



Effective From	AY 2024/25 (Fall term)
Compliance From	AY 2025/26 (Fall term)

## EARLY EDUCATION INSTITUTION **POLICY**

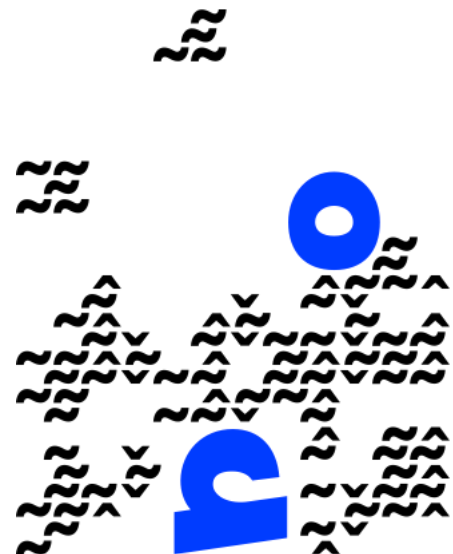
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# FEES

### Purpose

This policy ensures that Early Education Institutions (EEIs) adhere to proper financial planning practices, promoting financial stability and accountability. By standardizing fee structures and payment schedules, it aims to provide clarity and consistency for both the institution and parents, facilitating transparent financial transactions.



## Definitions

<b>Additional Fees</b>	Fees charged during the academic year for additional services such as, medical services, afternoon clubs/extracurricular activities, and holiday camps.
<b>Child</b>	A person under the age of 4 years, as per Federal Decree Law No. (51) of 2022 Regulating Nurseries.
<b>Early Education Institutions (EEl)s</b>	All ADEK-licensed institutions that offer early years service (e.g., nurseries).
<b>Payment Schedule</b>	A schedule defining the dates and amounts of payments to be made for payment of EEl fees.
<b>Registration Fees</b>	An advance payment collected from newly admitted children prior to the start of the term/academic year, serving as confirmation of enrollment. This amount is deductible from the tuition fee.
<b>Re-Registration Fees</b>	An advance payment collected from returning children to confirm their continued enrollment for the upcoming term or academic year. This amount is deductible from the tuition fee.
<b>Registration Pack</b>	A set of documents that contains all necessary application forms (and relevant policies) for a child's registration in an EEl.
<b>Tuition Fee</b>	Fees that are directly associated with educating or caring for children in an EEl.



## Policy

All EEIs shall develop and implement a transparent Fee Policy, which they shall include in the registration pack for parents (see [ADEK EEI Admissions Policy](#) for more details), and which covers the following topics:

1. Fee structure and fee payment schedule
2. Fee payment
3. Fee refund
4. Non-payment of fees
5. Fee increase

### 1. Fee Structure and Fee Payment Schedule

A transparent fee structure and payment schedule allows EEIs to manage their finances in a stable manner, which is why EEIs shall:

- a) Clearly outline their fee structure and payment schedule for the academic year in the policy, illustrating the payable fee, payment deadlines, packages/discounts, and any additional fees chargeable to parents apart from tuition fees. The fee structure shall clearly state the period covered by the fees.
- b) EEIs are authorized to collect payment for tuition fees in advance of the fee period, e.g., prior to the start of the month, as applicable.
- c) Ensure that all ADEK fee approvals have been secured as per Article 11, Federal Decree Law No. (51) for 2022 Regulating Nurseries and any decisions issued in this regard before publishing the fee structure. EEIs shall only charge the approved fees applicable to the relevant year.
- d) Communicate any changes or updates to the fee structure and payment schedule to parents before the start of the academic year, as well as the process by which they can address their concerns with the EEI, if any (see [ADEK EEI Complaints Policy](#) for more information).

#### 1.1. Registration and Re-registration Fees

Registration fees (for new children) and re-registration fees (for returning children), once paid, secure the child's place at the Early Education Institution (EEI). These fees shall be deducted from the term or annual tuition fees.

EEIs shall adhere to the below with regards to registration and re-registration Fees.

- a) **Fee Limit:** The amount charged for the registration and/or re-registration fees shall be capped at no more than 5% of the approved tuition fee.
- b) **Collection Timeline:** These fees must not be collected earlier than 4 months before the start of the upcoming term or academic year.
- c) The fee structure shall clearly state if the registration fees are non-refundable, should the parent decide not to enroll the child in the EEI.

