the payment. Please also email accounts@cranleigh.ae with a screen shot of the transfer advice to assist to promptly allocate payment to your account with us.

Bank Details

Bank Name: Abu Dhabi Commercial Bank
Branch: Abu Dhabi Mall Branch
Bank account number: 10103606020002
IBAN: AE950030010103606020002
Account name: CRANLEIGH SCHOOL ABU DHABI
Swift Code: ADCBAEAA

There is NO credit card payment facility on site, however if you are an ADCB credit card holder then you can pay school fees using your credit card through the bill payment facility on their bank portal. This is done directly through the bank so please contact them for details.