



SCHOOL FEE POLICY

2026 - 2027





Contents

1. Introduction	01
2. School Fees Structure and Payment Schedule.....	01
3. Additional Charges and Services.....	03
4. Methods of Fee Payment.....	04
5. Non-Payment of Fees.....	04
6. Discounts.....	06
7. Remissions and Refunds.....	07
8. Agreement.....	08
9. References.....	08
10. Parent/ Guardian Declaration.....	08

School Fee Policy

1. Introduction:

The School Fees, Charging and Remissions Policy outlines to parents and guardians the expectations, responsibilities and arrangements for the collection of school fees and other charges at both Maplewood Canadian International School, ('MCIS' or 'the school'). It provides detailed information on the structure of fees payable, payment deadlines, discount provision, refunds and remissions, penalty fees and other particulars related to school fees.

1.1. School fees are a critical form of revenue for the school and prompt payment of all fees is the responsibility of all parents and guardians of MCIS students.

1.2. School fees and other charges collected at MCIS are essential to providing and maintaining a high quality of education for students and to ensuring the school's capacity to implement its short- and long-term educational goals, and annual school development plans.

1.3. School fees are used for the following purposes: providing well-qualified and high quality international teachers; providing educational books, resources, facilities and equipment; ensuring quality administrative support and ground staff; maintaining buildings, grounds and other facilities; enabling new capital projects to enhance educational provision.

2.School Fees Structure and Payment Schedule:

2.1. The MCIS school fees structure comprises of three parts:

2.2. Registration fee: This fee is payable for every prospective student at the time of registration in order to begin the process of securing a child a place at MCIS. This fee is non-refundable, non-transferable and non-negotiable, unless school fails to honor its commitment due to non-availability of the seat. (Waiting list)

2.3. Tuition fees: Tuition fees are the central form of revenue that enables the school to deliver its curriculum and educational outcomes during the standard school day only.

2.4. Books / Resources fee: This fee is payable for every year along with the tuition fee this comprises of digital resources and books that is required by the student during the academic year.

Note:

- Tuition fees may be paid on a full-year (1 payment) or termly (3 payments) (Refer Table 2.6)
- Parents and guardians should indicate their preferred choice of payment option to the Accounts Office at the time of registration.
- Parents and guardians may change their preferred choice of payment option only after making a request in writing to the Accounts Office and receiving approval from school leadership.
- All tuition fees must be paid in advance regardless of the payment option agreed (see 2.6 below for the academic year payment schedule)

2.5. Refer school website for Tuition fee breakup [here](#).

2.6. Tuition fee payment schedule

- **Payment Option 1:** Full-Year in advance (1 Payment) pay by date: 15th August
- **Payment option 2:** Termly

Termly Payment	Invoice Date	Pay By Date
Term 1 (Payment 1 of 3)	15th July	15 th August
Term 1 (Payment 2 of 3)	15 th November	15 th December
Term 1 (Payment 3 of 3)	15 th February	15 th March

2.7. Re-enrolment fee:

- Parents and guardians of existing students are required to pay a re-enrolment fee of **AED 1000** should they wish to secure a school place for the following academic year.
- The non-refundable re-enrolment fee should be paid by the final Thursday in May each academic year.
- The value of the re-enrolment fee will be deducted from the first payment of the next academic year's fees irrespective of payment option (full-year, termly or monthly).
- Please note that a student's place in the next academic year cannot be guaranteed until the re-enrolment fee has been received; the school reserves the right to make an existing student's place available for prospective new students, if the re-enrolment fee has not been received by the final Thursday in May each academic year.

2.8. Mid-year admissions fees: MCIS welcomes admissions throughout the academic year and adjusts its fees for the relevant academic year according to the point at which a mid-year admission occurs, and in line with the tuition fees detailed above (see 2.5). For mid-year admissions, registration and tuition fees must be paid in full in all cases and are non-refundable, non-transferable and non-negotiable.

3. Additional Charges and Services:

3.1. School Uniform:

- a) MCIS expects its students to wear the correct school uniform, detailed in the school's uniform guidelines, at all times.
- b) School uniform is available through our approved uniform stockist only, please refer to the uniform brochure for details.

3.2. School Transport:

- a) MCIS does not currently provide in-house transportation arrangements for its students, however, transportation services are available directly from a third-party provider, shortlisted and approved by the school.
- b) MCIS has no involvement in the operations of third-party providers, including in the setting of transportation charges or the collection of monies; parents and guardians wishing to use this service must liaise directly with the relevant contact(s).

