

**Terms and Conditions for Academic Year 2018-2019**  
**(To be reviewed annually)**

**1. Nursery Fees – Please refer to the Fee Structure Schedules A & B**

Nursery Fees include:

- 1.1 Annual Fees: For current Academic Year Fees, **please refer to the Fee Structure Schedules A & B** available at [www.rafflesnurseries.com](http://www.rafflesnurseries.com)
- 1.2 Non-refundable Registration Fee of AED 3,000 which is offset against the first term fee.
- 1.3 Non-refundable Medical Fee of AED 500

**2. Additional Costs**

Additional costs include but are not limited to:

- 2.1 Educational and field trips that may be organised from time to time may incur additional costs which will be intimated on a case by case basis. Fees payable for such trips will be payable separately to all other fees.
- 2.2 Voluntary excursions or other events in which costs are incurred.
- 2.3 Late classes and holiday camps may be offered at an additional cost.
- 2.4 Lunch and Transport may be offered at an additional cost.

**3. Payment**

The academic year is divided into three terms. The first term runs from September to December. The second term is from January to March and the last term is from April to June. The nursery calendar which is available at [www.rafflesnurseries.com](http://www.rafflesnurseries.com) contains information regarding term start and finish dates.

- 3.1 The Parent/s agrees to pay the non-refundable Registration Fee within five days of the offer to secure the student's place.
- 3.2 The Parent/s agrees to provide payment for the Academic Year in full or in three termly payments. Payment can be submitted by cheque on or before 1<sup>st</sup> September, 1<sup>st</sup> January and 1<sup>st</sup> April.
- 3.3 Alternatively the Parent/s can pay by way of credit card, bank transfer or cash for the entire Academic year or by term, whereby payment is received on or before 1<sup>st</sup> September, 1<sup>st</sup> January and 1<sup>st</sup> April.
- 3.4 (*for new students*) If a student joins the nursery mid-year and requires that a place be reserved for them from the start of the Academic Year, meaning that no other student is able to take the place, then the full Term's fees will need to be paid as per the Tuition Fee Schedule.
- 3.5 Should a cheque be dishonored for any reason whatsoever, an administration fee of AED 200 for each cheque returned will be levied.
- 3.6 In the event that the payments are not received by the due date, Raffles Nursery may, at its discretion, suspend the student's attendance at the nursery and take such action as is deemed necessary as per the prevailing rules and regulations of Dubai.
- 3.7 (*for returning students*) A non-refundable Re-Registration Fee is payable for active students who will continue with Raffles Nursery for the immediate academic year and must be submitted within the deadline given in any academic year. Failure to meet this deadline will result in the student having to re-apply as a new student and subject to the waiting list for the relevant academic year. The Re-Registration Fee will be deductible from the first term's fees.

#### 4. Billing

The Parent/s or Guardian, whose signature appears on the *Application for Admission Form* or these *Terms and Conditions*, shall be jointly and severally liable to Raffles Nursery for the payment of outstanding nursery fees.

#### 5. Refunds

- 5.1 Registration, Re-registration and Medical fees are not subject to refund.
- 5.2 Registration and Re-registration fee paid cannot be deferred or carried forward to next term or adjusted towards fee due for sibling.
- 5.3 **Where child does not attend class even for a single day during the Term: Provided written notice is given to Nursery or Admissions of the intention not to join Nursery prior to the start of Term, registration fee of AED 3,000 will be deducted and the balance tuition fee paid will be refunded. If the written notice is received on or after the start of Term, 50% of the tuition fee paid or AED 3,000, whichever is higher, will be deducted and balance fee will be refunded.**
- 5.4 **Where child attends class even for a single day during the Term: Provided written notice of withdrawal is given within 30 days of start of Term, 50% of the tuition fee paid or AED 3,000, whichever is higher, will be deducted and balance fee will be refunded. NIL refund applies if the written notice of withdrawal is received on or after 31st day of start of Term.**

#### 6. Flexible days attendance:

Children opting for flexible attendance at the Nursery (2/3 days in a week) can attend only on the weekdays selected at the time of enrolment. Your child will not be permitted to adjust any lost days (for whatever reason including medical reasons) by attending any day other than the weekdays selected.

#### 7. Documentation

- 7.1 (*For new students*) Parent/s shall undertake to provide all documentation required by the nursery to complete student registration. All documentation of this nature must be provided by the Parent/s to the nursery Vice Principal or Raffles Nursery Admissions Office. This includes, but may not be limited to:
  - 7.1.1 One copy of student's and parents' current and valid passport
  - 7.1.2 One copy of student's and parents' current and valid UAE residency visa
  - 7.1.3 One copy of student's birth certificate (in English or Arabic only)
  - 7.1.4 Four colour passport photographs of the student
  - 7.1.5 Copy of student's immunization records
  - 7.1.6 Completed Clinic/Permissions Pack
  - 7.1.7 Signed copy of the Terms and Conditions
  - 7.1.8 Copy of student & parent's current Emirates ID card
- 7.2 It is the Parent/s responsibility to ensure all documentation is provided before the student starts nursery. Raffles Nursery will not take responsibility for incorrect documentation or missing documentation that may result in a student not being fully registered at the nursery.
- 7.3 Failure to submit all required documents may result in the student's start date being delayed. The nursery may also take other action as is deemed necessary as per the prevailing rules and regulations of Dubai.
- 7.4 Parent/s undertakes that all documentation submitted to Raffles Nursery is correct, genuine and complete.

7.5 Parent/s confirms that all information provided in the application and admissions documentation is true and accurate.

**8. Code of Conduct**

- 8.1 Parent/s agree to maintain and uphold their responsibilities outlined within the Raffles Nursery Welcome and Clinic /Permissions Packs.
- 8.2 The nursery reserves the right to vary or reverse any decision regarding the student admission made on the basis of inaccurate, untrue or incomplete information or where a child’s specific needs prove to be such that the nursery resources and/or facilities are insufficient to meet these special requirements.

**9. Contact Information**

- 9.1 Parent/s agrees to inform the nursery Vice Principal/ Raffles Nursery Admissions Office of any changes to their contact details, ensuring that they can be reached at any time via email, SMS and telephone.
- 9.2 Parent/s ensures that the nursery Vice Principal is provided with the names and details of two emergency contact adults who will take responsibility for the care of the child should an unexpected event or emergency occur and neither parent can be contacted.
- 9.3 Should a child not be collected at the end of the nursery hours, the parent will be contacted for collection. If the parent is unavailable, the emergency adults will be contacted to collect the child.

I have read and fully understand the Terms and Conditions for Admission to Raffles Nursery and confirm acceptance of these Terms and Conditions contained herein.

.....  
Parent/Guardian Signature  
  
Name.....  
  
Date.....

.....  
Parent/Guardian Signature  
  
Name.....  
  
Date.....