مدرسة الإبداع العلمي الدولية
INTERNATIONAL SCHOOL OF CREATIVE SCIENCE
BAHRAIN | البحرين




# Fee and Collection Policy

# Fee and Collection Policy

| Document Information | | | |
|---|---|---|---|
| Created by: | Assistant Manager Accounts | Reviewed by: | Principal |
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| Assistant Manager Accounts: Harshad Sharma<br>Principal: Ahmed Nadhim Al-Talib | | | |

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## Purpose of Fee and Collection Policy

The Fee and Collection Policy at the International School of Creative Science in Bahrain promotes transparency, fairness, and efficient financial management by ensuring clarity in payment methods, facilitating effective financial planning, enforcing accountability for timely payments, streamlining administrative processes, safeguarding school resources, fostering a strong partnership with parents/guardians, and ensuring compliance with local regulations. This framework supports the school's financial sustainability and creates a conducive environment for student growth and well-being.

## Annual Fee Review

1. **Annual Review**: The International School of Creative Science in Bahrain reviews its fees and fee policy annually. Changes are made in accordance with the fee structure approved by the Ministry of Education and relevant authorities. Parents will be notified of any fee adjustments at least one term in advance.
2. **Acceptance of Terms**: The signature of the parent or guardian on the Registration Form indicates acceptance of this policy and its terms (See Appendix).

## Payment Policy Overview

1. **Tuition fees and transport fees:** Schools will collect annual tuition fees and transport fees in 3 instalments, due at the beginning of each term. The first term's payment should not exceed 40% of the annual tuition and transport fees; the second and third term's payment not more than 30% of annual tuition and transport fees.

2. **Payment of Invoices:** All fees must be paid in full no invoice shall remain unpaid.

## Payment Methods

- Cash
- Cheque
- Credit/Debit Card
- Online transactions
- Post-Dated Cheques (PDCs) allowed only for advance payment of fees

All payments must be made in Bahraini Dinar (BHD).

## Due Dates

| School Term | Due date |
|---|---|
| Term 1 | 1st week of September |
| Term 2 | 1st week of December |
| Term 3 | 1st week of March |

## First Term Fees

To secure a seat for their child at the school, parents are required to submit a current or post-dated check for registration fees amounting to 10% of the annual tuition fees. This payment acts as a guarantee of enrollment and must be completed by a specified deadline provided

by the school administration. This process ensures that the school can plan and allocate resources effectively while confirming the child's placement for the upcoming academic year.

**Payment Deadline**: All outstanding first term tuition, including transportation fees, book costs, canteen deposits, and assessments (if applicable), must be paid on or before the due dates. Payment methods include Cash, Credit/Debit Card, or Current Dated Cheque. Amounts paid during registration are credited towards the first term payment.

**Second and Third Term Fees**

**Payment Schedule**: Second and third term tuition, including transportation fees, if applicable should be paid through Post-Dated Cheques along with the first term fees.

**Uniform Purchase**

For the first year, uniforms must be purchased directly from the House of Uniform, with all payments handled exclusively by them. The school will not collect any money for uniforms now. To proceed with uniform purchases, it is mandatory that all fees for students from the same family are settled, including any outstanding dues. Proof of full fee payment and clearance of all outstanding amounts must be provided before parents can purchase uniforms. This process ensures financial obligations are met before acquiring school attire.

### Transport Fees

1. **Instalment Plan**: Transportation fees must be paid in three instalments along with tuition fees, due at the beginning of each term.
2. **Payment Allocation**: The school collects transport fees in three instalments: 40% for the first term, and 30% each for the second and third terms.

### Re-Registration

To secure a seat for the next academic year, parents will be asked to pay a re-registration deposit of 5% of the full fees for the next academic year, which is non-refundable, but adjustable against the first term fees. Please note, students who are unable to be registered with the ministry due to missing required documentation, or students with an outstanding fee balance, will not be able to re-enroll for the next academic year.

### Student Withdrawals

All students who intend to withdraw from the school must submit a written notification to the Registrar's office. According to the refund eligibility terms outlined on page 5, this notification should be provided at the beginning of a term and no later than two weeks into the term.

ISCS Bahrain recommends providing a 30-day notification period to ensure ample time for collecting all necessary documents and ensuring their readiness.

## General Conditions

1. **Fee Accountability**: All fees must be paid in full either by cash, credit card, online, through Post-Dated Cheques (PDCs) only in case of advance payment of fee, or other approved methods. Outstanding invoices are not permitted.
2. **Non-Transferability**: Fees are non-transferable between siblings or students. Each student's fees must be settled individually.
3. **Record Withholding**: The school reserves the right to withhold report cards, transcripts, and other records until all outstanding fees are fully settled. Nonpayment of fees might result in.
4. **Suspension:** If tuition fees remain unpaid, the child will be suspended from attending classes. This suspension will remain in effect until all outstanding fees are fully paid. Parents or guardians will be notified in writing prior to the suspension, and no academic records or transcripts will be released during this period.
5. **Withdrawal:** If a student withdraws from the school, they may forfeit their spot, allowing the school to reassign it to another student on the waiting list. Additionally, the school retains the right to fill the vacated spot without prior notice.

## Refund Policy

A refund is available on a per-term basis, contingent upon the date of the withdrawal request for the child or children. Here are the key points:

### Refund Eligibility:

1. Tuition and transport fees paid before the start of the academic year are refundable.
2. Fees for registration, re-registration, and the transport deposit will be deducted from the refund.
3. Before the academic year starts, book fees and any unused portions of canteen deposits are refundable upon withdrawal.
4. Once the academic year commences, only the unused portion of the canteen deposit is refundable.
5. Book fees are no longer refundable once the academic year has started.

### Refund Calculation:

6. Based on the start of the term and the date when the official withdrawal request is submitted by the parent.
7. The date the student was last present in school does not impact the refund calculation.
8. As long as the student remains on the school register, they are considered enrolled and attending school.

### Deductions:

9. For withdrawals within the first two weeks or less, one month's tuition and transport fee will be deducted from the refund.
10. If the withdrawal occurs after two weeks, full-term tuition and transport fees will be deducted from the refund amount.

### Processing Time:

11. Requests for refunds must be made in writing to the school administration, clearly stating the intent to withdraw.
12. Refunds are typically processed within 15 days (about 2 weeks) after receipt of the written withdrawal request.

### Policy Updates

1. **Notification**: Any updates to this policy will be communicated to parents in advance through official channels.
2. Compliance: Parents are expected to familiarise themselves with the latest version of the fee and collection policy and adhere to its terms. They can download a copy of the fees policy from the school website. To ensure understanding of the policy, parents are required to sign an Acceptance of Terms document, detailed in Appendix A.

## Appendix A: Acceptance of Terms

The International School of Creative Science in Bahrain requires that the parent or guardian sign below to indicate their acceptance of the Fee and Collection Policy and its terms. This signature affirms that the parent or guardian has read, understood, and agrees to comply with the provisions outlined in this policy.

By signing this document, you acknowledge:

1. That you have reviewed the Fee and Collection Policy of the International School of Creative Science in Bahrain.
2. That you understand your financial obligations related to tuition, transportation fees, additional charges, and refund policies as specified in this policy.
3. That you agree to settle all fees by the due dates stipulated in the policy using the approved payment methods.
4. That you understand the consequences of late payment, non-payment, or failure to comply with the terms outlined in this policy.
5. That you consent to the school's procedures regarding fee refunds, uniform purchases, and other financial matters as described herein.

| | | | |
|---|---|---|---|
| Parent/Guardian Name | | Parent/Guardian Signature | |
| Family Number | | Date | |