

دبي

المعرفة Knowledge

School Fees Framework

Knowledge and Human Development Authority

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The Purpose of the School Fees Framework

The objective behind the development of a framework to regulate school fees is to protect the students and their parents as beneficiaries of educational services, as well as to provide a favourable environment for investors in the education sector and encourage them to improve the quality of education in the Emirate of Dubai. This is achieved by creating a comprehensive mechanism for the implementation of tuition fees which takes account of the educational and economic aspects and protects the interests of all stakeholders.

The framework has been developed in line with the strategic goals of KHDA and as a result of community engagement through parent surveys and investor feedback on this issue. The framework motivates schools to improve the quality of education, whilst at the same time protecting the interests of both parents and investors.

General Definitions

Not-for-profit school:

A registered school which teaches each cycle according to the curriculum that it is registered to teach; exists purely for educational reasons; one which is governed by an independent Board with parent representation and from which its shareholders, trustees or any third parties do not benefit financially. Fiscal surpluses, if any, are put back into the institution to further the pursuit of its goals.

For-profit schools:

Schools that are run by private, profit-generating companies or organisations. Fiscal surpluses are taken by shareholders and/or investors and any investments have a predetermined return on investment (ROI).

Embassy schools:

Schools that have been initiated and are funded by the embassy of a particular country for the benefit of the nationals of that country.

Educational Cost Index (ECI):

This is calculated on a regular basis and is announced by Dubai Statistics Center (DSC).

School Fees Framework

A working group of representatives from various government departments was formed to agree on the scope and objectives of the framework. The framework was then developed through a consultative process with concerned parties. This involved the collection of information, the analysis of feedback and the employment of a methodology that is in line with government policy development.

The team has developed a comprehensive framework which can be applied in general to all private schools that have been operating for more than three years. The framework takes into account the quality of education as assessed by Dubai Schools Inspection Bureau (DSIB) and the educational cost index as calculated by DSC.

This framework will be adopted for the coming period from the date of its issuance until any further announcement that renders it null and void.

Schools will be eligible to apply for increases to fees according to the table below:

DSIB School Performance Results	Percentage
Outstanding	ECI x 2
Very Good	ECI x 1.75
Good	ECI x 1.5
Acceptable	ECI
Weak	ECI
Very Weak	ECI

The following conditions apply:

1. This framework is applicable to all tuition fees and cost for services that are provided by the school (for example, buses, uniforms and school books). However, this framework is not applicable for services provided by a third party.
2. New private schools will not have the right to increase tuition fees in the first three years from the date of starting their educational activity;

3. Fees and costs for non-tuition services provided by third parties must be optional for parents and are subject to the supervision and control of other government agencies;
4. Schools should consider all concerns and input received from parents regarding the fee increases.

Not-for-profit and embassy schools

KHDA aims to provide flexibility to not-for-profit schools and embassy schools when submitting their applications for fee increases to KHDA. KHDA will study the details of the application, which will be evaluated in accordance with the justifications offered. The application should include at least the approval of the Board of Trustees of the school and the approval of the Embassy/Consulate (in the case of an embassy school), in addition to evidence of extensive consultation with stakeholders.

Exceptions

- 1 In accordance with The Executive Council [decision number 16/2015](#) replacing the Exceptional Fee Increase Framework for Private, For Profit Schools 2012. From 16 September 2015 applications for an exceptional fee increase will be considered according to the fair rate of return measurement and to be linked with the quality of education according to the DSIB rating from KHDA as follows :

DSIB School Performance Results	Fair Rate of Return Threshold Percentage
Outstanding	10%
Very Good	9.5%
Good	9%
Acceptable	8%
Weak	7%
Very Weak	7%

General conditions related to the approval of fee increase requests

- a) Schools will not be able to apply for exception until they have been in operation for at least six academic years;

- b) School occupancy level must be at least 80% .
- c) Basic salary of teaching staff should be greater than or equal to 25% of total expenses
- d) Only one application would be allowed in a 12 month period
- e) Retention of a qualified auditing firm, as defined, for undertaking the exercise required by KHDA
- f) Have a rate of return below the prescribed threshold for the two most recently completed financial years
- g) If a school has been granted approval to increase its fees in line with an exception, the school cannot apply for any further increase in school fees for the following twelve months and until all fees granted have been applied for a full academic year;

For further clarifications please refer to the detailed Guidelines available on the KHDA Website.

Registration and Admission Fees

General Definitions

Application fees:

Schools may charge up to AED 500 to process the application of new students. This fee includes standard assessment fees. The application fee is not deductible from the tuition fees.

