



LITTLE FLOWER ENGLISH SCHOOL

DUBAI

Registration and Refund Policy

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	MS. ANNIE MATHEW
Role	PRINCIPAL
Date of review	18-03-2025
Date of next review	18-03-2026
Signature	



Registration and Refund Policy

Policy Statement

At LFES, we are dedicated to providing high-quality education that fosters academic excellence, holistic development, and future readiness. This policy establishes the framework for registration, re-registration, tuition payments, and fee refunds, ensuring transparency, compliance with KHDA regulations, and fairness for all stakeholders.

Registration and Application Fees

- Application Fee: LFES charges an application fee of up to AED 500 + 5% VAT for new student applications. This fee covers the standard assessment process and is non-deductible from tuition fees.
- Refund of Application Fee:
 - Refundable if the student is not offered admission.
 - Non-refundable if the student is offered a place but chooses not to enroll.

Re-Registration Fees

- Deposit Requirement: Parents may be required to pay a re-registration deposit to secure a place for the following academic year.
- Deposit Limit: The deposit shall not exceed 5% of annual tuition fees or AED 500, whichever is higher.
- Deductibility: This deposit is deductible from tuition fees for the academic year.

Tuition Fees and Payment Structure

- Installment Options:
 - Three-term payments: First term up to 40% of annual fees; second term up to 30%; third term up to 30%..
- New Enrollments: Tuition fees are charged from the month of enrollment, prorated as required.
- Deposit Collection: Registration or re-registration deposits can only be collected after an official offer of enrollment.

Refund Policy

LFES processes tuition refunds in accordance with KHDA regulations, with deductions applied based on the duration of enrollment and specific circumstances.

Registration/Re-Registration Deposits

- Generally non-refundable, except under exceptional circumstances such as relocation within/outside the UAE or unforeseen events, supported by official documentation.
- Refund requests are calculated from the official withdrawal date, not the last day of attendance.

5.2 Tuition Refund Calculation

- Tuition paid prior to the academic year is refundable, less registration/re-registration fees.
- For students enrolled up to two weeks, one month's tuition is deducted.
- For students enrolled between two weeks and one month, two months' tuition is deducted.
- For students enrolled over one month, a full term's fees are deducted.

5.3 Additional Refund Conditions

- Refunds are term-specific, based on the official withdrawal request.
- Book fees are refundable if withdrawal occurs before the academic year starts.
- Registration/re-registration deposits may be refundable if school quality ratings decline, per KHDA inspection reports.
- Any conflicting provisions in other policies or approvals are overridden by this policy.

General Conditions

- Apart from registration/re-registration deposits, no additional payments can be requested to secure enrollment.
- LFES may suspend students for non-payment for up to three days per semester, excluding exam days.
- Students with unpaid fees may not be re-enrolled for the following academic year; warning letters will be issued.
- Progress reports may be withheld, and unresolved fee issues referred to KHDA.
- Transfer Certificates will not be issued until all financial obligations are cleared.

Registration Guidelines – Existing Students

- Re-registration may be opened anytime during the academic year.
- Deposits collected are deductible from the first term's tuition fees.
- No additional fees may be requested beyond the stated re-registration deposit.

Registration Guidelines – New Students

- New student registration may occur at any time during the academic year, with KHDA pre-approval where required.
- Registration deposit should not exceed 10% of annual tuition fees.
- Deposit is deductible from first term tuition.
- Tuition is prorated from the month of enrollment.

Policy Review

This policy will be reviewed annually by the Accounts Department and School Leadership to ensure compliance with KHDA regulations, best practices, and operational effectiveness.

Conclusion

LFES is committed to transparent, fair, and compliant registration and fee practices. This policy ensures that parents and students clearly understand fee obligations, payment schedules, and refund procedures while maintaining alignment with KHDA and UAE MoE regulations.