

Dubai Schools Student Withdrawal Policy

2024 - 2025



مدارس دبي
DUBAI SCHOOLS





Policy Title	Dubai Schools Student Withdrawal Policy
Policy Number	ADM-013
Version	3
Effective Date	March 2025
Scheduled Review Date	March 2026
Supersedes	Dubai Schools

Prepared by:

Name	Designation	Signature
Lisa Whyte	Group Head of Admissions	Signed by:  5B8762230FD44AB...

Approved by:

Name	Designation	Signature
Sam Truman	Chief Operating Officer	DocuSigned by:  D70E6514BCA94A6...
Alan Williamson	Chief Executive Officer	Signed by:  22E5C8508E564FC...



DUBAI SCHOOLS STUDENT WITHDRAWAL POLICY

- **Rationale**

This policy outlines the procedure to follow when a parent withdraws their child from the group 'Dubai Schools'. This policy has been adapted from the KHDA guidelines to be transparent and fair for students enrolled at Dubai schools.

This policy has been written in conjunction with The Executive Council and also refers to the declaration form that is signed and agreed by every parent who joins Dubai Schools.

- **Aim**

The Withdrawal policy is aimed at ensuring a fair and just procedure is in place that supports the parents to smoothly withdraw their child from the school whilst protecting the schools' resources that have been put in place to invest in every student's sought-after seat.

- **Deposit**

When enrolling or reregistering a student, a deposit payment is required for a student joining Dubai Schools. This is also listed in the parent school KHDA contract.

- **Payment Process**

- a. The tuition fees are sent out in the fee schedule each year. First term tuition fees are due no later than July 31st of that school year, second term fees are due by the 1st of December and third term fees are due by the 28th of February.

- b. Tuition fees are payable in advance for each term. To register your child, you are required to pay the balance of the first term fee as per the invoice. A student may not start school unless the appropriate terms fee has been paid in full.



Parents who pay the full annual fees or have been granted a part scholarship:
AED500 is required to register a new student or reregister an existing student.

The final invoice for the full-term fees will be issued 2 months in advance of the term commencing at which point the deposit for reregistration or registration will be deducted from this invoice.

Parents who have been granted a full scholarship:

There is no deposit to pay for a full scholarship parent when reregistering an existing student or registering a new student. However, this does not mean that charges will not be incurred should the parent decide to withdraw the student early or before the term commences.

- **Withdrawal Form**

When withdrawing a student from the school, the parent will be invited to meet the Principal to discuss the reason for withdrawal. Should the parent still wish to withdraw their child after this meeting, the parent is required to complete a withdrawal form. Please note that none of this is mandatory. Once this form has been completed, the necessary paperwork can be prepared by the Admissions Manager to allow their child to enrol in another school. The withdrawal form covers:

- Your experience at Dubai Schools and the reason why you are withdrawing.
- Where you now plan your child to continue their education
- What closing procedures you need to follow
- Which documents you need from the school.



- **Gathering Information from the Withdrawal Form**

The school regularly collates and analyses the feedback from the withdrawal form and shares the outcomes with key stakeholders who run and manage the school. Trends are reviewed to improve the operational processes, educational provision and school improvement agenda.

- **Once the parent has officially withdrawn the student and completed the withdrawal form, documents will be prepared for the parents to pass on to their new school including:**

- The learner Passport that includes CAT data and attainment data
- Teacher feedback and student reports
- Attendance data
- Behaviour and conduct data
- Special Education needs profile if relevant
- The safeguarding report
- Examples of students work
- Other key documents where necessary



See fee structure below for reference.

Fees For Dubai Schools					
Grade	Total Fee	Tuition	Transport	Uniform	Other Charges
KG1	29,900	23,000	5,800	500	600
KG2	32,400	25,500	5,800	500	600
Grade 1	34,700	27,800	5,800	500	600
Grade 2	34,700	27,800	5,800	500	600
Grade 3	35,555	27,800	5,800	500	1,455
Grade 4	36,155	27,800	5,800	500	2,055
Grade 5	38,800	30,445	5,800	500	2,055
Grade 6	41,300	31,900	5,800	500	3,100
Grade 7	43,800	34,400	5,800	500	3,100
Grade 8*	44,800	35,400	5,800	500	3,100
*Grade 8 will open August 2025 and a new Grade will open year on year until Grade 12					

5.1 Notification of withdrawal

- The official withdrawal date will be recognised from the date the parent sends an email and requests the withdrawal.

