



## Fees, Additional Charges and Refund Policy Academic Year 2022-2023

### Tuition Fees 2022-23 (excluding VAT)

Year Group	Term 1	Term 2	Term 3	Annual Fees
Pre-school	18,000	18,000	9,000	45,000
Reception	18,000	18,000	9,000	45,000
Year 1	22,000	22,000	11,000	55,000
Year 2	22,000	22,000	11,000	55,000
Year 3	26,000	26,000	13,000	65,000
Year 4	26,000	26,000	13,000	65,000
Year 5	26,000	26,000	13,000	65,000
Year 6	26,000	26,000	13,000	65,000
Year 7	28,000	28,000	14,000	70,000
Year 8	28,000	28,000	14,000	70,000
Year 9	28,000	28,000	14,000	70,000
Year 10	30,000	30,000	15,000	75,000
Year 11	30,000	30,000	15,000	75,000

### Notes

- Our fees for 2022/23 represent a discount on the fees approved for Downe House Riyadh by the Ministry of Education.
- In the 2023/23 academic year we are open from Pre-School to Year 10.
- VAT (15%) is applied to the tuition fees for non-Saudi families as per GAZT requirements.



## Discounts

1. A 5% tuition fee discount will be applied to payment of the full year's fees in a single payment (only applicable if payment is made by bank transfer, cheque or cash) at the time of accepting your child's or children's place at Downe House Riyadh.
2. A 5% tuition fee discount is available for the 3<sup>rd</sup> and subsequent child, (only applicable if payment is made by bank transfer, cheque or cash) at the time of enrolling the 3<sup>rd</sup> or subsequent child at Downe House Riyadh.

## Admissions Fees

Fees applicable* for all new pupils	Pre-school to Year 10
<b>Application Fee</b> A one-off, non-refundable administration service fee for every child applying to Downe House Riyadh.	500
<b>Assessment Fee</b> A one-off, non-refundable professional evaluation fee for every child applying to Downe House Riyadh.	1,000
<b>Registration Fee</b> A one-off, non-refundable enrolment administration fee for every child accepting the offer of a place at Downe House Riyadh. Payable after an offer of a place has been made.	3,500
<b>Acceptance Deposit</b> A non-refundable deposit to guarantee your child's place at Downe House Riyadh, <u>deducted from the first term's fees.</u>  The non-refundable deposit is payable within 7 days of the date of the offer letter. We are unable to guarantee your place if the deposit is not received within 7 days of the date of the offer letter.	50% of term 1 fees

*\*VAT (15%) is applied to admissions fees as per GAZT requirements*



### In-term Joiners

Fees for children who start after the start of a term will be calculated on a pro-rata basis according to the number of days remaining in the term, but in no case less than a minimum charge of 50% of the first term's fees.

### Notes

1. All fees are charged in SAR.
2. Downe House Riyadh's school fees are reviewed annually and are subject to increases. The school will endeavor to give at least a half term's notice of any changes to the fees.
3. All offers of a place are conditional on SEN or EAL needs being declared during the admission process and before accepting the offer. SEN and EAL programs must be accepted if the school assesses it as necessary for the pupil. Each term the program will be reviewed against the school's benchmarking policy as to how long the program will continue.

### Indicative Payment Dates

All fees are payable in advance of the start of each term.

Term	Invoice Issued	Payment Date
Term 1 - Autumn Term (2022-2023)	27 <sup>th</sup> June 2022	7 <sup>th</sup> August 2022
Term 2 - Spring Term (2022-2023)	10 <sup>th</sup> October 2022	5 <sup>th</sup> December 2022
Term 3 - Summer Term (2022-2023)	13 <sup>th</sup> February 2023	13 <sup>th</sup> March 2023
Re-Enrolment Fee (2023-2024)	3 <sup>rd</sup> April 2023	5 <sup>th</sup> May 2023

### Re-Enrolment Fee

Parents are required to pay a re-enrolment fee of 20% of the annual tuition fee for the Year Group their child will be joining at the beginning of the new academic year. The non-refundable re-enrolment fee is deductible from the first term's fees and should be paid by the 5<sup>th</sup> May 2023.

Please note that your child is not guaranteed a place until the re-enrolment fee has been received and in all cases the place will be released no later than 31st May of the preceding academic year.



