



المدرسة العالمية الأمريكية
UNIVERSAL AMERICAN SCHOOL
FESTIVAL CITY

School Fee Delinquency Policy

Date:	June 2026
Review Date:	January 2028
Author:	Head of Finance/Chief Operations Officer

1. Purpose

The purpose of this policy is to establish the importance of timely payment of school fees and to outline the actions that may be taken in the event of overdue or unpaid fees.

2. Scope

This policy applies to all parents/ guardians and any party responsible for the payment of fees for students enrolled at Universal American School. The implementation of this policy is subject to the regulations, directives and guidelines issued by the KHDA and school policies.

3. Policy Statement

- School fees and any other applicable charges must be paid as per the due dates outlined in the Parent School Contract and dates defined by the school.

Term 1 – 25th August

Term 2 – 25th December

Term 3 – 25th March

- The parent or legal guardian remains responsible for ensuring payment is made on time, regardless of whether a third party, employer, sponsor or other entity has agreed to pay the fees.
- Any account with unpaid fees beyond the due date shall be considered delinquent.
- The school reserves the right to issue reminders through email, telephone calls, SMS, letters or any other communication channels deemed appropriate.
- Failure to receive an invoice or reminder shall not exempt the parent or guardian from their obligation to pay fees by the due date.
- In accordance with KHDA regulations, the school may temporarily suspend a student for up to three (3) school days per term, either consecutively or intermittently, after issuing the required reminders and notices.
- School reserves the right to withhold access to school activities (e.g. school trips/ extracurricular activities) if there is an outstanding balance in school fees.
- The school reserves the right to withhold transfer certificates, grade reports, marksheets, transcripts, letters of recommendation, re-enrolment, and any other documentation in case of outstanding fees.
- The school reserves the right to withhold re-enrolment or registration for the subsequent academic year if the fees remain outstanding. Re-registration deposits/ re-enrolment fees may be applied against outstanding balances at the school's discretion.
- The school reserves the right to release a student's reserved seat and offer it to another applicant if outstanding fees are not settled by the deadlines communicated by the school.
- The school and/or the legal entity owning the school may consider appropriate legal action to recover any outstanding fees and inform the relevant authorities. This may include referral to legal representatives, debt recovery agencies or relevant authorities.
- The school reserves the right to recover any legal costs, administrative expenses, collection charges, court fees and other associated costs incurred in recovering outstanding amounts.
- The school shall not be liable for any direct or indirect costs, losses, damage or consequences incurred by parents arising from actions taken to recover outstanding fees.

4 . Policy Review

The school reserves the right to amend, modify or update this policy at any time.

It is the responsibility of parents and guardians to familiarize themselves with the current version of this policy.