



Fee Policy 2025-2026

Our School Fee Policy relates to all types of fees and is part of the admissions policy and termly re-registration rule (see 2.2 below). All parents agree to abide by this policy when they apply for a seat for their child at the school. School tuition fees and any required learning support fees are subject to approval and regulation by the Ministry of Education and the Directorate of Private Education. Tuition fees and any required learning support fees may be increased subject to Ministry of Education and Private Education Directorate approval. Invoices for tuition fees and any required learning support fees are issued electronically in all cases.

Please see Appendix A for all fees.

1. **Payment of the Admission Fees:**

- 1.1. The BD100 application fee is non-refundable and is payable when the application form is sent to the school; this includes the preliminary assessment.
- 1.2. The BD225 registration and place holding fee is non-refundable and is payable within 72 hours of a seat being offered, otherwise the offer will automatically be withdrawn.
- 1.3. Additional assessments, if required, pre- or post-enrolment are non-refundable and are charged at an additional BD25 per assessment
- 1.4. Payment of the tuition fees and any required learning support fees in full completes our registration requirements.

2. **Payment of the School Tuition fees and any required learning support fees:**

- 2.1. Termly re-registration is required to retain a seat at the school. This is done by paying the tuition fees and any required learning support fees in full by the due date indicated on the invoice. Periodic reminders may be sent prior to the due date to assist in encouraging prompt payment.
- 2.2. Failure to pay the tuition fees and any required learning support fees in full by the due date on the invoice will automatically indicate to the school that the seat is not required for the following term and as such, families risk that the seat will be cancelled and offered elsewhere. Please refer to the withdrawal process below in point 9
- 2.3. It is the parent's responsibility to ensure that all tuition fees and any required learning support fees are paid on time and in full to secure their child's seat for the subsequent term.
- 2.4. Parents are responsible for the payment of tuition fees and any required learning support fees and the school will not become involved in the collection of tuition fees and any required learning support fees from companies. It is the parent's responsibility to ensure that the company payments are made to the school on or before the specified due date stated on the invoice.

3. **Tuition fees and any required learning support fees are payable three (3) times per academic year.**
 - 3.1. **Autumn Term – Term 1 (first term of each academic year)** tuition fees and any required learning support fees cover September-December and are to be paid in full by April 1st. The invoice is raised at the beginning of February each year for the Autumn term, unless otherwise specifically changed by notice from the school.
 - 3.2. **Spring Term – Term 2 (second term of each academic year)** tuition fees and any required learning support fees cover January-April and are to be paid in full on or before November 1st. The invoice is raised in early September of the previous calendar year for the Spring term, unless otherwise specifically changed by notice from the school.
 - 3.3. **Summer Term – Term 3 (third term of each academic year)** tuition fees and any required learning support fees cover April-June and are to be paid in full on or before January 1st. The invoice is raised in early November of the previous calendar year for the Summer term, unless otherwise specifically changed by notice from the school.
4. **Learning support tuition fees** are invoiced per term according to each child's specific needs where necessary and where they have been agreed in advance by the parent/s. Where learning support is required and agreed, payment of learning support fees is mandatory in order to retain a child's seat within the school. See point 2 above. Where learning support is required, but NOT agreed to by the parent/guardian, we would revert to the conditions outlined in the school's admissions policy, thus rendering the re-registration process incomplete and the learner would not be re-registered for the next term and the seat will be cancelled and offered elsewhere – see point 2.2 above. Learning support fees are reviewed annually or as and when needed by the school.
5. **Note regarding Half Term:**
 - 5.1. In the event that a child has registered to join the school at any point after the half term point the registration, assessment, and half term tuition fees and any required learning support fees will be payable.
 - 5.2. In the event that a child will be leaving at any point prior to, or at the half term break, half term tuition fees and any required learning support fees must be paid in advance by the parents. A written notice must be given to the school prior to the term's notice period date, signed by the parent/s confirming that their child will be withdrawing at the half term point.
 - 5.3. In the event that a child will be leaving at any point after the half term break, full term tuition fees and any required learning support fees must be paid in advance by the parents. A written notice must be given to the school prior to the term's notice period date, signed by the parent/s confirming that their child will be withdrawing after the half term point.
 - 5.4. Point 5.1, 5.2 & 5.3 above outlines the only cases whereby half-term tuition fees and half of any required learning support fees will be accepted.
6. **Optional fees** may include School Trips, International School Trips, After School Activities and After School Care. VAT at the prevailing rate will be added to Optional fees where required in accordance with Bahrain VAT Law issued by the Ministry of Finance and National Economy and National Bureau of Revenue.
7. If, for any reason, a child is absent for a full term or part of a term, full term tuition fees and any required learning support fees must be paid to secure a guaranteed seat for the subsequent term.
8. If, for any reason, any monies are outstanding such as but not limited to tuition fees and any required learning support fees owing, late withdrawal notification fees, and/or library books or resources borrowed which

