



ST. MARY'S *Catholic High School, Dubai*

FEE REFUND POLICY

2025-2026



At St. Mary's Catholic High School, Dubai, we believe that every child has the right to learn in a safe and caring environment without fear of being bullied. By having a written policy outlining the definition of Cyber-Bullying in all its forms, we believe that we are taking the first and most essential steps to tackling bullying and ensuring the school creates a safe learning environment where risk of harm is minimized and students feel socially and emotionally secure.

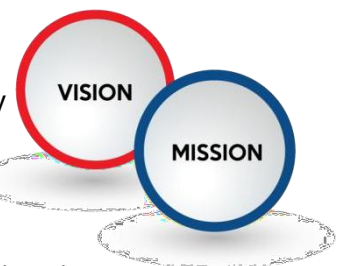
As with all the policies of the school, we believe that our stated mission and vision for the next five years underlies the ethos of the school and underpins everything that the school stands for,

MISSION STATEMENT

We serve with compassion to develop a deep sense of integrity, mutual respect and tolerance within the Marian family so that the uniqueness of each person is celebrated, allowing them to holistically develop as successful learners and responsible citizens.

VISION:

Within the next 5 years, we envision ourselves as a school community that consistently strives to develop highly independent learners who confidently showcase innovation through meaningful reflection and purposeful collaboration. We aim to achieve this by ensuring every teacher inspires students through effective questioning and feedback to reach their highest potential in a culturally diverse society.



Objectives:

This policy has been developed in order to ensure that all stake holders including the students, teachers, senior leadership team and other members are well versed and aware of how to report cyber-bullying and what to do in the event that cyber-bullying is reported. The school also makes it clear that cyber-bullying is not tolerated and when dealing with cyber-bullying there is a clear message that the offender will be firmly dealt with.

TUTION FEES REFUND:

The school adheres strictly to the KHDA Refund Policy.

In the cases of both existing and new students, the registration/re-registration deposit will not be refunded unless there are extenuating circumstances. These circumstances include, but are not limited to, evidence of family/student relocation to another country / emirate or any other unforeseen circumstances.



Such cases may be submitted to KHDA for review:

In the case of refund, the school fees will be calculated as follows:

- Tuition fees paid prior to the beginning of the academic year are refundable and only the registration / re-registration fees will be deducted.
- If the student is enrolled in the school for two weeks or less, a month's fees will be deducted.
- If the student was enrolled in the school for a period ranging between two weeks and one month, two months fees will be deducted.
- If the student was enrolled in the school for more than a month, the full term's fees will be deducted.
- The above refund policy is applicable per term depending on the date of the withdrawal request.
- The refund will be calculated from the start of the term and date of the official request by the parent stating the intent of withdrawal and not from the date when the student was absent. Being on the school registrar counts as days in school.
- Registration or Re-registration deposits are refundable in cases where a school's quality rating has dropped and students wish to move to a school with a better rating, as stated in the DSIB report.
- Book fees are refundable if the student decided to leave the school prior to the beginning of the academic year.
- Any provisions in any other policies or approvals will be replaced in the event that they contradict this policy.



September 2025

Date for Review: June 2026