

Dubai Schools – Student Referral Policy



مدارس دبي
DUBAI SCHOOLS



Policy Details

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Policy Owner	Admissions Department
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Applicable To	Dubai Schools

Prepared by:

Name	Designation	Signature
Carole Lecointre	Head of Admissions & Marketing	Signed by: 
Graham Paris	Director of Dubai Schools	Signed by: 

Reviewed by:

Name	Designation	Signature
Natasha Pardasani	Head of Compliance	DocuSigned by: 

Approved by:

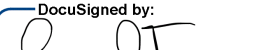
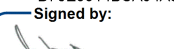
Name	Designation	Signature
Sam Truman	Chief Operating Officer	DocuSigned by: 
Alan Williamson	Chief Executive Officer	Signed by: 

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1. Purpose

- a. This policy aims to incentivise and reward parents who successfully refer new families to enroll their children in any of the Dubai Schools (Dubai Schools Al Barsha, Dubai Schools Nad Al Sheba and Dubai Schools Al Khawaneej). If a referred family enrolls their child(ren) as full paying-students at any Dubai Schools, the referring family will receive a monetary reward, which will be deducted from their tuition fees.

2. Referral Submission

To qualify for the referral reward, the following procedure must be followed:

- a. The referring parent must provide written evidence of the referral to the Admissions Department of the relevant Dubai Schools. This evidence should be provided via email and include the following details:
 - i. The names and year groups of the referring parent's child(ren).
 - ii. The names of the referred family's child(ren) and their intended year groups.
- b. The new family applying for enrollment can also indicate the referral during the application process. They can submit an email to the Admissions department that includes:
 - i. The names of their child(ren) applying for enrollment.
 - ii. The names of the referring family's child(ren) and the school they currently attend.

3. Referral Deadline

- a. To ensure eligibility for the referral reward, the referral must be submitted before the new family's registration deposit is paid. Any referrals received after this point will not qualify for the reward.

4. Reward for a Referral

- a. The monetary reward for each successful referral is determined by the amount specified on the school's website, as communicated by the school, and approved by KHDA.
- b. To be eligible for the reward, the student from the referring family must pay a minimum amount of tuition fees equivalent to or exceeding the referral value.
- c. If all procedures are followed correctly and all conditions are met, the referring family will receive a monetary reward of a certain amount per child referred and successfully enrolled.
- d. Upon successful enrollment of the referred child including once the first term fees are paid in full and the referred child has attended school for 6 weeks of their first term, the

Admissions Office will contact the referring parent to confirm that they have qualified for the reward.

- e. The reward will be applied as a deduction from the referring parent's next term's invoice.
- f. There is no limit to the number of referrals that can be submitted within an academic year.

5. Data Privacy

- a. All personal information provided during the referral process will be used solely for the purposes of administering this policy and will be handled in accordance with Taaleem's data privacy policies and applicable data protection laws.

6. 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.

7. Non-Compliance

Deliberate and / or repeated non-compliance with this policy may be addressed in accordance with applicable company procedures.

Version Control

Version No.	Date	Details of Change
1	June 2025	New Policy
2	July 2026	Annual Refresh

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