

REPTON SCHOOL | ABU DHABI



PARENTS' TERMS AND CONDITIONS

2018- 2019

Revised April 2018

INTRODUCTION

1. **These Terms and Conditions** form the basis of a legal contract for educational services. The terms and conditions are intended to promote the education and welfare of each pupil and the stability, forward-planning, proper resourcing and development of the School.
2. **Our prospectus** and website are not contractual documents.
3. **Managing Change:** Repton Abu Dhabi, as any other school, is likely to undergo a number of changes during the time your child is a pupil here.
4. **Documents referred to:** Before accepting the offer of a place, parents and pupils receive a copy of the School Rules and the Fees List. Parents also have an opportunity, on request, to see any of the other documents referred to in these Terms and Conditions.

TERMINOLOGY

5. **"The School"/"We"/"Us"** means Repton School Abu Dhabi in Abu Dhabi as now or in the future constituted.
6. **"Governing Body"/"Board of Governors"/"Governor/s"** means the Governing Body of Repton School Abu Dhabi FZ-LLC in Abu Dhabi, who are responsible for governance of the School.
7. **"The Headmaster"** is responsible for the day-to-day running of the School and that expression includes those to whom any duties of the Headmaster or of the Governing Body have been delegated.
8. **"The Parents"/"You"** means any person who has signed the Acceptance of Place Form and/or who has accepted responsibility for a child's attendance at this School. Parents are legally responsible, individually and jointly, for complying with their obligations under these terms and conditions. Those who have "parental responsibility" (i.e. legal responsibility for the child) are entitled to receive relevant information concerning the child unless a court order has been made to the contrary, or there are other reasons, which justify withholding information to safeguard the interests and welfare and best interests of the child.
9. **"The Student/Pupil"** is the child named on the Admission Form.

ADMISSION AND ENTRY TO THE SCHOOL

10. **Registration and Admission:** Applicants will be considered as candidates for admission and entry to the School when the Registration Form has been completed and returned to us and the Registration Fee paid. Admission will be subject to the availability of a place and the pupil(s) and parents satisfying the admission requirements at the time. **"Admission"** occurs when parents accept the offer of a place. **"Entry"** is the date when a pupil attends the School for the first time under this contract.

11. **Equal Treatment:** The School is a mainstream day school for boys and girls aged 3-18 years and currently for children aged 3 – 13. The School welcomes children from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected.
12. **Offer of a Place Payment Fee:** When Parents accept the offer of a place they will be required to pay the fees as per the payment schedule in Appendix A.

PASTORAL CARE

13. **Meaning:** Pastoral care is a thread which runs throughout all aspects of life at Repton School Abu Dhabi, and is directed towards the happiness, success, safety and welfare of each pupil and the integrity of the house and school community.
14. **Our Commitment:** We will do all that is reasonable to safeguard and promote your child's welfare and to provide the highest standard of pastoral care. We will respect your child's human rights and freedoms which must, however, be balanced with the lawful needs and rules of our school community and the rights and freedoms of others.
15. **Complaints:** Any question, concern or complaint about the pastoral care or safety of a pupil must be notified immediately to the relevant pastoral figure, or, in the case of a grave concern, must be notified in writing to the Headmaster and/or by telephone in a case of emergency.
16. **Headmaster's Authority:** The parents authorise the Headmaster to take and/or authorise in good faith all decisions which the Headmaster considers on proper grounds will safeguard and promote the pupil's welfare.
17. **Ethos:** The ethos of this School (see website/prospectus) must be such as to foster good relationships between members of the staff, the pupils themselves and between members of the staff and pupils. Bullying, harassment, victimisation and discrimination will not be tolerated. The School and its staff will act fairly in relation to the pupils and parents, and we expect the same of pupils and parents in relation to the School.
18. **Physical Contact:** Parents give their consent to such physical contact as may accord with good practice and be appropriate and proper for teaching and instruction and for providing comfort to a pupil in distress or to maintain safety and good order, or in connection with the pupil's health and welfare.
19. **Disclosures:** Parents must on application or as soon as possible when a condition is diagnosed, disclose to the School in confidence any known medical condition, health problem or allergy affecting the pupil, any history of a learning difficulty on the part of the pupil or any member of his/her immediate family, or any family circumstances or court order which might affect the pupil's welfare or happiness, or any concerns about the pupil's safety.
20. **Confidentiality:** The parents authorise the Headmaster to override their own and (so far as they are entitled to do so) a pupil's rights of confidentiality, and to impart confidential information on a "need-to-know" basis where necessary to

safeguard or promote a pupil's welfare or to avert a perceived risk of serious harm to the pupil or to another person at the School. In some cases, teachers and other employees of the School may need to be informed of any particular vulnerability the pupil may have. This is will be done with or without the consent of the pupil and/or parent. The School reserves the right to monitor the pupils' e-mail communications and internet use.

