

ATHENA EDUCATION LLC

Finance Circular

Circular Number	AE/FIN/001
Circular Date	30/03/2022
Subject	Policy for admissions,cancellation, fees & discounts for AY 22-23

Version	Prepared By	Checked By	Effective date
1.0	Finance Controller	CFO	Immediate -Applicable for FY22-23 Admissions

Preamble

This policy supersedes all earlier policies, instructions, circulars and communications and would come into force with immediate effect

This policy can be changed/modified at any time by the approval matrix shown above.

All policy documents are proprietary property of Athena Education and hence confidentiality must be maintained. This policy cannot be shared with anyone without the prior approval of the management. This policy is to be used for internal purpose only and not to be circulated outside Schools / Athena Group.

The recipients of this document will keep all information, data and the complete document strictly confidential and will not without prior written consent of the management disclose, copy, duplicate, distribute or reproduce it in any manner whatsoever. Any breach of the above, except as required by applicable law or court order, will be at the cost and consequences of the recipient.

1. Definition's

- 1.1 New students** means a student who has been registered in the school for the 1st time and has not been in the school previously at any time.
- 1.2 Existing students** means a student who is not a new student.
- 1.3 Date of application** means the date when the application form is completed, and the school has received the Registration/Reservation fee.
- 1.4 Registration/Reservation** is a process through which new and existing students are registered for enrolment in the school and have paid the Registration/Reservation fee.
- 1.5 Enrolled students** means registered students who have paid the school fees for the academic session by way of cash/POS/PDC's and who has received a student id number for the relevant AY
- 1.6 Admissions** means when the enrolled students start to attend their classes.
- 1.7 School Fees** includes all amounts to be charged under various heads by the school from the parents against the services/goods.
- 1.8 Siblings** includes brothers, sisters, step-brothers and step-sisters.
- 1.9 Discounts** are rebates given only on Tuition Fees based on certain criteria, as approved by the management of Athena.

2. Processes to be followed

2.1 Enrolment

Each school under the Athena Management will have a standard uniform policy for enrolments. In case of existing students all the outstanding fees will have to be cleared before the students are given re-enrolments. If the school fees are not received for any of the previous academic years no re-enrolments can be processed, further receipt of school fees for previous academic year would mean amounts **collected and cleared and no PDC's against previous years school fees can be taken** by the school for granting re-enrolment in the current academic year.

In case of new enrolments all schools would collect full fees from the parents which is as below:

Particulars	PDC's**	Cash/POS
1st Term fees - Full fees*		
Enrolments done upto 20 August 2022	Dated 25/8/22	
Enrolments done after 21 August 2022		Immediate collection
2nd Term fees	Dated 31/12/22	
3rd Term fees	Dated 31/3/23	

* No exceptions will be allowed all the amounts for the 1st term has to be cleared means the cheques has to be encashed before the enrolments are to be treated as admissions.

Schools can collect PDC's dated earlier than dates mentioned above however no PDC's can be collected with dates after the ones mentioned above. **NO SECURITY CHEQUES WILL BE COLLECTED IN ANY CIRCUMSTANCES.

In case of re-enrolments the fees will be collected as above table only after the full clearance of all the previous year fees.

In case of mid term admissions the 1st, 2nd or 3rd term fees as the case may be has to be fully collected in cash before the child is allowed to enter the school and attend classes

2.2 For Admissions-

Each school under the Athena Management will have a standard uniform admission policy which is attached herein as **Annexure- A**. Admissions can only be confirmed based on the completion of formalities as per **Annexure – A** and only after the receipt of 1st term fees or full fees as the case may be as confirmed by school accountants.

No deviation is permitted, unless specifically and exceptionally approved by Athena Management.

No child should be allowed in the school on the 1st day without the clearance of the 1st term fees. In case the PDC for the 1st term is bounced, the enrolment will be cancelled and the parent needs to be informed about the same.

No deviation from this policy will be allowed.

2.2 For Cancellations / Withdrawal of existing student from school -

Parents should give written notice to the registrar of the School, for withdrawal of students from the school. In the said event the fees to be collected against balance outstanding / refunded towards any excess paid by Parent, would be calculated as per below method:

In case of cancellation within 15 days of enrollment - one month's fees to be charged.

In case of cancellation within 1 month from the date of enrollment - two months fees to be charged

In case of cancellation after 1 month from the date of enrollment – three months fees to be charged.

2.2.1. No refund can be given for any fees collected under the heads of books, uniforms and any other goods sold and Registration/Reservation fees

While working out the fees as mentioned above, the discounts if any allowed to be reworked and only the proportional discounts to be deducted only till the month student was or to be in the school.