have not been returned by the child’s last day, the school will withhold all leaving documentation (transfer certificate and school report) and inform the relevant authorities accordingly, until all accounts are cleared and all items have been returned.

- 8.1. Parents are expected to be transparent with the school administration with regards to prompt payment of fees and any actual or possible issues that may prevent payment by the due date
- 8.2. The school reserves the right to refer all outstanding fees cases to the relevant authorities

9. **Withdrawal and Refund Policy:**

At least one term’s notice is required when withdrawing your child from Nadeen School. Parents are responsible for informing the school of their intent to withdraw their child. This must be formally communicated to the school via email or hard copy letter, signed on delivery, to the school admissions office. Withdrawal from the school must be received by the school according to the withdrawal schedule below to avoid parents/guardians being billed and held accountable for late notification fees. Until formal withdrawal notice has been received by the school according to the schedule below in points 9.1, 9.2, and 9.3 parents are expected to abide by the payment schedule set out by the school and will be billed as per point 3 above. When circumstances result in your child leaving the school before the beginning of term, a full refund of tuition fees and any required learning support fees will be made according to the following parameters:

- 9.1. **Autumn Term:** the school must be notified, in writing, on or before May 15th
- 9.2. **Spring Term:** the school must be notified, in writing, on or before September 1st of the previous calendar year
- 9.3. **Summer Term:** the school must be notified, in writing, on or before January 1st

Term	Invoice date	Invoice due date	Withdrawal notice for that term due by the following dates, irrespective of invoice date
Autumn Term (Sept-Dec) 2025 First term of the academic year	April 2025	May 15th 2025	Notice to withdraw and not attend the Autumn 2025 Term due by May 15th 2025
Spring Term (Jan-April) 2026 Second term of the academic year	September 2025	November 1st 2025	Notice to withdraw and not attend the Spring 2026 Term due by September 1st 2025
Summer Term (April-June) 2026 Third term of the academic year	November 2025	January 1st 2026	Notice to withdraw and not attend the Summer 2026 Term due by January 1st 2026
Autumn Term (Sept-Dec) 2026 First term of the academic year	February 2026	April 1st 2026	Notice to withdraw and not attend the Autumn 2026 Term due by April 1st 2026

If less than the required notice is given parents/guardians will be required to pay a BD500 late notification charge for the following term in lieu of the correct notice. As stated above in point 8, leaving documentation will be withheld until payment of this charge is made. Tuition fees and any required learning support fees are payable in advance in full by the due date specified on the invoice issued in the preceding term, regardless of holiday, sickness, or absence for any other reason and no refund will be given except as outlined above.

10. **Force Majeure:**

In the event of unforeseeable circumstances, if the school undergoes forced or mandatory closure, or any other Force Majeure, refunds will not be given.

11. **Payment and Proof of Payment of tuition fees and any required learning support fees :** Tuition fees and any required learning support fees must be paid in full by Bahraini Dinars.

Payment can be made through any of the below methods:

11.1. **Bank Transfer / Direct Deposit / Benefit Pay:**

Please find below bank details for Nadeen

Account Name:	NADEEN SCHOOL DILMUNIA
Account No.:	100000473799
IBAN:	BH12BBKU00100000473799
SWIFT CODE:	BBKUBHBM
Bank:	BANK OF BAHRAIN AND KUWAIT (BBK)

Please share the transfer/deposit confirmation with fees@nadeenschool.com, this will ensure proper identification of the transfer and timely accounting for it.