21. **Residence during Term Time:** Pupils are required during term time and at weekends, exeats (permitted periods of time away from school) and half term, to live with a parent or legal guardian or with an education guardian acceptable to the School. The Headmaster, or Head of Section, must be notified in writing immediately if a pupil will be residing during term time under the care of someone other than a parent.
22. **Absence of Parents:** When both parents will be absent from the pupil 's home overnight or for a twenty-four hour period or longer, the School must be told in writing the name, address and telephone number for twenty-four hour contact with the adult who will have the care of the pupil.
23. **Photographs:** It is the custom and practice of most international schools, and of Repton Abu Dhabi, to include some photographs or images of pupils in the school's promotional material such as the prospectus, website and social media platforms. Photos or images may also be used by Repton Abu Dhabi's parent company, Evolvence Knowledge Investments Ltd, for promotional material for other schools within the group. We would not disclose the name or home address of a child without the parents' consent. Parents who do not want their child's photograph or image to appear in any such promotional material must notify the Headmaster of such in writing and must make sure their child knows their position in this regard.
24. **Pupil's Personal Property:** Pupils are responsible for the security and safe use of all their personal property including money, mobile phones, locker keys, watches, computers, calculators, musical instruments and sports equipment, and for property lent to them by the School.
25. **Insurance:** Parents are responsible for insurance of the pupil's personal property whilst at school or on the way to and from school or any school-sponsored activity away from school premises. From time to time the School can, via its insurance brokers, offer other forms of insurance such as personal accident benefits or fee remission insurance, but the School does not accept a contractual duty to do so. Parents may obtain further information on application to the Head of Finance and Administration.
26. **Liability:** Unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the School does not accept responsibility for accidental injury or other loss caused to the pupil or parents or for loss or damage to property.

HEALTH & MEDICAL MATTERS

27. **Medical Declaration:** Parents will be asked to complete a form of medical declaration concerning the pupil's health and must inform the Headmaster or Head of Section in writing if the pupil develops any known medical condition, health problem or allergy, or will be unable to take part in games or sporting activities, or has been in contact with infectious diseases. Pupils will not be allowed to join the School until this form has been fully completed and returned.
28. **Medical Examination:** All new pupils will have a routine medical examination and body screening done on entry with the School Medical Officer (or other doctor appointed by him/her), usually during the first term at the School.
29. **Pupil's Health:** The Headmaster may at any time require a medical opinion or certificate as to the pupil's general health.
30. **Medical Information:** Throughout a pupil's time as a member of the School, the School Medical Officer shall have the right to disclose confidential information about the pupil, if considered to be in the pupil's own interests or necessary for the protection of other members of the school community. Such information will be given and received on a confidential, '*need-to-know*', basis.
31. **Emergency Medical Treatment:** The parents authorise the Headmaster to consent on behalf of the parents to the pupil receiving emergency medical treatment, where certified by an appropriately qualified person necessary for the pupil's welfare and if the parents cannot be contacted in time.
32. Parents need to present an up to date vaccination certificate to the school and ensure all their children's vaccinations are kept up to date.

EDUCATIONAL MATTERS

33. **Our Commitment:** Within the published range of the School's provision from time to time, we will do all that is reasonable to provide an educational environment and teaching of a range, standard and quality which is suitable for each pupil, and to provide education to the highest possible standard.
34. **Organisation:** We must reserve the right to organise the curriculum and its delivery in a way which, in the professional judgment of the Headmaster, is most appropriate to the school community as a whole. Our policy on streaming and setting may change from year to year and from time to time, and will depend mainly on the mixture of abilities and aptitudes among the pupils and may take into account management of friendship groups. Any parent who has specific requirements or concerns about any aspect of their child's education or progress should contact their child's classroom teacher/tutor, or any other appropriate member of staff, as soon as possible, or contact the Headmaster or Head of Section in the case of a grave concern.
35. **Progress Reports:** The School monitors the progress of each pupil, and reports regularly to parents by means of progress and full written reports.

