

Admissions Promotion Retention and Refund Policy

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OUR PHILOSOPHY

It is expected that all students will be promoted with others of the same age sequentially from year to year. It is our school's responsibility to ensure that students remain on track through the IEP (Individual Education Plan) process.

ELC - Year 6

All students from ELC - Year 6 will be promoted to the next year level except in rare circumstances where there is approval of the guardian and Ministry of Education. The decision to retain a student in the same year level will only be taken into consideration after reviewing all documentation including assessments, observations, and medical reports and following the procedures as set out in this policy.

Years 7-12

All students in Years 7-12 will be promoted to the next year level or graduate in the case of a Year 12 student. When they do not meet promotion requirements, a full review will take place to identify how the student can be supported to move to either the next year level or retained in the same year level for another year.

Students of Determination

All students of determination will follow targets and objectives set out in their IEPs. They will progress to the next age appropriate placement and year level sequence. We do not retain or fail students of determination in any academic year. If a student of determination is not achieving the expected level of progress, then the goals and objectives set forth in their IEP will be adjusted accordingly, as per Australian curriculum standards and assessment framework.

Assessment and record Keeping

AISSD will explore all potential alternatives to retention, and the following steps will be taken if a student is failing to make the required progress for their particular age range:

- Immediately notify the student's parents/guardians and hold a meeting to discuss measures to be taken to provide the student with additional learning support
- An intervention plan will be put into place and this may include modifications to the teaching program to support the student
- Regular updates will be provided to parents/guardians concerning the impact of such interventions on a regular basis

No student will be held back a year unless the above steps have been taken.

Academic Review Committee

Once all the above steps have been taken and the student is still not making the required level of progress then the matter shall be referred to the Academic Review Committee (ARC). The ARC consists of the Executive Principal and the relevant Head of School, in addition to the Coordinator for Inclusion. The final decision will be based on a consultative process between the following stakeholders:

- Teacher recommendation from the current academic year
- The Head of Inclusive Education
- The parents/guardians

The Academic Review Committee shall consider a number of factors which may improve the student's education levels, paying particular attention to the following considerations especially when a final decision is being taken:

- The social and developmental impact on the student that would result if he or she were separated from their peers
- School reports showing progress or lack of progress over two or more years
- AISD's curriculum as approved by KHDA
- The capacity of AISD to provide an improved, differentiated learning experience and support for students who have in the past been retained
- Whether or not the student has previously been retained
- Whether a student has been assessed, and whether the student is in need of an IEP which can better serve his/her individual learning needs
- Time-frame for transferring between schools in Dubai: As per KHDA requirements

Admissions Processes

REGISTRATION AND REFUND AS PER KHDA GUIDELINES

Application fees

The AED 500 application fee is:

- refundable if AISD does not offer the student a place
- non-refundable if AISD offers the student a place but the student chooses not to take it
- not deductible from the total tuition fees to be paid if the student is offered and accepts a place

Registration fees

This deposit is payable after a student has been offered a place and parents have accepted the offer. The registration deposit is 10% of the total tuition fees, and is deductible from the total tuition fees for the academic year.

Registration and Admission Fees (applicable to all Dubai private schools)

As well as the conditions mentioned in the parent-school contract, the regulations for fees and deposits for admission and registration are as follows:

Existing students (Re-registration fees):

- AISD may open re-registration and close registration anytime during the academic year
- The re-registration deposit will not exceed 5% of the annual tuition fees.
- The re-registration deposit is deductible from the first term's fees
- AISD cannot ask for payment of any additional fees or deposits other than the re-registration mentioned above
- Re-registration deposits will be collected after the end of the spring break annually.

New students:

- New students can register at any time during the academic year, if AISD has space.
- KHDA pre-approval is required prior to registering students (transfer form).
- If a new student enrolls during the course of the academic year, AISD will charge tuition fees starting from the month of enrolment. (For example, if a student enrolls in a new school in the 3rd week of October, AISD will charge tuition fees from the beginning of October).
- Schools cannot ask for payment of registration deposit until they have made a formal offer of enrolment. Prior to this, schools can only charge an application fee of AED 500/ maximum.

General conditions:

- AISD collects annual tuition fees in three instalments, due at the beginning of each term. The first term's payment will not exceed 40% of the annual tuition fees, the second term payment not more than 30% of annual tuition fees, and the third term not more than 30% of annual tuition fees.
- Through mutual agreement, 10 equal monthly instalments may also be offered for parents as a method of fee collection.

Tuition fees Refund:

In the cases of both existing and new students, the registration/re-registration deposit will not be refunded unless there are extenuating circumstances. These circumstances include, but are not limited to, evidence of family/student relocation to another country/emirate or any other unforeseen circumstances. Such cases may be submitted to KHDA for review.

In the case of refund, AISD school fees will be calculated as follows:

- Tuition fees paid prior to the beginning of the academic year are refundable and only the registration/ re-registration fees will be deducted
- If the student was enrolled in AISD for two weeks or less, a month's fees will be deducted
- If the student was enrolled in AISD for a period ranging between two weeks and one month, two months' fees will be deducted
- If the student was enrolled in AISD for more than a month, the full term's fees will be deducted

General conditions:

- The above refund policy is applicable per term depending on the date of the withdrawal request
- The refund will be calculated from the start of the term and the date of the official request by the parent stating the intent of withdrawal and not from the date when the student was absent
- Registration or re-registration deposits are refundable in cases where a school's quality rating has dropped and students wish to move to a school with a better rating, as stated in the Dubai Schools Inspection Bureau report.

****When fees are not paid in any mode of learning, AISD reserves the right to:**

- Suspend students from learning for a maximum of 3 days per semester, excluding exam days.
- Not re-enrol students for the following academic year. This will be documented by AISD through the issuance of dated warning letters.
- Withhold students' progress reports and to refer the issue to the KHDA.
- Not issue a Transfer Certificate.

**** In case of a change or cancellation of the above discount policy, parents will be given a notice period of one academic year.**