

DUBAI SCHOOLS STUDENT WITHDRAWAL POLICY 2026-2027



مدارس دبي
DUBAI SCHOOLS



Policy Details

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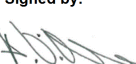
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1. Purpose

This policy outlines the procedure to follow when a parent withdraws their child from the group 'Dubai Schools'. This policy has been adapted from the KHDA guidelines to be transparent and fair for students enrolled at Dubai schools.

This policy has been written in conjunction with The Executive Council and also refers to the declaration form that is signed and agreed by every parent who joins Dubai Schools.

The Withdrawal policy is aimed at ensuring a fair and just procedure is in place that supports the parents to smoothly withdraw their child from the school whilst protecting the schools' resources that have been put in place to invest in every student's sought-after seat.

2. Scope

The schools within the Dubai Schools Group are as follows:

- 1) Dubai Schools Al Khawaneej (DSK)
- 2) Dubai Schools Al Barsha (DSB)
- 3) Dubai School Nad Al Sheba (DSN)

All schools will continue to add additional year levels each year until they reach Grade 12.

The schools offer an American curriculum based on the New York State Education Department, NYSED. Upon completion of high school, graduates receive an American high school diploma that meets the KHDA specification for the American curriculum schools, including the MOE Standards for Arabic and Islamic. The curriculum is focused on challenging and inspiring students of all ages and abilities, including pathways for more able and gifted and talented students. Students develop a passion for learning and respect and understanding others. Students also acquire through the curriculum the personal values of the school which are to be future-ready, build trust and empathy, practice collaboration and tolerance, ensure cultural preservation and achieve academic excellence.

3. Deposit

When enrolling or reregistering a student, a deposit payment is required for a student joining Dubai Schools. This is also listed in the parent school KHDA contract.

4. Payment Process

- a. The tuition fees are sent out in the fee schedule each year. First term tuition fees are due no later than August 1st of that school year, second term fees are due by the 1st of

December, and third term fees are due by the 1st of March.

- b. Tuition fees are payable in advance for each term. To register your child, you are required to pay the balance of the first term fee as per the invoice. A student may not start school unless the appropriate terms fee has been paid in full.

Parents who pay the full annual fees or have been granted a part scholarship:

AED 500 is required to register a new student or reregister an existing student.

The final invoice for the full-term fees will be issued 2 months in advance of the term commencing at which point the deposit for reregistration or registration will be deducted from this invoice.

Parents who have been granted a full scholarship:

There is no deposit to pay for a full scholarship parent when reregistering an existing student or registering a new student. However, this does not mean that charges will not be incurred should the parent decide to withdraw the student early or before the term commences.

5. Withdrawal Form

When withdrawing a student from the school, the parent will be invited to meet the Superintendent to discuss the reason for withdrawal. Should the parent still wish to withdraw their child after this meeting, the parent is required to complete a withdrawal form. Please note that none of this is mandatory. Once this form has been completed, the necessary paperwork can be prepared by the Admissions Manager to allow their child to enrol in another school.

The withdrawal form covers:

- Your experience at Dubai Schools and the reason why you are withdrawing.
- Where you now plan your child to continue their education.
- What closing procedures you need to follow.
- Which documents you need from the school.

- Gathering Information from the Withdrawal Form

The school regularly collates and analyses the feedback from the withdrawal form and shares the outcomes with key stakeholders who run and manage the school. Trends are reviewed to improve the operational processes, educational provision and school improvement agenda.

- Once the parent has officially withdrawn the student and completed the withdrawal form, documents will be prepared for the parents to pass on to their new school including:

- The learner Passport that includes CAT4 data and attainment data
- Teacher feedback and student reports
- Attendance data
- Behaviour and conduct data
- Special Education needs profile if relevant
- The safeguarding report
- Examples of students work
- Other key documents where necessary

See fee structure below for reference.

Fees for DUBAI SCHOOLS - DSK, DSB & DSN AY 2026-2027					
Grade	AY 26-27 Annual fees	Tuition	Transport	Uniform (incl VAT)	ECA (Incl. VAT)
KG1	30,603	23,541	5,936	512	614
KG2	33,161	26,099	5,936	512	614
Grade 1	35,515	28,453	5,936	512	614
Grade 2	35,515	28,453	5,936	512	614
Grade 3	36,391	28,454	5,936	512	1,489
Grade 4	37,005	28,454	5,936	512	2,103
Grade 5	39,712	31,161	5,936	512	2,103
Grade 6	42,271	32,650	5,936	512	3,173
Grade 7	44,829	35,208	5,936	512	3,173
Grade 8	45,853	36,232	5,936	512	3,173
Grade 9	47,900	38,279	5,936	512	3,173
*KHDA approval is pending for AY 2026-2027 fees					

6. Notification of Withdrawal

The official withdrawal date will be recognised from the date the parent sends an email and requests the withdrawal.