36. **PHSE:** All pupils will receive health and life skills education appropriate to their age in accordance with the curriculum from time to time, unless the parents have given formal notice in writing that they do not wish their child to take part in this aspect of the curriculum.
37. **Public Examinations:** The Headmaster may, after consultation with a parent and pupil, decline to enter a pupil's name for a public examination if, in the exercise of professional judgment, the Headmaster considers that by doing so the pupil's prospects in other examinations would be impaired and/or if the pupil has not prepared for the examination with sufficient diligence, for example, because the pupil has not worked or revised in accordance with advice or instruction from the staff.
38. **Reports and References:** Information supplied to parents and others concerning the progress and character of a pupil, and about examination, further education and career prospects, and any references will be given conscientiously and with all due care and skill but otherwise without liability on the part of the School.
39. **Information about Learning Difficulties:** At entry to the School, parents must provide the School with copies of all medical, psychological or educational assessments or reports. Such materials are a prerequisite in enabling the School to provide the best education for pupils. Failure to disclose any such information, including the deliberate withholding of information, may result in a pupil being asked to leave. Parents must notify the Headmaster in writing if they are aware or suspect that a pupil (or anyone in his or her immediate family) has a learning difficulty, and the parents must provide us with copies of all written reports and other relevant information. Parents will be asked to withdraw the pupil, without being charged fees in lieu of notice if, in the professional judgment of the Headmaster and after consultation with the parents and with the pupil (where appropriate), the School cannot provide adequately for a pupil's special educational needs. Remedial teaching provided by the School will be charged as an extra.
40. **Learning Difficulties:** The School will do all that is reasonable in the case of each pupil to detect and deal appropriately with a learning difficulty which amounts to a 'special educational need'. Our staff are not, however, qualified to make a medical diagnosis of conditions such as those commonly referred to as dyslexia, or of other learning difficulties.
41. **Screening for Learning Difficulties:** The screening tests available to Schools are indicative only: they are not infallible. Parents will be notified if a screening test indicates that a pupil has a learning difficulty. A formal assessment can be arranged by the School at the parents' expense or by the parents themselves.
42. **Moving up the School:** It is assumed that each pupil who satisfies the relevant criteria at the time will progress through the School.
43. **School's Intellectual Property:** The School reserves all rights and interest in any copyright, design right, registered design, patent or trademark ("intellectual property"), arising as a result of the actions or work of a pupil in conjunction with any member of staff and/or other pupils at the School for a purpose associated

with the School. The School will acknowledge and allow to be acknowledged the pupil's role in creation/development of intellectual property.

44. **Pupil's Original Work:** Copyright in the pupil's original work, such as classroom work, prep or homework, projects, internal examination scripts, paintings and computer generated material, belongs to the pupil. Most such work (but not examination scripts) will be returned to the pupil when it is no longer required for purposes of assessment or display. The parents consent for themselves and (so far as they are entitled to do so) on behalf of the pupil, to our retaining such work at school premises until, in our professional judgment, it is appropriate to release the work to the pupil. Certain coursework may have to be retained for longer than other work in order to reduce the risk of cheating. We will take reasonable care to preserve the pupil's work undamaged but cannot accept liability for loss or damage caused to this or any other property of the pupil by factors outside the direct control of the Headmaster and staff.
45. **School Trips:** A variety of school trips will be provided for your child while a pupil here. The cost of some school trips will be charged as an extra item. **Parents' prior consent will be sought for such trips.** School trips abroad or those in the United Arab Emirates involving an overnight stay will be the subject of a separate agreement with parents. The cost of the trip will be payable in advance. The pupil is subject to school discipline in all respects whilst engaged on a school trip. All additional costs of special measures (such as medical costs, taxis, air fares, or professional advice) necessary to protect the pupil's safety and welfare, or to respond to breaches of discipline, will be added to the bill.
46. **Continuity of Education:** In certain circumstances beyond the control of the School, such as a period of national mourning, the School may have to close. In these circumstances, provision will be made to ensure continuity of education for pupils.

