

TUITION AND RESOURCE LEVY

	Grade	Tuition Fees	Resource Levy*
ELC	Pre-KG	32,000	500
	KG	38,000	500
Primary	Prep (KG2)	45,000	500
	Grade 1	45,000	1,000
	Grade 2	54,545	1,000
	Grade 3	54,545	1,000
	Grade 4	54,545	1,000
	Grade 5	54,545	1,000
Secondary	Grade 6	62,745	1,000
	Grade 7	62,745	1,000
	Grade 8	62,745	1,000
	Grade 9	62,745	1,000
	Grade 10	70,590	1,000
	Grade 11	70,590	1,800
	Grade 12	78,400	1,800

*Resource Levy fee is not refundable

PAYMENT OF FEES:

VISS accepted methods of payments of fees are cash, credit card, cheques or bank transfers. For payments through bank transfers VISS bank details are:

Beneficiary Name : Victoria International School of Sharjah
Bank Name: Sharjah Islamic Bank, University City Branch
Account Number: 0011218899003
IBAN Number : AE640410000011218899003
SWIFT Code: NBSHAEAS

The student's full name and ID number should be stated on the transfer instructions. The transfer confirmation must be e-mailed to finance@viss.ae

Post-Dated Cheques (PDC's) must be presented for the following dates:

1st cheque	dated 15 August	40% of tuition fee + resource levy
2nd cheque	dated 1 December	30% of tuition fee
3rd cheque	dated 1 March	30% of tuition fee

All Post-Dated Cheques (PDC's) are handed over for collection to the School's bank in advance of the due date. If a parent wishes to substitute a PDC by another acceptable method of payment, the substitution must be executed 10(ten) working days prior to the cheque's due date.

An administration fee of AED 250 will be charged on any returned cheque. Please note that a returned cheque would constitute a major breach of the registration agreement between the parents and the School and should be immediately rectified to avoid further complications.

FAMILY DISCOUNT

For families who are enrolling 2 children at VISS, the child with the lowest yearly tuition fees is entitled to a 10% discount on Tuition Fees.

Families with more than 2 children at VISS, discount will be calculated as follows,

1. The child with the highest yearly tuition fees will receive no discount.
2. The second child with next highest tuition fees will receive 10% discount.
3. The third and fourth child will receive 20% discount on tuition fees.
4. The remaining children will each receive 25% discount on tuition fees.

SPECIAL DISCOUNT

Parents who are staff member of (Emirates Air, Sharjah University and American University of Sharjah) are entitled to a 15% discount on tuition fee for all children.

NOTE: Please note that only one kind of discount is applicable to be applied

A family with enrolled siblings must submit all the necessary official documentation in support of the application. The family discount would be applied after a full review and approval of the application and the submitted official documents.

CANCELLATION OF REGISTRATION OR WITHDRAWAL FROM SCHOOL

If parents wish to cancel the registration of their child at VISS, or withdraw from the School for any reason, the following cancellation or withdrawal fees will apply:

Cancellation from 15 August without attendance: 1,000 AED as a non refundable registration/re registration fee will be payable.

Withdrawal after attendance of two weeks of classes or less of the term: One full month of tuition and transportation fees, if applicable, will be payable.

Withdrawal after attendance of more than two weeks of classes up to one month of the term: Two full months of tuition, and transportation fees if applicable, will be payable.

Withdrawal after attendance of more than one month in the term: The tuition, and transportation fees if applicable, of the whole term will be payable.

The resource levy fee is nonrefundable.

FEES REFUND

Refunds are paid directly to those who paid the fee (i.e. Students, parents/guardians).

Students/ Parents are required to fill out the designated refund form and provide it along with the required documents to the Finance Department.

Refunds will be processed by a cheque within 12 working days. (not available in July / August)

The school reserves the right to suspend the following year enrolment of any students whose fees are not paid in time. The school will not issue any academic report or transfer certificate to parents with outstanding fees.