7. Withdrawing before the start of any term for all students

- Complete a withdrawal form.
- Any deposit paid or the first term fees paid, will be refunded if the student's intention is to be schooled internationally or outside of the Emirate of Dubai less AED500 for the cost of the uniform (if this has been collected) for term 1 & 2. Refund = Deposit paid/fees paid minus – (uniform costs)
- Should the child be educated at another school in Dubai, then the term fees will be refunded less AED500 for term 1 & 2 (if the uniform has been collected). Refund = Deposit paid/fees paid minus – (Uniform costs)

- Note there is a charge of AED500 for uniform costs if the uniform has been collected for a full scholarship student.

8. Withdrawing within the first 2 weeks of any term

- Meet with the Superintendent or a Senior Leader in the school to discuss your withdrawal.
- Complete a withdrawal form.
- The term fees will be refunded less the cost of the annual uniform charge, monthly transport and annual ECA's. $\text{Refund} = \text{Fees paid minus} - (\text{Uniform} + \text{transport} + \text{ECA})$
- Note - there is a charge for full scholarship students which will be the annual uniform charge plus the ECA and transport costs.

9. Withdrawing between the 2nd week of any term and the 4th week of the same term

- Meet with the Superintendent or a Senior Leadership member of the school to discuss your withdrawal.
- Complete a withdrawal form.
- The term fees will be refunded less 1 month's tuition fees, 1 month's transport fees, annual uniform and ECA costs for paying parents. $\text{Refund} = \text{Term Tuition fees for relevant grade minus} - (1 \text{ month's tuition fees for the relevant grade} + \text{annual uniform} + \text{ECA's} + 1 \text{ month's transport})$
- For full scholarship students a charge is incurred of 1 month's tuition fees, 1 month's transport fees, annual uniform costs and ECA costs.

10. Withdrawing after the 4th week of any term

- Meet with the Superintendent or a Senior Leadership member to discuss your withdrawal.
- Complete a withdrawal form.
- Withdrawals post the 4th week will be charged full monthly fees of each category, up to and including the month of withdrawal along with the annual uniform costs & ECA's.
- A student on a full scholarship will also be charged full monthly fees of each category, up to and including the month of withdrawal along with the annual

uniform costs and ECA's.

11. Withdrawing on the last day of term 1 & 2 or school end date

- Meet with the Superintendent or Senior Leadership member to discuss your withdrawal.
- Complete a withdrawal form.
- Any future term fees that have been paid will be refunded less the AED 500 annual uniform costs should the withdrawal be in term 1 or term 2 only.
- For a full scholarship student, the annual uniform costs AED 500 will be incurred if the withdrawal is at the end of term 1 or term 2 only.

12. Refunds

Any refunds will be returned to the parent within 21 days of issuing the withdrawal form. The refund will be paid by bank transfer or through a credit to the original debit/credit card.

13. Transfer/Leaving Certificate

- A 'Transfer Certificate' is a document provided by the KHDA through the school that declares the grade the student attended and if the academic year for that grade has been completed. This document is needed should the student be transferring to another school in Dubai or another Emirate and in some cases other schools internationally.
- Request for this document can be made on the 'Withdrawal Form' paying the KHDA charge of AED120 to the school cashier department for it to be produced. Once this process is complete, the KHDA and the Admissions department of the current school will work in conjunction to remove the student from the current school's register, so a smooth enrolment can be made at the new school.

14. Support when transitioning to a new school

The student and family will be provided with personalized transition support if needed. Including sharing with the new school that the student is transitioning to, key information related to their learning and social and emotional wellbeing.

15. General Conditions

The above refund policy is applicable per term.

- The refund will be calculated from the first day of any term and the official withdrawal date.
- Any provisions in any other internal policies or approvals will be repealed in the event that they contradict this policy.

Consideration: Any student with or without a scholarship can withdraw from Dubai Schools at any time of the year, regulation guidelines are listed above to clarify the timeline, refunds and costs incurred. All withdrawal applications will be notified to the Superintendent, exemptions to payment dues might be applicable, should there be a hardship in the family; for example, a medical condition or a family emergency. The Superintendent will make a final recommendation regarding the final refund in conjunction with Taaleem Central Office within 21 days of the official withdrawal.

16. Implementation Timeline

This policy shall be implemented within thirty (30) days from the Effective Date indicated on the cover page, allowing adequate time for communication, training, and adoption across all relevant Taaleem entities. Where any requirement in this policy is dependent on a system functionality, configuration, or tool that is not yet implemented, such requirement shall take effect only once the relevant functionality is operational. Until such time, existing processes shall continue to apply.

17. Non-Compliance

Non-compliance with any established corporate policies may result in disciplinary action.

Version Control

Version No.	Date	Details of Change
1	Unknown	New Policy
2	Unknown	Unknown
3	April 2025	Unknown
4	July 2026	General updates including updated template

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