BEHAVIOUR AND DISCIPLINE

47. **School Regime:** The parents accept that the School will be run in accordance with the authorities delegated by the Governing Body to the Headmaster. The Headmaster is entitled to exercise a wide discretion in relation to the School's policies, rules and regime and will exercise those discretions in a reasonable and lawful manner and with procedural fairness when the status of a pupil is at issue.
48. **Conduct and Attendance:** We attach importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. Parents warrant that the pupil will take a full part in the activities of the School, will attend each school day, will be punctual, will work hard, will be well-behaved and will comply with the School Rules about the wearing of uniform.
49. **School Rules:** The School Rules will be published from time to time. Parents and pupils have an opportunity on request to see the current rules before they accept the offer of a place. Parents are also responsible for their child's behaviour, and must follow school guidance.

50. **School Discipline:** Parents hereby confirm that they accept the authority of the Headmaster and of other members of staff on the Headmaster's behalf to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each pupil and the school community as a whole. The School's disciplinary policy applies to all pupils when they are on school premises, or in the care of the School, or wearing school uniform, or otherwise representing or associated with the School.
51. **Investigative Action:** A complaint or rumour of misconduct will be investigated. A pupil may be questioned and his/her accommodation or belongings may be searched in appropriate circumstances. All reasonable care will be taken to protect the pupil's human rights and freedoms and to ensure that his/her parents are informed as soon as reasonably practicable, after it becomes clear that the pupil may face formal disciplinary action.
52. **Procedural Fairness:** Investigation of a complaint which could lead to expulsion, removal or withdrawal of the pupil in any of the circumstances explained below shall be carried out in a fair and unbiased manner. All reasonable efforts will be made to notify the parents or education guardian so that they can attend a meeting with the Headmaster before a decision is taken in such a case. In the absence of a parent or an education guardian, the pupil will be assisted by an adult (usually a teacher) of his/her choice.
53. **Divulging Information:** Except as required by law, the School and its staff shall not be required to divulge to parents or others any confidential information or the identities of pupils or others who have given information which has led to the complaint or which the Headmaster has acquired during an investigation.
54. **Drugs & Alcohol:** The Headmaster may from time to time put in place procedures under which a pupil may be given the opportunity to provide a urine sample, if involvement with drugs or substances is suspected, or a sample of breath to test for alcohol consumed in breach of school discipline. The Headmaster may draw such inferences as are reasonable if a pupil refuses or fails to submit for a sample or test.
55. **Terminology:** In these Terms and Conditions '*Suspension*' means that a pupil has been sent or released home for a limited period either as a disciplinary sanction or pending the outcome of an investigation. '*Withdrawal*' means that the parents have withdrawn the pupil from the School. '*Expulsion*' and '*Removal*' mean that the pupil has been required to leave ('*asked to leave*') the School permanently in the circumstances described below. '*Exclusion*' may be used as a general expression covering any or all of the other expressions defined in this clause.
56. **Sanctions:** The School's current policies on sanctions are available to parents on request before they accept the offer of a place. These policies may undergo reasonable change from time to time, but will not authorise any form of unlawful activity. Sanctions may include a requirement to undertake menial but not degrading tasks on behalf of the school or external community, detention for a

reasonable period, withdrawal of privileges, gating, rustication or suspension, or alternatively being removed or expelled.