.2 Withdrawing before the start of any term for all students

- Complete a withdrawal form.



• Any



deposit



paid

or the first term fees paid, will be refunded if the student intention is to be

schooled internationally or outside of the Emirate of Dubai less AED500 for the cost of the uniform (if this has been collected) for term 1 & 2. Refund = Deposit paid/fees paid minus - (uniform costs)

- Should the child be educated at another school in Dubai, then the term fees will be refunded less AED500 for term 1 & 2 (if the uniform has been collected). Refund = Deposit paid/fees paid minus – (Uniform costs)
- Note there is a charge of AED500 for uniform costs if the uniform has been collected for a full scholarship student.

5.3 Withdrawing within the first 2 weeks of any term

- Meet with the Principal or a Senior Leader in the school to discuss your withdrawal.
- Complete a withdrawal form.
- The term fees will be refunded less the cost of the annual uniform charge, monthly transport and annual ECA's. Refund = Fees paid minus – (Uniform + transport + ECA)
- Note - there is a charge for full scholarship students which will be the annual uniform charge plus the ECA and transport costs.

5.4 Withdrawing between the 2nd week of any term and the 4th week of the same term

- Meet with the Principal or a Senior Leadership member of the school to discuss your withdrawal.
- Complete a withdrawal form.
- The term fees will be refunded less 1 month's tuition fees, 1 month's transport fees, annual uniform and ECA costs for paying parents. Refund = Term Tuition fees for relevant grade minus – (1 month's tuition fees for the relevant grade + annual uniform + ECA's + 1 month's transport)



- For full scholarship students a charge is incurred of 1 month's tuition fees, 1 month's transport fees, annual uniform costs and ECA costs.

5.5 Withdrawing after the 4th week of any term

- Meet with the Principal or a Senior Leadership member to discuss your withdrawal.
- Complete a withdrawal form.
- Withdrawals post the 4th week will be charged full monthly fees of each category, up to and including the month of withdrawal along with the annual uniform costs & ECA's.
- A student on a full scholarship will also be charged full monthly fees of each category, up to and including the month of withdrawal along with the annual uniform costs and ECA's.

5.6 Withdrawing on the last day of term 1 & 2 or school end date

- Meet with the Principal or Senior Leadership member to discuss your withdrawal.
- Complete a withdrawal form.
- Any future term fees that have been paid will be refunded less the AED500 annual uniform costs should the withdrawal be in term 1 or term 2 only.
- For a full scholarship student, the annual uniform costs AED500 will be incurred if the withdrawal is at the end of term 1 or term 2 only.

5.7 Refunds

- Any refunds will be returned to the parent within 21 days of issuing the withdrawal form. The refund will be paid by bank transfer or through a credit to the original debit/credit card.

- Transfer/Leaving Certificate

A 'Transfer Certificate' is a document provided by the KHDA through the school that declares the grade the student attended and if the academic year for that grade has been completed. This document is needed should the student be transferring to another school in Dubai or another Emirate and in some cases other schools internationally. You can request for this document on the 'Withdrawal Form' and pay the KHDA charge of AED120 to the school



cashier department for it to be produced. Once this process is complete, the KHDA and the Admissions department of the current school will work in conjunction to remove the student from the current school's register, so a smooth enrolment can be made at the new school.

8. Support when transitioning to a new school

The student and family will be provided with personalized transition support if needed. Including sharing with the new school that the student is transitioning to, key information related to their learning and social and emotional wellbeing.

General Conditions

- The above refund policy is applicable per term.
- The refund will be calculated from the first day of any term and the official withdrawal date.
- Any provisions in any other internal policies or approvals will be repealed in the event that they contradict this policy.

Consideration

Any student with or without a scholarship can withdraw from Dubai Schools at any time of the year, regulation guidelines are listed above to clarify the timeline, refunds and costs incurred. All withdrawal applications will be notified to the Principal, exemptions to payment dues might be applicable, should there be a hardship in the family for example a medical condition or a family emergency, the Principal will make a final recommendation regarding the final refund in conjunction with Taaleem Central Office within 21 days of the official withdrawal.