11.2. **Credit/Debit Card payment:**

Credit/Debit card payments can be made by visiting the finance office during school working hours.

11.3. **Cash payment:**

Payments in cash can be made by visiting the finance office during school working hours.

11.4. **Online payment:**

Online payments can be made by using our payment gateway link: <https://nsb.tajer.es/en/>

Online transactions usually take up to 3 working days to be reflected in the school's account. Thus, please expect to receive the payment confirmation then.

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 7 days of sending your payment, please email: fees@nadeenschool.com to request further confirmation.

12. **Early-Bird Discount:**

Tuition fees (excluding any other fees) paid in full for the full academic year will avail a 5% discount if paid prior to May 1st 2025.

13. **Siblings Discount:**

- 13.1. 2nd Sibling: 5% discount on Tuition fees only
- 13.2. 3rd Sibling and beyond: 10% discount on Tuition fees only

14. **Corporates Discount:**

Families entitled to Corporate discount are excluded from the above two discounts.

This policy is subject to change. Amendments will be sent via email when necessary.

Appendix 1 - Fee Schedule 2025 -2026

Type of Fee	Rule	Fee (Term Fees)	Annual total
Administrative Fees			
Application Fee	One time; non-refundable	BD 100	NA
Place Holding Fee	One time; non-refundable	BD 225	NA
Additional assessment	If required non-refundable	From BD 25	NA
Tuition Fees			
Class and Age by 31 st August 2025	Rule	Fee (Term Fees)	Annual total
Nursery (3-4yrs)	Paid in advance per term Three (3) terms per academic year *Year 12 and Year 13 will be introduced over the coming school years; current rate reflected as per 25/26 SY fees rates period	BD 1,025.000	BD 3,075.000
Reception (4-5yrs)		BD 1,383.000	BD 4,149.000
Year 1 (5-6yrs)		BD 1,383.000	BD 4,149.000
Year 2 (6-7yrs)		BD 1,383.000	BD 4,149.000
Year 3 (7-8yrs)		BD1,488.000	BD 4,464.000
Year 4 (8-9yrs)		BD1,488.000	BD 4,464.000
Year 5 (9-10yrs)		BD1,488.000	BD 4,464.000
Year 6 (10-11yrs)		BD1,488.000	BD 4,464.000
Year 7 (11-12yrs)		BD 1,714.000	BD 5,142.000
Year 8 (12-13yrs)		BD 1,714.000	BD 5,142.000
Year 9 (13-14yrs)		BD 1,714.000	BD 5,142.000
Year 10 (14-15yrs)		BD 1,882.000	BD 5,646.000
Year 11 (15-16yrs)		BD 2,090.000	BD 6,270.000
Year 12 (16-17yrs)		BD 2,567.000	BD 7,701.000
Year 13 (17-18yrs)		BD 2,567.000	BD 7,701.000
Learning Support Fees			
Level of Support	Rule	Fee (Term Fees)	Annual total
Learning Support - Wave 1	Paid in advance per term 3 terms per academic year Reviewed termly	BD 0.000	BD 0.000
Learning Support - Wave 2		BD 457.000	BD 1,371.000
Learning Support - Wave 3		BD 630.000	BD 1,890.000
Thrive Achievement Center		BD 914.000	BD 2,742.000
Qualified Learning Support Assistant and/or Shadow Support Fees (Reviewed as needed)			
Level of Support	Rule	Fee (Term Fees)	Annual total
L1 – 2 sessions per week	Paid in advance per term 3 terms per academic year Reviewed termly	BD 130.000	BD 390.000
L2 – 5 sessions per week		BD 325.000	BD 975.000
L3 – 7 sessions per week		BD 455.000	BD 1,365.000
L4 – 10 sessions per week		BD 650.000	BD 1,950.000
L5 – 15 sessions per week		BD 975.000	BD 2,925.000
L6 – 20 sessions per week		BD 1,300.000	BD 3,900.000
L7 – 25 sessions per week		BD 1,625.000	BD 4,875.000
L8 – 30 sessions per week		BD 1,950.000	BD 5,850.000
L9 – 40 sessions per week (full time shadow)		BD 2,600.000	BD 7,800.000