Registration deposit:

Schools may ask parents to pay a non-refundable deposit to confirm new enrolment. This deposit is payable after the student has been offered a place and parents have accepted the offer. The registration deposit cannot be more than 10% of the total tuition fees, and is deductible from the total tuition fees for the academic year.

Re-registration deposit:

Schools may ask parents to pay a non-refundable re-registration deposit to guarantee a place for their children for the following academic year. This deposit cannot be more than 5% of the total tuition fees, or AED 500 (whichever is higher) and is deductible from the total tuition fees for the academic year.

Registration Deposit and Admission Fees (applicable to all Dubai private schools)

As well as the conditions mentioned in the parent-school contract, the regulations for fees and deposits for admission and registration are as follows:

Existing students:

- ✓ The school may open re-registration anytime during the academic year
- ✓ The re-registration deposit should not exceed 5% of the annual tuition fees or AED 500 (whichever is higher)
- ✓ The re-registration deposit is deductible from the first term's fees
- ✓ The school cannot ask for payment of any additional fees or deposits other than the re-registration mentioned above
- ✓ Schools that begin the academic year in September can only collect re-registration deposit after the end of the spring break
- ✓ Schools that begin the academic year in April can only collect re-registration deposit after the end of the winter break

New students:

- ✓ Schools can register new students at any time during the academic year
- ✓ New schools must have KHDA approval prior to registering students
- ✓ The registration deposit for new students should not exceed 10% of the annual tuition fees
- ✓ The registration deposit is deductible from the first term's tuition fees
- ✓ If new students enrol at a school during the course of the academic year, the school can charge tuition fees starting from the month of enrolment. (For example, if a student enrolls in a new school in the 3rd week of October, the school can charge tuition fees from the beginning of October).
- ✓ Schools cannot ask for payment of registration deposit until they have made a formal offer of enrolment. Prior to this, schools can only charge a maximum application fee of AED 500
- ✓ The application fee of AED 500 is:
 - refundable if the school does not offer the student a place

- non-refundable if the school offers the student a place but the student chooses not to take it
- not deductible from the total tuition fees to be paid if the student is offered and accepts a place

General conditions:

- ✓ Apart from the registration or re-registration deposits, schools cannot ask for any additional payment to guarantee student enrolment and re-enrolment
- ✓ Schools can only collect annual tuition fees in three instalments, due at the beginning of each term. The first term's payment should not exceed 40% of the annual tuition fees; the second payment not more than 30% of annual tuition fees; and the third term not more than 30% of annual tuition fees
- ✓ Schools can also choose to collect annual tuition fees as 10 equal monthly instalments. The monthly repayment amount is calculated by dividing the total tuition fees by 10
- ✓ Schools may ask for payment of registration deposit only when students have been offered a place
- ✓ The school cannot collect registration/re-registration fees in cases where students leave the school before the start of the next academic year, if these fees were not collected at the time of registration/re-registration. (For example, if a student has not paid the re-registration deposit for the following year by the re-registration deadline, and that student withdraws from the school before the start of the following academic year, the school cannot ask the student to pay the re- registration deposit)

Tuition fees Refund:

In the cases of both existing and new students, the registration/re-registration deposit will not be refunded unless there are extenuating circumstances. These circumstances include, but are not limited to, evidence of family/student relocation to another country/emirate or any other unforeseen circumstances. Such cases may be submitted to KHDA for review.

In the case of refund, the school fees will be calculated as follows:

- Tuition fees paid prior to the beginning of the academic year are refundable and only the registration/ re-registration fees will be deducted

- If the student was enrolled in the school for two weeks or less, a month's fees will be deducted;
- If the student was enrolled in the school for a period ranging between two weeks and one month, two months' fees will be deducted
- If the student was enrolled in the school for more than a month, the full term's fees will be deducted

General conditions:

- ✓ The above refund policy is applicable per term depending on the date of the withdrawal request
- ✓ The refund will be calculated from the start of the term and the date of the official request by the parent stating the intent of withdrawal and not from the date when the student was absent. Being on the school registrar counts as days in school
- ✓ Registration or Re-registration deposits are refundable in cases where a school's quality rating has dropped and students wish to move to a school with a better rating, as stated in the Dubai Schools Inspection Bureau report.
- ✓ Book fees are refundable if the student decides to leave the school prior to the beginning of the academic year
- ✓ Any provisions in any other policies or approvals will be repealed in the event that they contradict this policy.