

Fee Policy (Academic Year 2019/2020)

Registration Fee and Assessment Charge (for new students)

The Registration Fee of AED 500 and Assessment charge of AED 500 is payable (per application) at the time of registration along with the required documentation, as stated under admission procedure. **These are non-refundable fees.**

Seat Confirmation fee (for new students)

Seat Confirmation Fee against new admission is payable on receipt of offer from TSPS in order to secure the seat and is fully deductible from the first term's tuition fee payment. **This fee is non-refundable if the student chooses not to take the offered seat** (as per the KHDA Fee Framework). For more detail, parents are requested to refer the **fee framework** issued by KHDA available online.

FS1 -FS 2	AED 6400
Year 1-Year 6	AED 7600
Year 7-Year 9	AED 9000
Year 10-Year 11	AED 10,000
Year 12 - Year 13	AED 12,000

Re-registration Deposit (for continuing students)

Continuing students must re-register to confirm their seats at TSPS and parents will be notified by **24th March 2019** of the re-registration process. Re-registration fee (listed below) is fully deductible from the first term tuition fees. Returning students who do not re-register by that date will be required to re-apply as a new student with payment of all applicable fees and subject to availability of seat for the next academic year. **This deposit is non-refundable if the student chooses not to return to school for the next academic year** (as per the KHDA Fee Framework). For more detail, parents are requested to refer the **fee framework** issued by KHDA available online. Any pending fee of current year will automatically result in non registration of student for next academic year.

FS - 02	AED 2100
Year 1-Year 6	AED 2500
Year 7-Year 9	AED 3000
Year 10-Year 11	AED 3300
Year 12- Year 13	AED 4000

Notes on Fees and notice of withdrawal

1. The Tuition Fees for each term must be paid on first day upon commencement of each term. Payment against cheque should be made favouring “The Sheffield Private School”. Students will not be allowed to attend school unless he/she is a registered student for next academic year 2019-2020 and that is confirmed only after seat confirmation payment.
2. If a student joins the school after the first term and the seat is being held open from [September], the fees for the entire period from [September] to the date the student actually joins the school must be paid in addition.
3. Tuition Fees **do not include** the charges of books, external examination, uniforms, transport, extra-curricular activities, educational and non educational school trips, quizzes, seminars and other similar activities etc. These will be charged based on policies guidelines and individual occasions.
4. A full term’s prior written notice is required for withdrawal of students from school or the term’s school fees will be forfeited.
5. School reports and Transfer Certificates will not be issued if the school account is not settled in full.
6. Book Fee is non refundable.
7. For withdrawal of students, applicable fee is as under:
 - If the student attends school for two weeks or less, a month’s fees will be deducted
 - If the student attends school for a period ranging between two weeks and one month, two month’s fees will be deducted
 - If the student attends school for more than a month, three month’s fees will be deducted

Declaration by the Parent/Guardian

I have read, understood and agree to the above Fee Policy. I am aware that I will not be able to select a preferred teacher for my child as teachers are allocated according to TSPS policies and timeframes. **I am aware that tuition fees for academic year 2019/2020 may increase subject to KHDA written approval.**

Name of Student : _____

Year Group : _____

Name of Parent/Guardian : _____

ID No. of Parent/Guardian : _____

Date : _____

Signature : _____