



DUBAI ARABIAN AMERICAN PRIVATE SCHOOL

MUHAISNAH 1 | PO BOX 232212 | DUBAI, UAE

☎ 04 288 2222 | FAX: 04 288 2006

✉ finance@daaschool.com

SCHOOL FEE PAYMENT AND COLLECTION POLICY

Payments & Installments

Payment	Description	Notes
210 AED	Interview & Entrance Exam fee	Non-refundable & not deducted from tuition fee
500/2000 AED	Re-Registration	Nonrefundable & deducted from tuition fee at the time student's school enrollment
40% of remaining fee	Cash/CDC cheque	You should pay 1 st Installment and other two installments thru PDC before the 1 st day of the academic year.
30% of remaining fee	PDC-Payable on 01 Jan	
30% of remaining fee	PDC-Payable on 01 March	

School Accounts

The account for the payment of tuition and other services is a 'family' account. This means that all students registered under the same family are under the family account. Different modes of payment are available for each student. Please note, that if a clearance of account is needed for any reason (any student from family withdrawing, G12 graduation, transferring to another school/out of the country) the family account for all students must be cleared.

Refunds (DAAS aligns with the KHDA Policy for Refunds of Tuition)

- 1| If the student attends school for two weeks or less, a month's fees will be deducted.
- 2| If the student attends school for a period ranging between two weeks and one month, two months' fees will be deducted.
- 3| If the student attends for more than a month, three months' fees will be deducted. (The value of the tuition fee per month is evaluated as the total value of Tuition fee on 10 months).
- 4| Books & uniform fees are nonrefundable, but transportation fee will be calculated monthly basis (The value of fee per month is evaluated as the total value of Transportation fee on 10 months)
- 5| If student did not join school the deposit will not be refunded.
- 6| If optional services were paid, but the products/services were not claimed by the student nor parent although notification by school was provided, refunds will not be provided.





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Mode of Payment Accepted

- 1| Cash payments.
- 2| Credit Card payments (*We accept payments online using Visa and MasterCard credit/debit card in AED*)
- 3| Cheques drawn in favor of *Dubai Arabian American Private School* can be brought in to school by the parent. A receipt will be issued by the Accounts department by close of business the same day.
- 4| Electronic funds transfer
 - 4.1 The online payment facility accepts only the following debit/credit cards:
 - 4.1.1 VISA
 - 4.1.2 Mastercard
 - 4.2 External banking sites process transactions in different ways and there may be a delay of upto five (5) working days in updating your payment on school records and student portal

- **Method of Payment, Card Types accepted and Currency:**
- “We accept payments online using Visa and MasterCard credit/debit card in AED (or any other agreed currency)”. The logo of the accepted cards and services are to be mentioned Below.



Note: Confirmation:

- *If your payment is successful*, the online payment service provider will confirm your payment was completed. All payments will be reflected within a maximum of five (5) working days on school records and the student portal.
- *If your payment is unsuccessful*, the online payment service provider will confirm your payment has failed. The DAAS School will not know why a payment has failed and you may need to directly contact your debit/credit card provider and/or bank to know more details on why your payment is unsuccessful. DAAS School will not respond to any user queries on unsuccessful payments.
- *The DAAS School is not responsible* for your payment not reaching the school's bank account due to incorrect information entered by you as a user.
- *The DAAS School is not liable and/or responsible* if your payment is rejected by debit/credit card provider for any reason.
- If your payment fails for any reason, please use other payment methods to pay your fees.



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Others

- 1| All installments must be paid in FULL amounts; they cannot be broken further. Special cases must be submitted in writing to accounts for further approval. Approval takes 48 hours or 2 working days.
- 2| Failure to pay installments on time may result in:
 - a. Holding the enrolled student(s) report(s)
 - b. Loss of registration for the following academic year.
 - c. The appropriate legal action may be taken as per the UAE law.
- 3| Bounced cheques and cheques drawn:
 - a. A bounced cheque for any reason (especially insufficient fund) should be paid by cash and will not exchange with another cheque.
Please note that you should pay 200/- AED penalty against 1st return cheque, 500/- AED against 2nd return cheque and 1000/- AED against 3rd return cheque.
 - b. If the family has had a history of more than 2 bounced cheques per academic year, the school reserves the right to mandate payment in another mode.
 - c. If the guardian wants to withdraw the cheque ahead of schedule, the must bring a written request withdraw cheque at least two day before the date of maturity, the school is not responsible if the guardian does not abide by this point, any change or postpone of any payments and cheque is subjected to the management's approval.
- 4| Important note: For tuition paid by third party, guardian should follow the protocol below:
 - a- Submit cheque from their own account, until third party cheque is submitted and cleared for funds. If guardian paid over fee it should be return thru cheque under the name of parent. If the guardian wishes to issue the cheque in different name, he has to submit a letter assigning the designated person along with ID copy of both guardian and assigned person.
 - b- Annually, a letter from employer of liability and dates of payment needs to be submitted to accounts.
- 5| Tuition fee letter request.
 - a- A form of tuition fee request should be filled.
 - b- The letter will be ready in 2 to 4 working days, or less than one week based on the work load.





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c- The requested letter will be built on the actual account statement figures, which will be issued by the financial department generated system only.

6| If an account is dormant or has not received a payment in XX days, the school has the following options to collect receivables:

- a- File a case with Dubai Courts [all court costs to be borne by account holder]
- b- Hire a mediation company to collect funds [all costs to be borne by account holder]

I have read the new School Fees Policy and pledge to abide by its content.

Family ID:

Parents' Name: _____

Signature: _____ Date: _____



مدرسة دبي العربية الأمريكية الخاصة
Dubai Arabian American Private School

Dear Sir/Madam,

Please find below our bank details for the purpose of making school fee payments.

Account Name: Dubai Arabian American Private School
Muhaisnah -1, Dubai, U. A. E, Po.box: 232212,
Phone: 04-2882222

Bank Details: Commercial Bank of Dubai
Al Qouz Branch, Dubai, U.A.E

Account Number: 1002047791

IBAN Number: AE560230000001002047791

Swift code: CBDUAEAD

Would you please send your remittance advice to the Finance Office by e-mail to finance@daaschool.com with copy subeer.tholormannil@daaschool.com

Your Sincerely,

Finance Department
Dubai Arabian American Private School
Direct Contact: 04-2882222, Ext: 108 & 109