	Effective From	AY 2024/25 (Fall term)
	Compliance From	AY 2025/26 (Fall term)

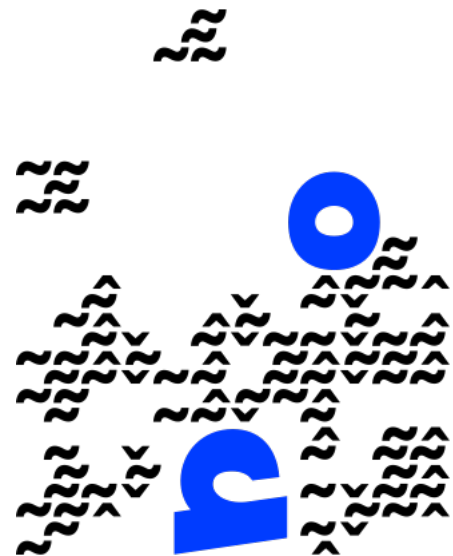
EARLY EDUCATION INSTITUTION **POLICY**

on

FEES

Purpose

This policy ensures that Early Education Institutions (EEl)s adhere to proper financial planning practices, promoting financial stability and accountability. By standardizing fee structures and payment schedules, it aims to provide clarity and consistency for both the institution and parents, facilitating transparent financial transactions.



Definitions

Additional Fees	Fees charged during the academic year for additional services such as late pick-up, early drop-off, medical services, afternoon clubs/extracurricular activities, and holiday camps.
Child	A person under the age of 4 years, as per Federal Decree Law No. (51) of 2022 Regulating Nurseries.
Early Education Institutions (EEIs)	All ADEK-licensed institutions that offer early years service (e.g., nurseries).
Payment Schedule	A schedule defining the dates and amounts of payments to be made for payment of EEI fees.
Registration Pack	A set of documents that contains all necessary application forms (and relevant policies) for a child's registration in an EEI.
Tuition Fee	Fees that are directly associated with educating or caring for children in an EEI.



Policy

All EEIs shall develop and implement a transparent Fee Policy, which they shall include in the registration pack for parents (see [ADEK EEI Admissions Policy](#) for more details), and which covers the following topics:

1. Fee structure and fee payment schedule
2. Fee payment
3. Fee refund
4. Non-payment of fees
5. Fee increase

1. Fee Structure and Fee Payment Schedule

A transparent fee structure and payment schedule allows EEIs to manage their finances in a stable manner, which is why EEIs shall:

- a) Clearly outline their fee structure and payment schedule for the academic year in the policy, illustrating the payable fee, payment deadlines, packages/discounts, and any additional fees chargeable to parents apart from tuition fees. The fee structure shall clearly state the period covered by the fees.
- b) EEIs are authorized to collect payment for tuition fees in advance of the fee period, e.g., prior to the start of the month, as applicable.
- c) Ensure that all ADEK fee approvals have been secured as per Article 11, Federal Decree Law No. (51) for 2022 Regulating Nurseries and any decisions issued in this regard before publishing the fee structure on their website for parents' view. EEIs shall only charge the approved fees applicable to the relevant year.
- d) Communicate any changes or updates to the fee structure and payment schedule to parents before the start of the academic year, as well as the process by which they can address their concerns with the EEI, if any.

1.1 Registration Fees

- a) The amount charged for registration fees shall be capped at no more than 5% of the payable tuition fees and shall be deducted from the final fee payment.
- b) The fee structure shall clearly state if the registration fees are non-refundable, should the parent decide not to enroll the child in the EEI.

2. Fee Payment

2.1 Terms and Conditions for Fee Payments

EEIs shall clearly communicate the terms and conditions of fee payments to parents in advance.

EEIs shall list the fee types and their payment schedule terms and conditions in the policy, which shall include the following minimum elements:

- a) Payment deadline.
- b) Amount payable by the EEI's payment schedule (whether monthly, termly, annually, etc.).
- c) Fee payable as per the days and timing options (if the EEI offers flexible timings and days).
- d) Payment mode (cash, credit card, cheque, or bank transfer).

2.2 Payment of Additional Fees

EEIs shall identify and include any additional fees they aim to charge above and beyond the tuition fees in their Fee Policy.

- a) EEIs shall seek approval from ADEK before charging additional fees.
- b) This includes fees that may be charged to provide specialized provision for children with additional learning needs. EEIs shall ensure that additional charges for specialized provision are transparent.
- c) These additional fees shall be itemized in invoices and any optional additional fees shall not be billed to parents without their consent (see [ADEK EEI Inclusion Policy](#) for more information).

3. Fee Refund

EEIs shall clearly identify any fees that are non-refundable and state the terms and conditions under which a refund will be offered in their Fee Policy. The adopted refund criteria shall be compliant with ADEK policies.

4. Non-Payment of Fees

EEIs shall ensure that all non-payment issues are dealt with in a discretionary and respectful manner to avoid subjecting the child and/or parent to potential embarrassment. Moreover, they shall include the following details about non-payment of fees in their Fee Policy:

- a) EEIs choosing to keep a non-negotiable stance on the non-payment of fees shall clearly articulate this in their fee structure and payment schedule.
- b) The terms and conditions for late fee payments, with specific mention of the penalty charges and the period after which the charges will be applicable.
- c) The number of reminders and/or to be given before the EEI decides to cancel a child's enrollment at the EEI.

- d) The grace period allowed to settle the payment after the parents have responded to the reminders.
- e) A statement indicating that the EEI reserves the right to cancel a child’s enrollment from the EEI in case of non-compliance with the stance on fee payments. A notice period should be indicated after which the child will have to be withdrawn due to non-payment of fees.

5. Fee Increase

EEIs shall obtain approval for any fee increases from ADEK as per Federal Decree Law No. (18) of 2020 Concerning Private Education. This shall be announced to parents according to processes indicated by ADEK.

6. Compliance

- 6.1** This policy shall be effective as of the start of the Academic Year 2024/25 (Fall term). EEIs are expected to be fully compliant with this policy by the start of the Academic Year 2025/26 (Fall term).
- 6.2** Failure to comply with this policy shall be subject to legal accountability and the penalties stipulated in accordance with the ADEK’s regulations, policies, and requirements, notwithstanding any other penalties imposed by Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments or any other relevant law. ADEK reserves the right to intervene if the EEI is found to be in violation of its obligations.

References

- Federal Decree Law No. (18) of 2020 on Private Education
- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments

Publication

2024 (September) ADEK_EEI_Fees Policy_v.1.0

Department of Education and Knowledge, Abu Dhabi (ADEK)

This policy applies to Early Educational Institutions (EEI) in Abu Dhabi.