



## Nadeen School Regulations relating to fees

School fees are subject to approval and regulation by the Ministry of Education and the Directorate of Private Education. Approved fees are displayed in the office on official letterhead. Fees may be increased subject to Ministry and Directorate approval.

### 1. Payment of the Registration and Testing Fee:

1. The BD100 registration fee is non-refundable and is payable within 72 hours of a place being offered, otherwise the offer will automatically be withdrawn
2. The BD50 testing fee is non-refundable and is required on the day of testing or in advance with the registration fee if the place is offered while the child is overseas

### 2. Payment of the School Fees:

1. All fees must be paid on or before the due date on the invoice, in full
2. Tuition Fees are paid three (3) times per academic year
  - a. **Autumn** fees cover September-December and are due in May
  - b. **Spring** fees cover January-April and are due in December of the previous calendar year
  - c. **Summer** fees cover April-June/July and are due in March of the same calendar year
3. Failure to pay the tuition fees by the due date will cause the school to assume that the place is longer required. The place will then be canceled and be offered elsewhere
  - a. It is the parent's responsibility to ensure that fees are paid on time and in full in order to secure their child's seat
  - b. Parents are responsible for the payment of school fees and the school will not become involved in the collection of school fees from companies. It is the parent's responsibility to ensure that company payments are made to the school on time
4. Note regarding Half Term:
  - a. In the event that a child has registered to join the school after the half term point, the registration, assessment, and half term fees will be payable
  - b. In the event that a child will be leaving prior to or at the half term break, half term fees may be paid in advance by the parents and notice given to the school in writing at the time of payment that their child will be withdrawing at the half term point
5. Point a. and b. in Point 4 above are the only cases whereby half-term or part fees will be accepted
6. Additional fees may include: Learning Support; International School Trips; After School Activities and After School Care
7. If, for any reason, a child is absent for full or part of a term, full term fees must be paid in order to secure a guaranteed place for the following term
8. If, for any reason, there are any fees owing two weeks in to a new term the child/ren will be excluded from school until the remainder of the fees have been settled
9. If, for any reason, there are fees owing when a child leaves the school, the school will withhold all leaving documentation and inform the relevant authorities accordingly

### 3. Refund Policy:

1. When unforeseen circumstances result in your child leaving the school before the beginning of term, a full refund of fees will be made providing the school has been notified, in writing, three (3) full calendar weeks before the beginning of term. This is deemed to be the Orientation Day for Autumn term and the first day back for the children for Spring and Summer terms.
2. Term fees are payable in full, regardless of holiday, sickness, or absence, and no refund will be given except in point 1 above

### 4. Payment and Proof of Payment of fees:

1. **Fees must be paid in full by Bahraini Dinar cash or Bahraini Dinar cheque drawn from a local Bahraini bank**
  - a. Cheques for the fees should be made payable to Nadeen School and may be handed in at the office during school hours, or sent by mail, addressed to: Nadeen School, P.O. Box 26367, Adliya, Bahrain.

#### 2. Bank Transfer details are as follows:

Account Name	NADEEN SCHOOL
Account No.	100000377086
IBAN	BH23BBKU00100000377086
SWIFT CODE	BBKUBHBM
Bank	BANK OF BAHRAIN AND KUWAIT

Please note: it is imperative that you follow the steps listed below:

1. Create transfer using above bank information
2. **BE SURE TO INCLUDE CHILD'S FULL NAME AS PAYMENT REFERENCE. You must also include our invoice number which can be found at the top left of our invoice (*without this we may be unable to identify your payment and your child's place may not be reserved for the next term*).**
3. Once you have transferred the full amount, please email [accounts@nadeenschool.com](mailto:accounts@nadeenschool.com) with a copy of the transfer or with a tracking reference number or similar identifying document/reference so that we can easily track/identify your payment.

Once we have received your payment we will note that your account is clear and issue a receipt. Should you not receive a receipt within **10 days** of sending your payment, please email [accounts@nadeenschool.com](mailto:accounts@nadeenschool.com) to request further confirmation.

#### 3. Credit card and debit cards are not available

4. Payment of fees is verified with a school receipt. Parents are given a copy of their receipt immediately upon payment in the office and are expected to retain their receipts in the event of a payment dispute

This policy is subject to change.