57. **Expulsion:** A pupil may be formally expelled from the School if it is proved on the balance of probabilities that the pupil has committed a very grave breach of school discipline or a serious criminal offence. Expulsion is reserved for the most serious breaches. The Headmaster shall act with procedural fairness in all such cases. Parents will be given a copy of the review procedure current at the time. The Headmaster's decision shall be subject to a Governors' Review if requested by a parent. The pupil shall remain away from school pending the outcome of the Review.
58. **Removal in other Circumstances:** Parents may be required, during or at the end of a term, to remove the pupil, temporarily or permanently from the School if, after consultation with a pupil and/or parent, the Headmaster is of the opinion that by reason of the pupil's conduct or progress, the pupil is unwilling or unable to benefit sufficiently from the educational opportunities offered by the School, or if a parent has treated the School or members of its staff unreasonably. In these circumstances, parents may be permitted to withdraw the pupil as an alternative to removal being required. The Headmaster shall act with procedural fairness in all such cases, and shall have regard to the interests of the pupil and parents as well as those of the School.
59. **Fees Following Removal:** If the pupil is removed in the circumstances described above, the rules relating to fees shall be the same as for expulsion.
60. **Leaving Status:** The expression 'leaving status' has reference to whether the pupil has been expelled, removed or withdrawn, and to the record which will be entered in to the pupil's file as to the reason for leaving, and the pupil's status as a leaver, and the transfer of the pupil's work to another educational establishment and to the nature of the reference which will be given in respect of the pupil, and also to the financial aspects of the pupil's leaving. These and any other relevant matters of leaving status will be discussed by the Headmaster with the parents and, where appropriate with the pupil, at the time of the Headmaster's decision.
61. **Governors' Review:** Parents may ask for a Governors' Review of a decision to expel or require the removal of a pupil from the School or from boarding (but not a decision to suspend a pupil unless the suspension is for 11 school days or more, or would prevent the pupil taking a public examination). **The request must be made as soon as possible and in any event within seven days of the decision being notified to the parents.** Parents will be entitled to know the names of the Governors who make up the Review Panel, and may ask for the appointment of an independent panel member nominated by the School and approved by the parent (approval not to be unreasonably withheld).
62. **Review Procedure:** The Headmaster will advise the parents of the procedure (current at that time) under which such a review will be conducted by a panel of up to three Governors (including an independent member if requested). If parents request a Governors' Review, the pupil will be suspended from School until the decision to expel or remove has been set aside or upheld. While

suspended, the pupil shall remain away from School and will have no right to enter school premises during that time without written permission from the Headmaster.

63. **Complaints Procedures:** A formal complaint about any matter of school policy or administration not involving a decision to expel or remove a pupil must be stated courteously in writing to the Headmaster and, if unresolved, should be restated in writing to the Chairman of Governors. Every reasonable complaint shall receive fair and proper consideration and a timely response.

PROVISIONS ABOUT NOTICE

64. **Notice to be given by Parents** means (unless the contrary is stated in these terms and conditions) **a term's written notice addressed to and actually received by the Headmaster or Head of Section personally**. It is expected that parents will consult with the Headmaster or Head of Section before giving notice to withdraw a pupil.
65. **Notice** is valid only for the term in which it is given and only when written and accepted in writing by the Headmaster or Head of Section personally.
66. **Notice of Withdrawal from School:** Please note that the provisions about notice within this clause adhere to Abu Dhabi Department of Education and Knowledge (ADEK) guidelines on withdrawals and refunds.

If parents give notice of withdrawal in writing in any part of week one of the term or fail to give notice in writing three months before the beginning of a term, the School may retain the value of the registration or re-registration fee.

If parents give notice of withdrawal from one week and up to three weeks in a term, the School may retain the value of one full month of tuition fees. All other tuition fees paid will be returned.

If parents give notice of withdrawal after three weeks and within six weeks in a term, the School may retain the value of two full months of tuition fees. All other tuition fees paid will be returned.

If parents give notice after six weeks in a term, the School may retain full term fee. All other tuition fees paid will be returned.

As per ADEK regulations, the value of the school fee per month is calculated by dividing the total annual tuition fees by ten.

67. **Prior Consultation:** It is expected that a parent or duly authorised education guardian will in every case consult personally with the Headmaster or with the Head of Section before a notice of withdrawal is sent to the School.
68. **Withdrawal by Pupil:** The pupil's decision to withdraw from the School shall, for these purposes, be treated as a withdrawal by the parents. A letter from the pupil's parent (s) or educational guardian is required to confirm the pupil's decision to withdraw.

69. **Discontinuing Extras:** A term's written notice is required to discontinue extra-tuition, such as music instrument tuition, or a term's fees for the extra tuition will be immediately payable in lieu as a debt.
70. **Termination by the School:** The School may terminate this agreement **on one term's written notice sent by courier or on less than one term's notice in a case involving expulsion or required removal.** The School would not terminate the contract without good cause and full consultation with parents and the pupil (if of sufficient maturity and understanding), and would offer the parents a Governors' Review of a decision to terminate.
71. The School believes that a positive and constructive working relationship between the School and a pupil's parent or guardian is essential for the fulfillment of the school's mission. Thus, the School reserves the right to terminate the contract at any time or to not re-enroll a pupil if the School reasonably concludes that the actions of a parent or guardian make such a positive and cooperative relationship very difficult or otherwise seriously interfere with the School's accomplishment of its educational purposes.

