



Queen
Elizabeth's
School

DUBAI SPORTS CITY

Student Withdrawal Policy

Academic Year 2026-27

	Name	Title	Date
Prepared by	Louise Newman	Head of Admissions	20/04/2026
Reviewed by	Dan Clark	Principal	22/04/2026
Approved by	Governing Body		10/07/2026
Next review	August 2027		



1. Notice of Withdrawal

- Parents are required to provide written notice of withdrawal via the Parent portal Withdrawal Form / Email
- Wherever possible, the school requires one full term's notice.
- Failure to provide the required notice may result in full term school tuition fees being charged.
- Late notice may affect refund eligibility.

2. Withdrawal Procedure

To complete the withdrawal process, parents must:

- Submit the Student Withdrawal Form
- Clear all outstanding fees
- Return all school property (books, devices, resources)
- Pay for any damages to school property
- Request a Transfer Certificate (TC) and pay TC fee AED126

Students will not receive their Transfer Certificate or final reports until all outstanding fees are fully settled.

3. School-Initiated Withdrawal

If the school initiates the withdrawal (excluding suspension or expulsion):

- Any tuition fees paid will be refunded on a pro-rata basis
- The School Tuition Fee Deposit will be deducted
- All non-refundable fees will still apply (see Section 5)

4. School Tuition Fee Refund Policy

Refunds are calculated in accordance with KHDA regulations: School Registration and Refund Policy for Private Schools in Dubai, effective March 2026

4.1 Before the Academic Year Starts

- School Tuition fees are fully refundable



- The School Tuition Fee Deposit / Re-Enrolment fee will be deducted unless 60 days' notice has been provided

4.2 During the Academic Year

Refund eligibility depends on the duration of attendance:

- Up to 2 weeks of attendance → 1 month's tuition fee will be charged → Remaining balance refunded
- More than 2 weeks and less than 1 month → 2 months' tuition fees will be charged → Remaining balance refunded
- More than 1 month → **Full term tuition fees will be charged** → No refund applicable

5. Non-Refundable Fees

Under all circumstances, the following fees are **non-refundable**:

- Application Fee (unless the school is unable to offer a seat, then it is refundable)
- Uniforms and Costumes
- Learning Packs
- Learning Support Fees
- Optional Services (e.g., Transport, Paid ECAs)

6. Refund Processing Timeline

Any eligible refunds will be processed within 7-10 working days from the latter of:

- Submission of a completed Student Withdrawal Form with required documents
- Full settlement of outstanding fees
- Return of all borrowed school resources
- Payment for any damages to school property



7. Compliance with KHDA Regulations

- The school strictly follows the regulations set by Dubai's **Knowledge and Human Development Authority (KHDA)** regarding tuition fee collection and refunds.

Important Notes

Registration at the school is considered as attendance, even if the student does not physically attend classes.

Refunds, if applicable, are calculated based on the date of the withdrawal request, not the last day of attendance.