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### **Late Payment Fee**

There is a late payment fee of SAR 1,000 in the first month, which will increase to SAR 1,500 in the second month and SAR 2,000 in the third month.

Please note the school will accept post-dated cheques by arrangement with the Finance team to avoid any late payment fees.

### **Notice to Withdraw**

Written notice of a parent's intention to withdraw a child from Downe House Riyadh must be given to the school at least one term in advance.

If no written notice to withdraw is given via the Leaver's Form available from [admissions@downehouseriyadh.com](mailto:admissions@downehouseriyadh.com), it will be assumed that the school place is required and the fees for the following term will be payable.

### **How to Pay**

Online Bank Transfer is our preferred method of payment. Please include your invoice number and child's full name in the transaction and provide a deposit slip or bank transfer remittance to the School's Finance Department by hand or email to [finance@downehouseriyadh.com](mailto:finance@downehouseriyadh.com) clearly stating your child's name and class.

Cash payments can be made through the School's Finance Department.

Cheques should be made payable to "Next Generation Talent for Education". Although the school will accept cheques from employers, it remains the parents' responsibility to ensure that school fees are paid by the payment date.

Post-dated Cheques are accepted by arrangement with the school and should be made payable to "Next Generation Talent for Education".



### Additional Charges

Item	Cost
Breakfast Club*	SAR 2,000 per term/5 days a week
After School Care*	SAR 2,000 per term/5 days a week
Late Room	SAR 25 per every 30 minutes
Learning Support – one-to-one support	SAR 120 per lesson
Learning Support – small group support	SAR 60 per lesson
EAL Support - one-to-one	SAR 3,700 per term
EAL Support – small group	SAR 3,100 per term
Private Lesson - Music	SAR 1,600 per term

#### \*Notes

- We are pleased to offer a discount of 20% per term for any child who registers for both the Breakfast Club and After School Care.
- The cost shared assume each child remains in Breakfast Club or After School Care for 1 hour each day of the week.

Certain co-curricular activities will have an additional charge which will be communicated separately.

### Terms and Conditions

1. Tuition fees are inclusive of all books and stationery as deemed necessary by the school.
2. Downe House Riyadh has a Bring Your Own Device (BYOD) policy to support the digital literacy of pupils. Pupils in Year 2 to Year 8 are required to bring their own tablet device to school. Pupils in Year 9 and over are required to bring their own laptop device to school. All devices must adhere to the Downe House Riyadh specification requirements.
3. Parents unable to pay their fees by the due date must contact the school's Finance Department before the payment date. Cases of financial hardship will be assessed on a case-by-case basis.



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4. Failure to pay school fees could lead to one or more of the following actions:
  - a. withholding of school reports.
  - b. withholding of transfer certificates.
  - c. your child being suspended from school.
  - d. your child failing to successfully complete the school year and the school year having to be repeated.
  - e. withdrawal of your child's school place for the next academic year.
  - f. de-registration of your child from the Ministry of Education system; and
  - g. legal proceedings.
  
4. All uniform items except those noted on the uniform list as having to be purchased by parents, must be bought through our school shop. Please contact [admissions@downehouseriyadh.com](mailto:admissions@downehouseriyadh.com) for further details.
  
5. All class excursions will incur a minimum charge as a transportation fee plus any additional entrance and activity fees. The charge will increase for residential trips and parents will be notified of these in advance.

### Refunds

1. If fees are paid annually in full before the due date, a refund of the remaining term(s) will be given, provided notice to withdraw the child has been given one term in advance. Please note the 5% annual payment discount will not apply to any refund.
  
2. A refund of School Fees cannot be claimed for casual absences, sickness, holidays, periods of exclusion or other circumstances judged by the school.

### Enquiries

Our Admissions Team will be pleased to provide further information relating to the Fees Policy. Contact can be made in person during the school day, by emailing [admissions@downehouseriyadh.com](mailto:admissions@downehouseriyadh.com)



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### Acceptance and Responsibilities

By signing below, every parent indicates that this policy has been read, the responsibilities and obligations of both the school and parents are understood, and its terms accepted.

#### Downe House Riyadh Fee Policy

I confirm I have read and understand the Downe House Riyadh Fee Policy and accept the responsibilities, obligations and terms of both the school and parents.

Child's Full Name: \_\_\_\_\_

Parent's Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_