



FEE POLICY

Registration, Tuition & Refund Policy

1. Application / Registration Fee

The application/registration fee is charged to cover the cost of processing applications, assessments, and administrative work. This fee is non-refundable.

2. Seat Reservation / Booking Fee

Once an offer of a place is made and accepted, parents are required to pay a seat reservation (booking) fee in order to secure the place.

- This fee is non-refundable once the place has been accepted by the parent.
- If the school is unable to offer a place, the seat reservation fee will be refunded in full.

3. TUITION FEES – GENERAL

Tuition fees by grade level, and the instalment schedule for the academic year, are set out below.

Grade	Total Fees	Fee Due at Registration	1st Instalment 40% – 15 Aug	2nd Instalment 40% – 15 Nov	3rd Instalment 20% – 15 Feb
KG 1–3	SAR 48,000	—	—	—	—
Grades 1–6	SAR 55,000	—	—	—	—
Grades 7–8–9	SAR 61,000	—	—	—	—
Grades 10–12	SAR 68,000	—	—	—	—

- All tuition fees must be paid in advance by the due date.
- Students will not be allowed to attend class if fees are unpaid.

4. REFUND OF TUITION FEES (WITHDRAWAL POLICY)

If a parent wishes to withdraw a student, the school must receive a written notice of withdrawal (email or letter) stating the last day of attendance.

Refunds of tuition fees, where applicable, will be calculated according to the schedule below.

If withdrawal is requested after the term has started:

Withdrawal Timing	School Retains
Before the first day of term	Registration fee + seat reservation fee (both non-refundable)
During the first week of term	50% of the term's tuition
During the second week of term	100% of the term's tuition – no refund for that term

Withdrawal Timing	School Retains
Second and third term	Pay Full Tuition Fees

End-of-Year Withdrawal Notice

The deadline for submitting written notice of withdrawal for the following academic year is two months before the end of .Term 3, which falls in April

If no written notice of withdrawal is received by this deadline, the student will be considered automatically re-enrolled for the following academic year, and the Withdrawal Policy and applicable financial obligations outlined above will apply.

Ellesmere College Riyadh
Finance Department