



**ARQAM**  
**English School**

School Fees  
Terms and Conditions  
Related to the Fee Agreement

## Refund and Cancellation Policy

Arqam English School not have refund and cancellation policy.

## School Fees at Arqam English School

At Arqam English School we believe that you have to be able to plan the future of your children in financial terms. In order to be able to this, we have created this document for you. It provides an overview over the school fees and all additional costs you may face and states all rules, regulations and procedures.

This document is made up of three parts. The *School fees – Terms and Conditions* gives you an overview of all ruling terms and conditions concerning school fees and additional costs. *School Fees and Additional Costs* details all costs for the academic year together with payment details and deadlines. Thirdly, the *Non- Payment Policy* details what happens in case parents/companies should fall behind with payments. The *Fee Agreement* constitutes a binding contract between parents and school that all parents must fill in and sign in order to be admitted to Arqam English School.

Should you still have questions regarding the financial side of Arqam English School, please do not hesitate to ask. We are also happy to receive any suggestions you may have to make this document more easily accessible.

## Terms and Conditions

### School Fees

Arqam English School is officially recognised by the ALHAMD CHARITABLE TRUST, which contributes funds to the school.

Students resident in the Mumbai can be admitted to Arqam English School if they fulfil the requirements of the *School*.

To attend Arqam English School , payment of school fees is compulsory and does not fall under the criteria of the “voluntary parent’s contribution” set by the Ministry of Education for primary and secondary school in the Mumbai, India. School fees are set annually, in accordance with Arqam English School.

School fees are needed to fulfil the educational aims and duties of Arqam English

School. They are used for reducing class size, additional classrooms, support staff, professional development courses in English, lunch supervision, the provision of a modern, caring and supportive learning environment, membership of national organisations and accreditation services, hiring staff branch wise, to provide translations and for resources from main brach. School fees are subject to change.

We do not offer any discount in the fees submit for students.

### Enrolment Fee and Deposit

For new applicants, a non-refundable admission fee as well as a refundable deposit payment is applicable.

The deposit is paid on acceptance of a placement in Arqam English School.

Enrolment is possible only after the deposit has been paid.

This deposit secures a student's place at Arqam English School. This deposit is not refundable should the student not enter Arqam English School.

The deposit is held by the school whilst the student remains at Arqam English School.

The deposit will not be refunded any fees amount paid by student.

The student payment is paid when the student is enrolled. Applications will not be processed until the full enrolment fee has been received by the schoo

## **Additional Costs**

Next to the school fees, additional costs arise. Those are:

- Educational outings and field trips (compulsory).
- External examinations (examinations and registration; compulsory)
- External testing and assessment for special educational needs. (where applicable).

All these are subject to change on a yearly basis and will be invoiced separately when they occur.

School books, stationery are not included in the school fees, they are separated fees entry.

## **Payment Procedures and Regulations**

Parents/guardians are responsible for the payment of school fees.

School fees can be paid as single payment or in instalments.

A single payment of the full annual fee amount must be paid before New Session at the start of an academic year or within a month when beginning during an academic year. Payment of school fees must be completed via this option. This charge will be applied proportionally for families/companies joining the school during the school year.

## **Failure to pay school fees and additional costs**

It is the parents'/guardians' responsibility to ensure timely payment of all school fees and invoices. In case parents/guardians do not pay school fees or additional costs, the *Non-payment Policy* applies.

## **Late arrival & withdrawal during the academic year**

Arqam English School appreciates that students may arrive or leave at any time during the academic year.

## **Late arrival throughout the academic year**

Students are accepted throughout the entire academic year provided places are

available and all governing rules regarding admission are met.

Failure to do so will result in school fees continuing to be charged and the deposit payment will not be returned.

For students in examination years, already paid examination fees will not be refunded or the costs of withdrawal from the examination will be charged.

Failure to do so will result in school fees continuing to be charged.

Further, it is the responsibility of the parent/guardian to fill in the official withdrawal form as completely as possible, and to provide adequate and correct bank details. If these details are not provided, no refund will be forthcoming.

Withdrawal forms are available in the School Office and have to be handed in to the secretary.