



## Terms & Conditions

### 1. School Fees

Please refer to the information on fees given on the website <https://www.springdalesdubai.com/> for the relevant academic year.

### 2. Additional Costs

Parents are also responsible for any additional cost of students attending Springdales School Dubai which includes but is not limited to school uniform, transport fees, field trips, replacement Student ID cards, etc. as mentioned on the website <https://www.springdalesdubai.com/>

### 3. Payment

3.1. The academic year is divided into 3 Terms. Term 1 runs from April to June; Term 2 from September to December and Term 3 from January to March. The school calendar at <https://www.springdalesdubai.com/> will contain Term start and finish dates.

3.1.1. The Parent/s agrees to provide payment for the Academic Year, either in full or as per the below schedule:

S.No.	Particulars	Cheque date
1	Term 1	March 1st (corresponding Academic Year)
2	Term 2	August 1st (corresponding Academic Year)
3	Term 3	December 1st (corresponding Academic Year)

3.1.2. Alternatively, the Parent/s can pay by way of bank transfer, cash or credit card for the entire Term, whereby payment is received by Springdales School Dubai no later than one month before the term starts.

3.1.3. (For new students) If a student joins the school mid-year and requires that a place be reserved for them from the start of the Academic Year, meaning that no other student is able to take the place, then the full year's fees will need to be paid as per the Annual Tuition Fee Schedule.

3.1.4. (For new students) If a student joins the school mid-year as a late enrolment, fees for the Term in which they are joining will be calculated on the following basis and will have to be paid before they start:

3.1.4.1. If attending less than two weeks of the Term, then one month's fee is payable.

3.1.4.2. If attending more than two weeks but less than one month of the Term, then two months' fees are payable.

3.1.4.3. If attending more than a month in a Term, then full Term fee is payable.

3.1.4.4. The value of one month's fees shall be calculated by the value of the total annual School Fee over ten months.

3.1.5. Should a cheque(s) be dishonored for any reason whatsoever, the school shall charge an administration fee of AED 315 for each cheque returned. In the event that the cheque(s) are not received by the due date, Springdales School Dubai may, at its discretion, suspend the student's attendance at the School and take such action as is deemed necessary as per the prevailing rules and regulations of KHDA.

### 4. Billing

The Parent/s or Guardian/s, whose signature appears on the *Application for Admission Form* or on these *Terms & Conditions*, shall be jointly and severally liable to Springdales School Dubai for the payment of outstanding School Fees.



## 5. Refund of Registration and Re-registration Fees

- 5.1 Registration fee is not refundable, but will be adjusted against Term fees if admission is confirmed.
- 5.2 Registration/Re-registration fee paid cannot be deferred or carried forward to next Term/academic year nor can be adjusted towards fee due for sibling.

## 6. Refunds

- 6.1. Students who have registered for the new Academic Year and have presented cheque/s for School Fees, but decide not to attend the school at all, must give a written notice to the Springdales School Dubai Admissions Office, to be received no later than the start of the first day of the Term.
- 6.2. If such notice is received by this date, the school fees paid in excess of Registration/Re-registration fee amount shall be refunded in accordance with Springdales School Dubai refund policy. Registration/Re-registration fee is non-refundable.
- 6.3. All other refunds shall be calculated on the duration of attendance in the Term in which the leaving date falls:
  - 6.3.1. For attendance of less than two weeks in the Term, then one month's fee is payable, and the remainder of the Term fees will be refunded.
  - 6.3.2. For attendance of more than two weeks but less than one month in the Term, then two months' fees is payable, and the remainder of the Term fees paid will be refunded.
  - 6.3.3. If attending more than one month in the Term, then full Term fee is payable.
  - 6.3.4. The value of one month's fees shall be calculated by the value of the total annual School Fees over ten months.
  - 6.3.5. The refund will be calculated from the start of the term to the date of the formal request by submission of the withdrawal form and not from the date when the student was absent. Being on the school register counts as days in the school.
- 6.4. Parent/s agree to inform the Springdales School Dubai Admissions Office in writing if they intend to withdraw the student from the school for any reason, and should provide at least thirty (30) days notice to allow for documentation and applicable refunds to be prepared.
- 6.5. Registration/Re-registration fee, educational materials fee, uniforms, and other sundry expenses, are not refundable.

## 7. Documentation

- 7.1. *(For new students)* Parent/s shall undertake to provide all documentation required by the School to complete student registration. All documentation of this nature must be provided by the Parent/s to the Springdales School Dubai Admissions Office. This includes, but may not be limited to:
  - 7.1.1 One copy of Student and Parents' current and valid passport
  - 7.1.2 One copy of Student and Parents' current and valid Emirates ID.
  - 7.1.3 One copy of Student's birth certificate (in English or Arabic only)
  - 7.1.4 One copy of Student's previous two (2) year's school/nursery reports (in English only)
  - 7.1.5 Passport photographs of the Student x 4
  - 7.1.6 Copy of Student's immunization records
  - 7.1.7 Transfer/Leaving Certificate, signed, stamped and attested by all necessary bodies. (Further details on this can be found in the Admissions Brochure or on the website at <https://www.springdalesdubai.com/> )
  - 7.1.8 **Registration of child's enrolment with KHDA: on confirmation of enrolment by the School, it is mandatory to register the child with the KHDA within the timelines defined by the School, by swiping the Emirates IDs of the student and one parent in the electronic machines available in the School.**
- 7.2. It is the responsibility of the Parent/s to ensure all documentation is provided before the student starts school. Springdales School Dubai will not take responsibility for incorrect documentation or missing



documentation that may result in a student not being registered by the Knowledge and Human Development Authority (KHDA).

- 7.3. Failure to submit all required documents may result in the student's start date being delayed, or if they have joined, in results, reports and the Transfer Certificate for the student being withheld by the School. The School may also take other action as is deemed necessary as per the prevailing rules and regulations of Dubai.
- 7.4. The School shall not be responsible for any kind of charges / penalties levied by the KHDA for non-submission of required documents within the stipulated time including fee for application of extension time to submit documents. The same shall be borne by the parent.
- 7.5. Parent/s undertakes that all documentation submitted to Springdales School Dubai is correct, genuine and complete.

**8. Parent School Contract (PSC): (applicable for new admissions only)** It is mandatory for Parents to sign the Parent School Contract once the student's admission has been approved and registered in the KHDA systems. This remains valid until the student leaves the school.

#### 9. Code of Conduct

Parent/s and Students agree to maintain and uphold their responsibilities outlined within the Springdales School Dubai Code of Conduct in the *Parent & Student Handbook*, as members of the larger Springdales School Dubai Community. This includes, but is not limited to, exercising courtesy at all times while on school premises and while interacting with Springdales School Dubai Staff and other Parents and Students.

#### 10. Contact Information

Parent/s agrees to inform the Springdales School Dubai Admissions Office of any changes to their contact details, ensuring that they can be reached at any time via email, SMS and telephone. All students enrolled in school should be under the care of the authorized guardian and should not be residing independently.

**I have read and understood the Terms & Conditions for Admission and Re-enrolment, and confirm acceptance of my payment duties, obligations, and rights herein by signing below:**

**Signatory One:**

**Signatory Two:**

I, [..... ]  
Parent's or Guardian's name

I, [..... ]  
Parent's or Guardian's name

Am the legal Parent or Guardian of:

Am the legal Parent or Guardian of:

[..... ]  
Student's name

[..... ]  
Student's name

DATE: .....