FEES

72. **Meaning:** 'Fee' and 'Fees' where used in these terms and conditions include each of the following charges where applicable: ***application fees; assessment fees; tuition fees; boarding fees; fees for extra tuition; other extras*** such as transport, clothing and equipment, photographs and other items ordered by the parent or the pupil and ***charges arising in respect of school trips***, and ***damage*** where a pupil alone or with others has caused willful loss or damage to school property or the property of any other person (fair wear and tear excluded).
73. **Payment:** Parents undertake to pay the fees applicable in each school year according to the conditions and schedule attached hereto as Appendix A. Fees for day pupils are payable by cheque drawn on a UAE bank account. The School reserves the right to initiate legal action against a party who has signed a cheque in the event such cheque is returned unpaid for any reason whatsoever. Details of penalty charges for returned cheques and late payments are attached as Appendix A. Remittance of a cheque which returns unpaid constitutes a criminal offence as per Article 401 of the United Arab Emirates Penal Law No.3 of 1987. If one or more items on the bill are under query, the balance of the bill must be paid.
74. **Refund/Waiver:** Fees will not be refunded or waived for absence through sickness; or if a term is shortened or a vacation extended; or if a pupil is released home after public examinations or otherwise before the normal end of term (provided that the School remains open to a pupil who wishes to stay at school during that period); or for any cause other than exceptionally and at the sole discretion of the Headmaster in a case of genuine hardship or where there is a legal liability under a court order or under the provisions of this contract to make a refund. This rule is necessary so that the School can properly budget for its own expenditure and to ensure that the cost of individual default does not fall on other parents.
75. **Appropriation:** The parents agree that a payment made in respect of one child may be appropriated by the School to the unpaid account of any other child of

those parents.

76. **Payment of Fees by a Third Party:** An agreement with a third party (such as a grandparent) to pay the fees or any other sum due to the School does not release the parents from liability if the third party defaults and does not affect the operation of any other of these terms and conditions unless an express release has been given in writing, signed by the Headmaster.

GENERAL CONTRACTUAL MATTERS

77. **Management:** It is our intention that the terms and conditions will always be operated so as to achieve a balance of fairness between the rights and needs of parents and pupils, and those of the school community as a whole. We aim to ensure that the School, its culture, ethos and resources are properly managed so that the School, its services and facilities can develop. We aim also to promote good order and discipline throughout our school community and to ensure compliance with the law.
78. **Legal Contract:** The offer of a place and its acceptance by the parents give rise to a legally binding contract on the terms of these Terms and Conditions.
79. **Representations:** Our website and prospectus describe the broad principles on which the School is presently run and gives an indication of our history and ethos. Although believed correct at the time of publication, the website and prospectus are not part of any agreement between the Parents and the School. **Parents wishing to place specific reliance on a matter contained in the website, prospectus, or a statement made by a member of staff or a pupil during the course of a conducted tour of the School or a related meeting should seek written confirmation of that matter before entering this agreement.**
80. **Third Party Rights:** Only the School and the parents are parties to this contract. The pupil is not a party to it. The acts and omissions of parents are binding on the pupil and vice versa as to any matter of behavior, discipline and fees. All requests and authorities by the parents are treated as being made on behalf of the pupil and vice versa.
81. **Choice of Law and Jurisdiction:** These Terms and Conditions shall be construed and governed by the laws of the United Arab Emirates and the School and Parents agree that any legal action or proceeding arising out of or in connection with these Terms and Conditions may be brought in the courts of the United Arab Emirates and the School and Parents submit to the non exclusive jurisdiction of the courts of Abu Dhabi.