For ex- If a discount of 5% has been given on the Tuition fees of 15000 AED for the full year and there is withdrawal after the completion of Term1 in that case the fees would be calculated as under

Total Tuition Fees to be charged for Term 1- 5700 AED ($15000 \times 40\% = 6000 - 300 = 5700$ ($6000 \times 5\% = 300$))

In case the Tuition fees received is 6000 AED then the school must refund 300 AED and in case the school has received 5000 AED then the school must collect 700 AED.

**In case of refund of transportation fees same terms and policy would be used.

2.3 For School Fees - Terms

2.3.1 Registration/Reservation Fees for new and existing students are non-refundable and non transferable

- 2.3.2 Registration/Reservation fees will be adjusted against the 1st term fees for existing students only
- 2.3.3 Book and uniform fees are non-refundable irrespective whether student completes the full Academic session or not.

2.4. For mid-term admissions-

Term for which the admission is taken before start of the term –

In case admission is taken during the start of the term, then the fees to be charged on monthly proportionate basis from the month in which the admission is taken. For mid-term admissions taken during the month, the entire months fees to be charged.

For example- In case the mid-term admission happens in the month of October, the 2nd and 3rd term fees to be charged in full and for the 1st term fees would be charged for 3 months (from October to December)

The entire years school fees to be collected through PDC's/cash/POS before 31st March of the previous Financial year **OR** at anytime admission happens after start of Academic Term.

For example, fees for academic year 2022-23, in case admission happens on 16th October, 2022 then fees should be collected before 15th October, 2022.

2.5. For Bounce Cheques -

In case of cheque bounce, the school accounts team would send reminders to the parents for clearing the amounts against bounced cheques. The school accounts team will ensure that the bounce cheques are re-deposited 3 times within a period of 15 days. In case the cheques are still not cleared the same would be send to the legal team at HO for initiating legal actions by the legal team at Athena HO.

In case of the 1st term cheque getting bounced the enrolment will be cancelled with immediate effect.

In case of the 2nd term cheque getting bounced the report cards will be withheld as a process. No approval is required for withholding report cards it should be done by default.

Process flow will be the accountant to send a list of the students whose cheques are bounced for the 2nd term or 3rd term as the case may be to the Principal who will ensure that the report cards are kept on hold.

The report cards will only be released once the full amount against the bounced cheque is received.

2.6. For Discount on Fees -

Discounts can be only given on Tuition Fees and no discounts can be given under any name whatsoever.

The discounts will be calculated only on Tuition Fees under below heads:

Type of discount	Applicable on	% & Remarks
Sibling discount	Tuition Fees	1 st child – Nil 2 nd child- 3% 3 rd child- 5% onwards
#Welcome Discount – Only for new admission in KG1/KG2 or Pre-KG admission (Roll over in KG2 is not eligible)	Tuition Fees	3%

#Welcome Discount- Is over and above the sibling discount

2.7. KYC of parents

School Admission/ registration department to collect the below details of the Parent/ Relative who is signing the cheque at the time of admission.

In case, the cheque is provided from the Employer of the parent which is a Company or in the Name of Individual, then same details are required of the person signing the said cheque.

This is required at the time of Civil suit filing.

- Copy of EID
- Copy of Passport
- Copy of Residence / visa
- Phone number
- Email address
- Residential Address

3 Transport fees

A parent will have to avail the transportation for the full year and will not be given any option for opting monthly services. The full year transportation fees will be collected by the school at the time of enrolment or re-enrolment as the case maybe.

The transport fees may be collected term wise or in full as the case may be, however the collection cannot go beyond the dates as mentioned in the below table:

Particulars	PDC's**	Cash/POS
1st Term fees - Full fees*		
Enrolments done upto 20 August 2022	Dated 25/8/22	
Enrolments done after 21 August 2022		Immediate collection
2nd Term fees	Dated 31/12/22	
3rd Term fees	Dated 31/3/23	

* No exceptions will be allowed all the amounts for the 1st term has to be cleared means the cheques has to be encashed before the child can avail the transport facilities.

**Schools can collect PDC's dated earlier than dates mentioned above however no PDC's can be collected with dates after the ones mentioned above.

In case of re-enrolments the fees will be collected as above table only after the full clearance of all the previous year fees.

In case of mid term admissions the 1st, 2nd or 3rd term fees as the case may be has to be fully collected in cash before the child is allowed to use the transport facility.

In case of PDC for the 2nd or 3rd term gets bounced as the case may be, the child will not be allowed to use the transport facility.

Athena Management reserves all rights to make changes in the said policy. No deviation will be permitted under any circumstances without prior approval.