Model Private School, Abu Dhabi

School Fees Policy

(Aligned with ADEK School Fees Policy Effective AY 2026/2027)

Review Date:	March 2026		
Next Review Date:	March 2027		
Acting Principal	Mr. I J Nasari		
Signature		***Date:***	31-March-2026
MPS Board of Governors	Haji. Meethalakath Mehmood		
Signature		***Date:***	05-April-2026

1. Introduction

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Model Private School (MPS) is committed to providing high-quality education at an affordable cost while ensuring full compliance with the Abu Dhabi Department of Education and Knowledge (ADEK) School Fees Policy. This document outlines all aspects of fee structure, collection, payment, refund, and communication procedures in accordance with ADEK regulations.

2. Policy Highlights

1. All school fees, including tuition and other fees, are approved by ADEK and published on the MPS website.
2. The school will not collect any amount exceeding ADEK-approved fees or charge unapproved deposits, application fees, or hidden costs.
3. The value of one month of tuition is calculated by dividing the total annual tuition by ten (10) months.
4. Tuition fees shall be collected in monthly or termly during the academic year..
5. MPS does not charge any “deposit,” “first-time enrollment,” or “application fee” for registration or seat reservation beyond ADEK approval.
6. A detailed ADEK-stamped fee schedule is available on the school website: https://themodel.ae/fees-structure

3. Fee Structure

The school’s fee structure is approved by ADEK and includes the following components:

- Tuition Fees (per grade level)
- Textbooks
- Uniforms
- Transportation (optional)
- Extra-curricular
- Board Examination Fees (if applicable)
- Others-Each fee component is listed separately in the ADEK-approved schedule available on the website and at the school reception.

الصفوف Grades	رسوم دراسية Tuition	مواصلات Bus	كتب Book	زي مدرسي Uniform
KG 1	4,920	4,037	337	278
KG 2	4,920	4,037	386	278
Grade 1	4,920	4,037	497	305
Grade 2	4,920	4,037	574	310
Grade 3	4,990	4,037	622	341
Grade 4	4,990	4,037	652	341
Grade 5	4,990	4,037	675	368
Grade 6	4,990	4,037	672	368
Grade 7	4,990	4,037	700	378
Grade 8	5,320	4,037	726	383
Grade 9	5,320	4,037	613	389
Grade 10	5,240	4,037	733	499
Grade 11	6,770	4,037	630	499
Grade 12	6,770	4,037	723	499

* Standardized Assessment fee is included in the tuition fees for G3 to G9. The above fees shall only apply to the grades approved in the school license. The above fee schedule is applicable for CBSE curriculum students.

* رسوم اختبارات التقييم الموحدة متضمنة في الرسوم الدراسية للصفوف من الثالث إلى التاسع. تطبق الرسوم المذكورة أعلا ه على المراحل الدراسية المعتمدة في رخصة المدرسة فقط. CBSE ينطبق جدول الرسوم أعلا ه على طلاب منهاج المجلس المركزي للتعليم الثانوي

إدارة التصاريح والتراخيص

* يرجى ملاحظة أن هذه الرسالة أُصدرت إلكترونيا*

4. Payment Schedule and Methods

7. Tuition fees are payable in 3-term plan or 10-month plan.
8. The standard due dates are:10th of every month.
9. Payment methods include cash, online payments (via Skiply or bank transfer), and postdated cheques drawn in favor of " Model Private School".
10. Parents are responsible for ensuring timely payments.

5. Refund and Retention Policy

Refunds shall follow ADEK's retention rules:

Attendance Period in Term	Tuition Retention	Refund Amount
Up to 1 week	0% (full refund)	100%
1–3 weeks	1 month	Remainder refunded
3–6 weeks	2 months	Remainder refunded
Over 6 weeks	Full term	No refund for that term

Official holidays and absences are counted within the attendance period.
Registration fees will be refunded in full if the student withdraws before the start of term with written notice at least two weeks prior.

6. Fee Increase Policy

11. Any request for tuition fee revision will be made in accordance with ADEK's annual Tuition Fee Increase Guidelines.
12. MPS will only apply for fee increases when meeting ADEK eligibility criteria, including minimum three years operation and submission of audited financial statements.
13. The Governing Board will review and approve any fee increase requests prior to submission to ADEK.

7. Late Payment and Non-Payment Procedures

MPS follows a fair, confidential, and ADEK-compliant escalation process with three written notices (one week apart). After the third notice, the school may suspend a student for a maximum of 3 days per term once. Students will not be prevented from attending classes or sitting for exams, though reports and re-enrollment may be withheld until dues are cleared.

Actions of late payment or non payment procedure:

Warning	Sent remainder on	Deadline for the payment	Mode of warning
1st warning	12th of the month	Before 16th	Reminder letter is sent to the parents with the students' diary signed by the class teacher.
2nd warning	17th of the month	Before 21st	Second Reminder cum Warning letter is sent through the student.
3rd warning	22nd of the month	Before 26th	Final warning letter is sent through the student.

8. Scholarships and Financial Assistance

MPS offers limited scholarships and financial aid programs (e.g., NIMS Scholarships and tuition waivers up to 1 year academic fees) based on need and merit. Details are available on the school website and through the administration office.

9. Record Keeping and VAT Compliance

MPS maintains accurate financial records and tracks payment sources (parent, employer, or sponsor) in compliance with ADEK's reporting standards. VAT is applied according to UAE Federal Tax Authority guidelines, and all invoices are VAT-compliant.

10. Governance and Review

The Governing Board oversees all fee-related policies and ensures annual review for compliance with ADEK regulations. Any amendments will be submitted to ADEK for approval before implementation.

11. Communication

MPS is committed to transparent communication regarding all fee matters. Parents may contact the school's finance office or email -payment@themodel.ae for clarification or assistance.

Reviewed and updated: March 2026

Effective for Academic Year: 2026–2027

Approved by: Principal, Model Private School

Aligned with: ADEK School Fees Policy (September 2024 version, effective AY 2026/27)