



## **Fee Policy AY 2025/2026 – Cranleigh School**

### **1. Registration Fees**

- 1.1 The registration fee is payable after the student has been offered a place and parents have accepted the offer.
- 1.2 The registration fee is 5% of the yearly tuition fee and is deductible from the student's final tuition fees for the academic year.
- 1.3 The seat will be reserved for a student only upon receiving the registration fees in the bank account and confirmation from school finance.
- 1.4 The Registration fee is refundable for new students if the parents provide written notification to the school at least two weeks prior to the start of the new academic year.

### **2. Re-registration Fees**

- 2.1 The re-registration fee is payable at the time of re-enrolment to guarantee a place for the following academic year.
- 2.2 The re-registration fee is 5% of the yearly tuition fee and is deductible from the student's final tuition fees for the academic year.
- 2.3 Schools are authorized to collect registration fees up to 4 months before the beginning of the academic year.
- 2.4 The seat will be reserved for a student only upon receiving the Re-registration fees in the bank account and clearing of all outstanding school fees.
- 2.5 The Re-registration fee is refundable for students if the parents provide written notification to the school on or before 30<sup>th</sup> June.

### **3. Tuition Fee**

- 3.1 The total tuition fee is divided into three instalments and payable on termly basis.
- 3.2 The Term 1 invoice will be from Sep to Dec (4 Months), Term 2 from Jan to Mar (3 Months) and Term 3 from Apr to Jun (3 Months).
- 3.3 The due dates for Term 1, Term 2 & Term 3 tuition fee are 1<sup>st</sup> August 1<sup>st</sup> December & 1<sup>st</sup> March respectively.
- 3.4 Upon request from parents, a full year invoice for all 3 terms will be raised by school finance with the due date of 1<sup>st</sup> August.

### **4. Late payment/ Non-payment of Fees**

- 4.1 Schools shall issue parents with 3 consecutive warning notices, each being at least 1 week apart, in response to late or non-payment of school fees.
- 4.2 Schools are authorized to suspend a student for up to 3 days in response to late or non-payment of school fees, after issuing the 3 consecutive warning notices, and only at most once a school term.



- 4.3 Schools are authorized to withhold examination report cards, transfer certificates (or block a transfer on eSIS), and/or withhold re-enrolling a student until all outstanding dues on school fees are settled.
- 4.4 Schools shall inform parents in writing at least 3 months before the end of the academic year of the risk of their child not being re-enrolled in the next academic year unless outstanding fees are settled.

## **5. Refund Policy**

- 5.1 The Registration fee is refundable for new students if the parents provide written notification to the school at least two weeks prior to the start of the new academic year.
- 5.2 The Re-registration fee is refundable for students if the parents provide written notification to the school on or before 30<sup>th</sup> June.
- 5.3 The re-registration fee is non-transferable to any other child.
- 5.4 The student attends up to a part of the first week of the term and discontinues without sufficient written notification from parents, in such instances, the schools is authorised to retain up to 5% of annual tuition fee.
- 5.5 If a student attends from one week and up to three weeks in a term, the school will retain the value of one full month of tuition fees.
- 5.6 If a student attends over three weeks and up to six weeks in a term, the school will retain the value of two full months of tuition fees.
- 5.7 If a student attends over six weeks in a term, the school will retain the full-term fee.

## **6. Payment Instructions**

- 6.1 Payment must be made either by online payment link, Bank Transfer, cheque or Credit Card.
- 6.2 For any cheques returned by the bank, the parent will be liable to pay the relevant bank charges.
- 6.3 Cash payments are not accepted at any circumstances

## 7. Fees Structure

Grade	Tuition	Term 1	Term 2	Term 3
FS 1	71,500	28,600	21,450	21,450
FS 2	71,500	28,600	21,450	21,450
Y 1	71,500	28,600	21,450	21,450
Y 2	82,510	33,004	24,753	24,753
Y 3	82,510	33,004	24,753	24,753
Y 4	82,510	33,004	24,753	24,753
Y 5	88,010	35,204	26,403	26,403
Y 6	88,010	35,204	26,403	26,403
Y 7	88,010	35,204	26,403	26,403
Y 8	88,010	35,204	26,403	26,403
Y 9	88,010	35,204	26,403	26,403
Y 10	105,980	42,392	31,794	31,794
Y 11	105,980	42,392	31,794	31,794
Y 12	105,980	42,392	31,794	31,794
Y 13	105,980	42,392	31,794	31,794

\* The above tuition fee for Academic Year 2025/2026 is **approved by ADEK**

\*Tuition Fees do not include uniform, food services, transport, examination fees or extra-curricular activities outside school hours.

## 8. Key Due Dates

	Registration Fee	Re-Registration Fee	Term 1	Term 2	Term 3	Full Year invoice
Payment Due Date	Within 7 days upon offer acceptance	1 <sup>st</sup> May 2025	1 <sup>st</sup> Aug 2025	1 <sup>st</sup> Dec 2025	1 <sup>st</sup> Mar 2026	1 <sup>st</sup> Aug 2025