3.3. School Canteen:

- a) The school operates a cashless canteen lunch and snack service, operated by a third-party provider, with a range of hot and cold food and beverages, available to students through the purchasing of a pre-paid lunch card only.
- b) Parents should enquire at the canteen if they wish to purchase a pre-paid lunch card for their child. Parents and guardians are responsible for ensuring their child's lunch card has the necessary credit available for their child to use.
- c) Cash will not be accepted as payment at the school canteen under any circumstances.

3.4. School Trips and Visits:

- a) MCIS places a high value on the benefits of educational trips and visits and sees them as an important part of its students' development academically and socially.
- b) The school will ensure, at all times, that additional charges for educational trips and visits are kept to a minimum; where additional costs are unavoidable, the school commits to ensure that the costs passed on to parents and guardians will only be those that the school itself incurs for the particular educational trip or visit.

3.5. Extra-curricular Activities:

- a) The majority of extra-curricular activities that take place within the standard school day are available to students free of charge.
- b) Where there are activities that may require specialist instructors or coaches, or additional equipment that the school does not have access to, parents and guardians will be charged at the same rate that the school is charged for those services if they wish their child to access that particular extra-curricular activity.
- c) Extra-curricular activities taking place outside of the standard school day will be charged either by MCIS or an approved third-party provider at a rate appropriate to the activity.
- d) MCIS will endeavor to always source the best quality service for the lowest cost.

4. Methods of Fee Payment

4.1. Credit Card / Tamara: Parents can choose to pay using their credit card and then opt for equated monthly payment using Tamara, please refer to the payment section in the parent's app for more information.

4.2. Bank Transfer: Parents and guardians using this method should include their invoice number, Student code or full name in the transaction, and provide a deposit slip or bank transfer remittance, clearly stating their child's name and class, to the relevant school's accounts office (by email), as detailed below:

Bank Details

- Bank: First Abu Dhabi Bank
- Account Name: : Maple Wood International School LLC
- Account No: 7771001758466019
- IBAN-AE700357771001758466019
- Swift code: NBADAEAA

5. Non-Payment of Fees

As outlined above (see 1.2), school fees are a critical form of revenue for the school and prompt payment of all fees is the responsibility of all parents and guardians of MCIS students.

5.1. Parents and guardians not meeting the payment schedule for the relevant payment option of school fees (see 2.6 above) will be subject to the non-payment of fees process, unless prior notice that the schedule will not be met has been received by the school and approved by the Principal.

5.2. Parents and guardians unable to meet the payment schedule for the relevant payment option of school fees must notify the Accounts Office before the payment due date; cases of financial hardship will be assessed on a case-by-case basis.

5.3. In cases of non-payment of school fees, MCIS adopts a clear, consistent and stepped procedure, the details of which are found below:

Step	Issue	Action(s)
1	Payment of school fees is not received by the relevant payment due date.	The School will send 3 reminders and a final reminder 1 week apart, failure to do so will incur a late payment fee of 250 AED and this will be added to the outstanding fee value.
2	Payment of outstanding school fees is not received by the date given on the 3rd reminder notice.	<p>In cases of persistent non-payment of outstanding fees, even after three reminder notices, the school reserves the right to take any or all of the following actions:</p> <ul style="list-style-type: none"> • Immediate removal or cancellation of any discount(s) offered; • Suspension of the students for a period of 3 days per term • Immediate notification to the ADEK of outstanding fees; • Removal of parent or carer access to the school communication and information management system; • Removal of parent or carer access to parents' consultation evenings; • Removal of access to extra-curricular activities and educational trips and visits for the child(ren) concerned; • Withholding of access to student's online learning platforms. • Withholding of student academic grades and reports; • Withholding of student transfer certificates; • Withdrawal of the school place for the child(ren) concerned; • Legal proceedings to recover all outstanding fees (+ legal costs)

FIFO: In cases where there are outstanding balances, payments will be settled on a First-In, First-Out (FIFO) basis, meaning that the oldest overdue invoices will be cleared first, regardless of the invoice type. It is the responsibility of the parent/guardian to ensure timely payment of all fees by the stipulated due dates.

6. Discounts:

6.1. All discounts offered to students at MCIS are solely at the discretion of the Principal and senior management at Maplewood Canadian International School.

6.2. Only the Corporate office is authorized to approve fee discounts tiers at the school; no other colleague within the school, including the school's accountant, may agree or approve fee discounts.

