

Downe House Riyadh – Fee Policy

This Fee Policy sets out the tuition fees, payment arrangements, discounts and related financial information applicable for the 2026/27 academic year.

1. Tuition Fees & Payment Schedule

All fees shown below are in Saudi Riyals (SAR).

Year Group	Term 1	Term 1 (Inc VAT)	Term 2	Term 2 (Inc VAT)	Term 3	Term 3 (Inc VAT)	Annual Fees	Annual Fees (Inc VAT)
Nursery - Reception	19,080	21,942	14,310	16,457	14,310	16,457	47,700	54,855
Year 1 & 2	23,320	26,818	17,490	20,114	17,490	20,114	58,300	67,045
Year 3 - 6	27,560	31,694	20,670	23,771	20,670	23,771	68,900	79,235
Year 7 - 9	29,680	34,132	22,260	25,599	22,260	25,599	74,200	85,330
Year 10 & 11	31,800	36,570	23,850	27,428	23,850	27,428	79,500	91,425
Year 12 & 13	33,920	39,008	25,440	29,256	25,440	29,256	84,800	97,520

Notes:

- Our published fees represent a discount on the fees approved for Downe House Riyadh by the Ministry of Education.
- In the 2026/27 academic year we are open from Nursery to Year 13.

Tuition fees are payable either in full before the start of the academic year or in 3 instalments:

Indicative Payment Schedule for 2026/27		Invoice Issued	Payment Date
Re-enrolment Fees	40%	-	April 2026
Term 1 (Balance after adjusting Re-enrolment Fees)		May 2026	June 2026
Term 2	30%	October 2026	November 2026
Term 3	30%	February 2027	March 2027

Each instalment is payable in advance of the relevant term.

Tuition fees do not include school lunches, transportation or educational trips. Some extracurricular activities with external providers may incur additional charges.

2. Discounts

2.1. Upfront Annual Fee Payment Discount

A 5% tuition fee discount is available for families choosing to pay the full academic year's tuition fees in a single payment before the start of the academic year. This discount applies only to payments made by bank transfer, cheque, or cash.

2.2. Sibling Discount



A 5% tuition fee discount is available for the 2nd and subsequent child, (this discount applies only where payment is made by bank transfer, cheque, or cash) at the time of enrolling the 2nd or subsequent child at Downe House Riyadh.

3. Fee Policy Notice

All fees are charged in Saudi Riyals (SAR) and are subject to approval by the Ministry of Education (MoE). School fees are reviewed annually and may be amended following MoE approval. The school will endeavour to provide at least half a term's notice of any approved fee changes.

Payment of tuition fees constitutes acceptance of the school's Terms and Conditions. In accordance with applicable ZATCA requirements, VAT will be applied where applicable at the prevailing rate (currently 15%). Qualifying educational services provided to eligible Saudi nationals are exempt from VAT, subject to prevailing legislation.

4. Application Fee

A one-off, non-refundable application fee of SAR 500 (excluding VAT) is payable upon submission of an application.

5. Registration (Enrolment) Fee

A one-off, non-refundable enrolment administration fee of SAR 5,000 (excluding VAT) is payable within seven (7) days of receiving the offer letter. Failure to pay within the specified period may result in withdrawal of the offer.

All offers of a place are conditional on any SEN (Special Educational Needs) or EAL (English as an Additional Language) requirements being declared during the admissions process and before accepting the offer. If the school assesses that SEN or EAL support is necessary, parents must accept the programme. These programmes will be reviewed each term against the school's benchmarking policy to determine their continuation.

6. Re-enrolment Fee

Existing pupils are required to pay a non-refundable re-enrolment fee of SAR 5,000 (excluding VAT) by the deadline advised by the school. This amount will be credited against the First Term tuition fees. Places remaining unpaid after the deadline may be released.

7. In-term Joiners

Fees for children who enrol 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 term's fees.

Children that enrol (and therefore reserve a seat) prior to the start of a term but do not attend a portion of the school term are not eligible for pro-rated fees.

8. Late Payment

A late payment fee of SAR 2,000 (excluding VAT) will apply for each month, or part thereof, that fees remain outstanding.

9. How to Pay

Bank Transfer

Our preferred method of payment is via online bank transfer. Please include your invoice number and child's full name when making the transaction. A copy of the bank transfer confirmation or deposit slip should be provided to the school's Finance Department either in person or by email to finance@downehouseriyadh.com, clearly stating your child's name and class.

