

Fee Policy AY 2025/2026 – Virginia International Private School

1. Registration Fees

- 1.1 The registration fee is payable after the student has been offered a place and parents have accepted the offer.
- 1.2 The registration fee is 5% of the yearly tuition fee and is deductible from the student's final tuition fees for the academic year.
- 1.3 The seat will be reserved for a student only upon receiving the registration fees in the bank account and confirmation from school finance.
- 1.4 The Registration fee is refundable for new students if the parents provide written notification to the school at least two weeks prior to the start of the new academic year.

2. Re-registration Fees

- 2.1 The re-registration fee is payable at the time of re-enrolment to guarantee a place for the following academic year.
- 2.2 The re-registration fee is 5% of the yearly tuition fee and is deductible from the student's final tuition fees for the academic year.
- 2.3 Schools are authorized to collect registration fees up to 4 months before the beginning of the academic year.
- 2.4 The seat will be reserved for a student only upon receiving the Re-registration fees in the bank account and clearing of all outstanding school fees.
- 2.5 The Re-registration fee is refundable for students if the parents provide written notification to the school on or before 30th June.

3. Tuition Fee

- 3.1 The total tuition fee is divided into three instalments and payable on a termly basis.
- 3.2 The Term 1 invoice will be from Sep to Dec (4 Months), Term 2 from Jan to Mar (3 Months) and Term 3 from Apr to Jun (3 Months).
- 3.3 The due dates for Term 1, Term 2 & Term 3 tuition fee are 1st August 1st December & 1st March respectively.
- 3.4 Upon request from parents, a full year invoice for all 3 terms will be raised by school finance with the due date of 1st August.

4. Book & Uniform Fee

- 4.1 The book fee must be paid in full along with the Term 1 tuition fee, due by August 1.
- 4.2 Books and uniforms can be collected from the school store after payment has been made.
- 4.3 The book fee is refundable however parents must provide written notification to the school at least two weeks prior to the start of the new academic year, provided the items have not been used.
- 4.4 Uniform fee will not be refunded if the uniform is not in its original packaging, if alterations have been made, or if it shows signs of use or wear and tear.

5. Transport Fee

- 5.1 The transport fee is collected in three instalments and payable on a termly basis.
- 5.2 The Term 1 invoice will be from Sep to Dec (4 Months), Term 2 from Jan to Mar (3 Months) and Term 3 from Apr to Jun (3 Months).
- 5.3 The due dates for Term 1, Term 2 & Term 3 tuition fee are 1st August 1st December & 1st March respectively.
- 5.4 Upon request from parents, a full year invoice for all 3 terms will be raised by school finance with the due date of 1st August.

6. Late payment/ Non-payment of Fees

- 6.1 Schools shall issue parents with 3 consecutive warning notices, each being at least 1 week apart, in response to late or non-payment of school fees.
- 6.2 Schools are authorized to suspend a student for up to 3 days in response to late or non-payment of school fees, after issuing the 3 consecutive warning notices, and only at most once a school term.
- 6.3 Schools are authorized to withhold examination report cards, transfer certificates (or block a transfer on eSIS), and/or withhold re-enrolling a student until all outstanding dues on school fees are settled.
- 6.4 Schools shall inform parents in writing at least 3 months before the end of the academic year of the risk of their child not being re-enrolled in the next academic year unless outstanding fees are settled.

7. Refund Policy

- 7.1 The Registration fee is refundable for new students if the parents provide written notification to the school at least two weeks prior to the start of the new academic year.
- 7.2 The Re-registration fee is refundable for students if the parents provide written notification to the school on or before 30th June.
- 7.3 The re-registration fee is non-transferable to any other child.
- 7.4 The student attends up to a part of the first week of the term and discontinues without sufficient written notification from parents, in such instances, the school is authorised to retain up to 5% of annual tuition fee.
- 7.5 If a student attends from one week and up to three weeks in a term, the school will retain the value of one full month of tuition fees.
- 7.6 If a student attends over three weeks and up to six weeks in a term, the school will retain the value of two full months of tuition fees.
- 7.7 If a student attends over six weeks in a term, the school will retain the full-term fee.
- 7.8 Books & Uniform fee is refundable if the parents provide written notification to the school at least two weeks prior to the start of the new academic year if such have not yet been used.
- 7.9 Transportation fee is refundable for the months the service is not utilised

8. Payment Instructions

- 8.1 Payment must be made either by online payment link, Bank Transfer, cheque or Credit Card.
- 8.2 For any cheques returned by the bank, the parent will be liable to pay the relevant bank charges.
- 8.3 Cash payments are not accepted at any circumstances

9. Fees Structure

Grade	Tuition fee	Term 1	Term 2	Term 3	Book fee	Total Tuition fee including book fee	Uniform	Bus
PRE-KG	27,880	11,152	8,364	8,364	1,817	29,697	529	5,000
KG1	27,880	11,152	8,364	8,364	1,817	29,697	529	5,000
KG2	27,880	11,152	8,364	8,364	1,910	29,790	529	5,000
G1	32,530	13,012	9,759	9,759	2,506	35,036	556	5,000
G2	33,660	13,464	10,098	10,098	2,525	36,185	556	5,000
G3	34,790	13,916	10,437	10,437	2,881	37,671	556	5,000
G4	35,930	14,372	10,779	10,779	2,982	38,912	556	5,000
G5	37,180	14,872	11,154	11,154	2,965	40,145	556	5,000
G6	38,310	15,324	11,493	11,493	2,939	41,249	556	5,000
G7	39,440	15,776	11,832	11,832	2,995	42,435	556	5,000
G8	40,580	16,232	12,174	12,174	2,978	43,558	556	5,000
G9	41,820	16,728	12,546	12,546	3,045	44,865	556	5,000
G10	42,960	17,184	12,888	12,888	3,707	46,667	556	5,000
G11	44,100	17,640	13,230	13,230	4,035	48,135	556	5,000
G12	45,230	18,092	13,569	13,569	4,085	49,315	556	5,000

* The above tuition fee for Academic Year 2025/2026 is approved by ADEK

*Tuition Fees do not include uniform, food services, transport, examination fees or extra-curricular activities outside school hours.

10. Key Due Dates

Payment Due Date	Registration Fee	Re-Registration Fee	Term 1	Term 2	Term 3	Full Year invoice
	Within 7 days upon offer acceptance	1 st May 2025	1 st Aug 2025	1 st Dec 2025	1 st Mar 2026	1 st Aug 2025