6.3. The Principal and senior management at Maplewood Canadian International School retain the exclusive authority to decrease or withdraw discounts (particularly, but not exclusively, in cases of nonpayment of school fees (see 5.4 above) from both current and new students at its discretion, with prior notification to parents and guardians.

6.4. The decisions of both the Principal and senior management regarding discounts are nonnegotiable and final.

6.5. Students will not be eligible for more than one category of discount in any given academic year.

6.6. Discounts will be applied only on the Term 3 invoice and honored only upon timely payment of Term 1 and Term 2 invoices before the due date.

6.7. Corporate Discount: This discount is available for all parents and guardians employed with corporate organizations with whom MCIS has an established discount agreement. Corporate Discount rates will be offered as per the terms of the agreement established between MCIS and the given corporate organization.

6.8. MCIS Partners Discount: This discount is available for all the parents and guardians referred to MCIS by any of its partner schools and other institutions. Referrals must be made on the official letter headed stationery of the particular partner and must bear the partner's official stamp or by the official email ID of the partner. Partners Discount rates will be offered as per the terms of the agreement established between MCIS and the given partner.

6.9. Sibling Discount:

- a) If 2 siblings are enrolled only First child gets 15% second gets 0%
- b) If 3 siblings are enrolled, First child gets 15%, Second child gets 10%, Third child gets 0%.
- c) If 4 siblings are enrolled, First child gets 15%, Second child gets 10%, Third child gets 10%, fourth child gets 0%.

7. Remissions and Refunds

7.1. In the cases of both existing and new students, the registration fee is non-refundable, nontransferable and non-negotiable, unless the school fails to honor its commitment to provide the seat.

7.2. Where students leave the school, the refunding or collection of tuition fees will be calculated against termly fees, irrespective of payment option (full-year, termly or monthly) and will be based on the following criteria:

a) The student attends up to a part of the first week of the term and discontinues without written notification from parents. In such instances, the school is authorized to retain the full registration fee (capped at 5% of annual tuition fee).

b) The student attends at least 1 week and up to 3 weeks in a term. In this case, schools are authorized to retain the value of 1 full month of tuition fees.

c) The student attends at least 3 weeks and up to 6 weeks in a term. In this case, schools are authorized to retain the value of 2 full months of tuition fees.

d) The student attends more than 6 weeks in a term. In this case, schools are authorized to retain the value of the full-term fee.

7.3. Should a refund of tuition fees be due, all tuition fees paid will be refunded to parents and guardians via bank transfer, in accordance with the criteria detailed above (see 7.2).

7.4. In cases where a refund of tuition fees is due, parents and guardians should submit the original receipt of tuition fees paid in order to process the refund request.

7.5. Refunds of tuition fees will not be honored in cases of casual absence, sickness, holidays, periods of fixed-term exclusion (FTE) for poor behavior, enforced school closure (for example, due to ADEK requirements, inclement weather or power failures) or any other circumstances deemed by school leadership to not be a valid reason for a refund of tuition fees to be given.

7.6. The school accepts no responsibility for any refund issues arising from optional or outsourced, third-party costs (for example, uniform, transport, canteen provision and extra-curricular activities outsourced to a third-party).

8. Agreement

This policy will be reviewed annually and may be updated to reflect changes in organizational needs.

8.1. This policy will be communicated annually to parents and guardians in advance of the school academic year to which it applies (or at the time of registration in the case of new admissions) and, by having a child enrolled at the school, MCIS considers that parents and guardians have read, understood and accept the terms and conditions contained within this policy.

Enquiries regarding this policy should be directed to the relevant school's accounts office, open for inperson enquiries Monday to Thursday from 7.30am until 3.30pm, or by email or phone, as detailed below:

Email: cashier@maplewood.school | **Phone:** +971 2 552 4223

9. References: ADEK Fee Policy - [View here](#)

10. Parent/ Guardian Declaration:

I, _____ (Parent/Legal Guardian of _____, Grade/Class _____), hereby confirm that I have carefully read, understood, and agree to abide by all the policies, rules, procedures, and guidelines of MCIS, as outlined in the School Policy Handbook.

I acknowledge and agree to the following:

- I have reviewed and understood the fee structure, payment schedule, and all related financial terms, including penalties for late payments, refunds (if any), and withdrawal policies.
- I understand that failure to comply with the school's policies, including fee-related obligations, may result in appropriate action as per school guidelines.
- I confirm that all information provided by me is accurate and complete to the best of my knowledge.
- I understand that the school reserves the right to update or amend policies when required, and such updates will be communicated through official channels.

Parent/Guardian Name: _____

Signature: _____

Date: _____

Contact Number: _____