Bank name: Bank Albilad

Account name: Next Generation Talent for Education

Branch: Bank Albilad, King Fahd Road, Riyadh, KSA

IBAN code: SA2615000421137450850009

SWIFT code: ALBISARXXX

Zenda App

Payments may also be made through the Zenda online payment platform in accordance with the school's payment instructions. Please contact the Finance Department if you require assistance using the platform.

Cheques

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.

Direct Payments

Direct payments may be made at the school via cash or using a credit or debit card (Visa, Mastercard, Mada and American Express)

Post-dated Cheques

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

Note: Any bank charges arising from dishonoured payments shall be borne by the parent.

10.1 Additional Charges

Additional charges may apply, where applicable, for: Breakfast Club, After School Care, Learning Support, EAL Support, AAL Support, Private Music Lessons, Holiday Camps, Academy Activities, selected Co-curricular Activities.

We offer exclusive discounts for any child who registers for Breakfast Club and After School Care and pays in advance for the full-term for the same. The cost for Breakfast Club or After School Care is on an hourly basis. Further information is available from the Admissions Team.

10.2. Educational Trips and Visits

All class excursions will incur a minimum SAR 50 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.

10.3. Public/External Examinations

Parents are responsible for the cost of all public and external examinations, including Music Exams, LAMDA Drama Exams, IGCSE, A Level and any other externally assessed qualifications. These charges include any administration, postage and courier fees charged by the relevant examination board where applicable.

10.4. External providers of Extra Curricular Activities

Our Impact and Competency Pathways (ICP) Programme offers an extensive and enriching range of activities. While many are delivered by Downe House staff, some are provided by carefully selected external partners. Where this is the case, it is indicated before selections are made. Any associated charges are shared directly by the provider.

11. Notice of Withdrawal

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

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

12. Terms & Conditions

12.1. Tuition fees are inclusive of all books and stationery as deemed necessary by the school.

12.2. Whilst Downe House Riyadh provides shared access to electronic devices, there may be occasions when students are required to bring their own device (BYOD) to school. In such cases, all devices must fully comply with the guidelines, procedures, and protocols set by the school. All devices used in school must be configured to school settings.

12.3. Parents who are unable to pay fees by the applicable 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.

12.4. Failure to pay fees may result in the actions outlined below, in accordance with the school's Terms and Conditions:

- a) withholding of school reports;
- b) withholding transfer certificates;
- c) your child being suspended from school;
- d) withdrawal of your child's school place for the next academic year;
- e) de-registration of your child from the Ministry of Education system; and
- f) legal proceedings.

12.5. Parents shall be responsible for reasonable costs incurred by the school in recovering overdue fees.

12.6. The school reserves the right to refuse re-enrolment where outstanding balances remain unpaid.

12.7. Any payment received by the school will be applied to the oldest outstanding balance on the family's fee account. Where more than one child is enrolled, the school reserves the right to allocate or transfer payments between sibling accounts to settle any outstanding fees or other sums due to the school.

12.8. All uniform items, except those noted on the uniform list as having to be purchased by parents, must be bought through our school uniform provider. Please contact admissions@downehouseriyadh.com for further details.

13. Refund Policy

Refunds will be processed in accordance with Ministry of Education regulations.

Where annual tuition fees have been paid in full, a refund of the remaining term(s) will be given, provided notice to withdraw the child has been given one academic term in advance. Please note the 5% annual payment discount will not apply to any refund.

A refund of school fees cannot be claimed for casual absences, sickness, holidays, periods of exclusion or other circumstances judged by the school.

14. Enquiries

For finance enquiries please contact the Finance Department by email at finance@downehouseriyadh.com. The Finance Department may also be contacted in person during normal school operating hours.

For admissions enquiries, please contact admissions@downehouseriyadh.com.

15. Acceptance

By signing below, every parent/guardian confirms that this Fee Policy has been read together with the School's Terms and Conditions. The responsibilities and obligations of both the school and parents are understood, and all terms and conditions are accepted.

Downe House Riyadh Fee Policy and Terms and Conditions

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

Child's Full Name: _____

Parent/Guardian's Full Name: _____

Relationship to Child: _____

Parent/Guardian's Signature: _____

Date: _____