APPENDIX A - PAYMENT INSTRUCTIONS AND SCHEDULE OF PAYMENT

1. Payment Instructions:

If your child is in **FS1 – Year 2**, please make payment either by cheque in the name of **Repton Foundation School LLC**, or transfer the amount directly to our bank account as detailed below. **Please also send notification of the transfer to accounts@reptonabudhabi.org**

Name of Beneficiary : Repton Foundation School L.L.C.
Name of Bank : Ajman Bank
Account Number : 011085820016
Branch : Garhoud Branch
Physical address : Garhoud Branch, Dubai, UAE
Swift Code : AJMNAEAJ
IBAN : AE160570000011085820016
Reference : Child's name

If your child is in **Year 3 – Year 9**, please make payment either by cheque in the name of **Repton School LLC**, or transfer the amount directly to our bank account as detailed below. **Please also send notification of the transfer to accounts@reptonabudhabi.org**

Name of Beneficiary : Repton School L.L.C.
Name of Bank : Ajman Bank
Account Number : 011085944018
Branch : Garhoud Branch
Physical address : Garhoud Branch, Dubai, UAE
Swift Code : AJMNAEAJ
IBAN : AE140570000011085944018
Reference : Child's name

If payment is made by bank transfer, the pupil name, year group and applicant ID number must be mentioned as remittance advice. If payment is made by cheque, please put the pupil name and year group on the back of the cheque.

2. Payment

Parents are requested to make payment by cash, cheque or bank transfer on the due dates mentioned below. Payments are divided into three installments of 40%, 30% and 30%, less the registration fee of 5% which is deducted from the fees for the first term. **Registration fees and re-registration fees are not refundable, unless withdrawal notice is given in writing at least three months before the joining date.** Please refer to point 66 (Notice of Withdrawal from School) in the Parent's Terms and Conditions.

Autumn Term Cheque: 40% Tuition fees on or before **01st August 2018**

Spring Term Cheque: 30% Tuition fees on or before **06th December 2018**

Summer Term Cheque: 30% Tuition fees on or before **07th March 2019**

The aforementioned dates are subject to confirmation by ADEK and may change

Year	5% Registration Fee	Autumn Term 1st Cheque	Spring Term 2nd Cheque	Summer Term 3rd Cheque	Total Tuition Fees	Book Fees
		01/08/2018	06/12/2018	07/03/2019		
FS1	2,750	19,250	16,500	16,500	55,000	750
FS2	2,750	19,250	16,500	16,500	55,000	750
Year 1	3,050	21,350	18,300	18,300	61,000	750
Year 2	3,050	21,350	18,300	18,300	61,000	750
Year 3	3,250	22,750	19,500	19,500	65,000	-
Year 4	3,250	22,750	19,500	19,500	65,000	-
Year 5	3,250	22,750	19,500	19,500	65,000	-
Year 6	3,250	22,750	19,500	19,500	65,000	-
Year 7	3,250	22,750	19,500	19,500	65,000	-
Year 8	3,250	22,750	19,500	19,500	65,000	-
Year 9	3,500	24,500	21,000	21,000	70,000	-
Year 10	3,500	24,500	21,000	21,000	70,000	-
Year 11	3,500	24,500	21,000	21,000	70,000	-
Year 12	3,700	25,900	22,200	22,200	74,000	-
Year 13	3,700	25,900	22,200	22,200	74,000	-

Remittance to the School of a cheque which returns unpaid for any reason whatsoever constitutes a criminal offence as per Article 401 of the United Arab Emirates Penal Law No. 3 of 1987. The School reserves the right to initiate legal action against the defaulting party who has signed the cheque.

There will be a penalty fee of AED 250.00 which will be added to a pupil's account for any returned cheque. If this recurs and a second cheque is returned, all further payments to the School must be made in cash according to the payment schedule.

3. **Early Payment Discount**

If a parent pays the full tuition fees for the whole year on or before the applicable deadline, an early payment discount (on the tuition fees only) will be applied. Please refer to the Tax Invoice enclosed in the offer pack or contact the Accounts Department at accounts@reptonabudhabi.org to learn more about the available early payment discounts and corresponding deadlines.

4. **General**

Transportation, meals and any other extra charges will be invoiced separately.

Declaration

I/We parent/guardian of student:

I hereby certify that I/we have read the above policies and agree to abide by them. I/we declare that all information provided in the application form is correct and complete. I/we agree to support the school behavior policy, code of conduct, uniform rules and any sanctions that may be deemed appropriate concerning my/our child/ren.

Please note that failure to sign and return this Declaration implies full acceptance of all the above policies.

Father (or Guardian) Name

Father (or Guardian) Signature

Mother (or Guardian) Name

Mother (or Guardian) Signature

Date