## 1.2. Early Drop-off and Late Pick-up Fees

EEIs are authorized to charge parents for early drop-off and late pick-up services, and these shall be clearly mentioned on the fee structure document shared with parents at the time of registration.

- a) Early drop-off and late pick-up fee charges shall be applied as per the Circular REF: ECO/EEI/2025/003. Any modifications will be communicated with an updated circular.
- b) Separate approval from ADEK is not required, when charging early drop-off and late pickup fees, as per ADEK requirements.

## 2. Fee Payment

### 2.1 Terms and Conditions for Fee Payments

EEIs shall clearly communicate the terms and conditions of fee payments to parents in advance.

EEIs shall list the fee types and their payment schedule terms and conditions in the policy, which shall include the following minimum elements:

- a) Payment deadline.
- b) Amount payable by the EEI's payment schedule (whether monthly, termly, annually, etc.).
- c) Fee payable as per the days and timing options (if the EEI offers flexible timings and days).
- d) Payment mode (cash, credit card, cheque, or bank transfer).

### 2.2 Payment of Additional Fees

Additional fees are optional for parents, and EEIs shall identify and include any additional fees they aim to charge above and beyond the tuition fees in their Fee Policy.

- a) This includes fees that may be charged to provide specialized provision for children with additional learning needs. EEIs shall ensure that additional charges for specialized provision are transparent (see [ADEK EEI Inclusion Policy](#) for more information).
- b) These additional fees shall be itemized in invoices, and any additional optional fees shall not be billed to parents without their consent (see [ADEK EEI Fees Policy Guide](#) for more details).
- c) Separate approval from ADEK is not required when charging additional fees.

### 3. Fee Refund

EEIs shall clearly identify any fees that are non-refundable and state the terms and conditions under which a refund will be offered in their Fee Policy.

### 4. Non-Payment of Fees

EEIs shall ensure that all non-payment issues are dealt with in a discretionary and respectful manner to avoid subjecting the child and/or parent to potential embarrassment. Moreover, they shall include the following details about non-payment of fees in their Fee Policy:

- a) EEIs choosing to keep a non-negotiable stance on the non-payment of fees shall clearly articulate this in their fee structure and payment schedule.
- b) The terms and conditions for late fee payments, with specific mention of the penalty charges and the period after which the charges will be applicable.
- c) The number of reminders and/or to be given before the EEI decides to cancel a child's enrollment at the EEI.
- d) The grace period allowed to settle the payment after the parents have responded to the reminders.
- e) A statement indicating that the EEI reserves the right to cancel a child's enrollment from the EEI in case of non-compliance with the stance on fee payments. A notice period should be indicated after which the child will have to be withdrawn due to non-payment of fees.

### 5. Fee Increase

EEIs shall apply and obtain approval for any tuition fee increases from ADEK as per Federal Decree Law No. (18) of 2020 Concerning Private Education.

### 6. Compliance

- 6.1** This policy shall be effective as of the start of the Academic Year 2024/25 (Fall term). EEIs are expected to be fully compliant with this policy by the start of the Academic Year 2025/26 (Fall term). EEIs shall be compliant with the updated requirements in version 1.1 of this policy by Academic Year 2026/27 (Fall term).
- 6.2** Failure to comply with this policy shall be subject to legal accountability and the penalties stipulated in accordance with the ADEK's regulations, policies, and requirements, notwithstanding any other penalties imposed by Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments or any other relevant law. ADEK reserves the right to intervene if the EEI is found to be in violation of its obligations.

## References

- Federal Decree Law No. (18) of 2020 Concerning Private Education
- Federal Decree Law No. (51) of 2022 Regulating Nurseries
- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments

### Publication

2026 (March) ADEK\_EEI\_Fees Policy\_v.1.1

Department of Education and Knowledge, Abu Dhabi (ADEK)

This policy applies to Early Educational Institutions (EEI) in Abu Dhabi.

### Current version:

*Amended to add new sections on regulating registration, re-registration, early drop-off, and late pick-up fees; clarify the optional nature of additional fees and their approval requirements; and specify that any tuition fee increase requires prior ADEK approval in line with applicable legislation.*

### Past versions:

- 2024 (September) ADEK\_EEI\_Fee Policy\_v.1.0  
*First published*

