

GIIS-AD-Policy-26-27-018

WITHDRAWAL AND FEE REFUND POLICY

Last Review	April 2026
Revised on	11 April 2026
Reviewed by	Principal, Vice Principal , SLT and Finance Team
Next Review	April 2027

SCOPE/INTENT

This Fee and Refund Policy (Policy) only intends to determine and provide broad guidelines for the collection of Fees and establishes a framework for Refund of Fees at Global Indian International School (“School”), Abu Dhabi.

Step-by-step procedure for applying the withdrawal

Step 1: Through myGIIS under student profile you will find withdrawal as an icon. After clicking on the withdrawal icon, a page will be displayed stating as Apply for Withdrawal. The parent is required to serve a minimum of 30 days in advance for withdrawing a student. Withdrawal is to be applied by the parent on myGIIS system to serve withdrawal intimation, *any other communication would not be considered as an intimation to School*

Step 2: Once the withdrawal application is received, you will receive a call from the eSIS coordinator to understand the withdrawal reason.

Step 3: An exit interview will be scheduled by the Academic Head through Zoom and details of the exit interview appointment will be shared at your registered mail id.

Step 4: If there are pending dues, the finance department will intimate the due amount to the parent.

Step 5: Once approved by all the department heads, the Transfer Certificate (TC) is issued within thirty (30) working days of receiving the withdrawal application for those students who are moving out of Abu Dhabi and out of the country. Those students moving within the Emirates, a NOC must be submitted. After submission, the student will be transferred online in the ADEK (eSIS) system.

In case of queries regarding withdrawal, send mail to the eSIS coordinator at esiscoordinator.ad@globalindianschool.com

Profile update for students:

◇ Parents should update the student profile by login to myGIIS under student profile.

- ◇ Any changes in the residential address and phone numbers should be intimated to the eSIS coordinator and Transport in charge with cc to the class teacher by sending a mail.
- ◇ The refund will be processed within a period of 30 days.

CLASSIFICATION OF FEES:

- . Tuition fees are those sums that are directly associated with educating students.
- . Other fees include textbooks, uniforms, and transportation fees.
- . School fees refer to both tuition fees as well as other fees which a School charges to Parents/Guardians.
- . Extra-curricular Fee is associated with optional, extra-curricular activities or related curricular activities which incur separate charges and is not to be included as part of tuition fees.

QUANTUM OF FEES:

The quantum of fees charged by the School) is in accordance with the Department of education and knowledge, Abu Dhabi - Private School Policy and Guidance Manual 2014-2015 and its applicable provisions and is compatible with the School's academic infrastructure. We have a clear and transparent approach to the regulation of fees to ensure fees that mirror the quality of education and that other charges/fees are reasonable in accordance to facilities or curricular or extracurricular activities offered by us towards the overall growth of our students.

COLLECTION OF SCHOOL FEES:

Registration or Re-registration Fees:

School has enabled provisions to collect registration or re-registration fees up to four months ahead of the commencement of the school year, however, such amount is deductible from School fees and does not exceed the quantum or percentage of the tuition fees as prescribed by Department of education and knowledge, Abu Dhabi .The registration or re-registration fees are charged only when the student is enrolled in the school and is not charged when a student is applying in the school.

Tuition Fees and Other Fees:

There are three equal installments for tuition fees in each academic year. The School collects the first instalment not earlier than one month preceding the beginning of the school year and for the second or third instalment, the amounts are collected not earlier than one month preceding the beginning of term 2 or 3 respectively.

Refund Eligibility and Calculation:

The School at its sole discretion may retain a certain amount of the fee paid or refund the same in any of the following cases:

If a Student attends any part of week one of the TERM or fails to show up at all

without the Parents/Guardians notifying the School in writing sufficiently in advance before the beginning of a term. In such a case, the school may retain the value of registration or re-registration fees.

- If a student attends from one week and up to three weeks in any term, the School shall retain the value of one full month of tuition fees.
- If a student attends over three weeks and up to six weeks in any term, the School shall retain the value of two full months of tuition fees.
- If a student attends over six weeks in any term, the School shall retain the full-term fee. For the avoidance of doubt, full-term fee here shall refer to full & complete full term fee as published by School and any discounts or deductions shall not be considered here.
- These cases apply to both existing students as well as students that register after a term has already commenced.
- Official holidays and absences from class are considered part of the week for the above calculation of student attendance.
- The value of one month of tuition fees is calculated by dividing the annual tuition fees for the respective grade by ten months.
- The refund amount shall be subject to deduction of all the charges such as cheque or credit/debit card collection charges or any benefits given at the time of registration.
- Any textbook and uniform fees paid to the School will be refunded to Parents if such has not yet been received by Parents or Student
- Transportation fees refunds are to be calculated in the same manner as tuition fees.

NON-PAYMENT OF SCHOOL FEES:

School has a clear, transparent policy for non-payment or late payment of School fees. The school encourages parents to clear their dues in a timely manner. The school puts reasonable efforts, when dealing with non-payment issues, to protect the student from unnecessary embarrassment. If a Parent does not make full and timely payment of dues within the prescribed days mentioned on the invoice, the School shall take the following actions:

- School shall suspend a student for up to three days after sending three fee payment reminders, each of these reminders being sent at a gap of one-week to the student's Parent.
 - The school shall also terminate the provision of transportation services if entire dues are not cleared during the student suspension period.
 - Further, School shall withhold examination report cards, transfer certificates, block transfer on eSIS, and/or not re-register a student until all outstanding dues are settled.
- Any part payment done by the Parent shall be first adjusted against the tuition fee and then against the transportation fee.

- Withdrawal of the student from the School shall be subject to a written notice through MYGIIS to the School at least one (01) month in advance. Any other communication may not be considered as a valid intimation to School.



Dilip Kumar
Principal
Global Indian International School, Abu Dhabi.

