



POLICIES AND PROCEDURES

POLICY: Schedule A - Payments and Installments

Date Approved: Dec 9, 2025

Last Reviewed: Dec 9, 2025

Dates of Amendment: Dec 9, 2025

1. Registration Fees

To finalize registration, both new and returning students are required to submit a non-refundable registration fee of **\$200** per student. This fee becomes due upon the submission of the application form to the school.

Although the payment of registration fees is a crucial initial step, it does not automatically ensure student registration or a guaranteed spot at the school. Upon confirmation of the admission receipt, enrollment becomes contingent upon a thorough assessment and consideration of various factors by the school.

2. Tuition Fees

Student	Annual Tuition Fee	Monthly Payment Option x
1 st Child	6500	650
1 st Sibling	6100	610
Other Siblings	5600	560

Tuition fees cover the entire academic year spanning 10 months, and it is anticipated that payments will be made for the full duration. To enhance convenience, we provide a monthly payment option.



POLICIES AND PROCEDURES

POLICY: Schedule A - Payments and Installments

3. Payment Options

- a. **Option A: Full Payments**
 - i. Due: **September 1st** of the academic year
- b. **Option B: Monthly Installments (10 months)**
 - i. Payment Schedule: **September 1st – June 1st**
 - ii. Installment: 1/10 of total annual tuition
- c. **Option C: Approved Subsidy/Financial Assistance**
 - i. Amount: Based on approved subsidy agreement
 - ii. Installment schedule follows **Option B** unless otherwise specified

4. Accepted Payment Methods

- a. **Online Payment Portal** (credit/debit)
- b. **Pre-Authorized Payment (PAP)**
- c. **Post-Dated Cheques**
- d. **E-Transfer, only in paying the full amount**
 - i. E-transfer to etransfer@abischool.com

Monthly installments should be made on the **1st day of each month** and are payable to "Ahlul-Bayt Islamic School".

5. Withdrawal from School

Students leaving before the beginning or during the school year, must submit a written notice to the school, 60 days before their departure date. See schedule C for more details and applicable fees.

6. Late Payments Penalty

A cumulative penalty of **\$40** per month per child will be applied when tuition is **not paid by the 5th of the month** the due date (1st of every month).



POLICIES AND PROCEDURES

POLICY: Schedule A - Payments and Installments

For example, if the January payment for one student is not received by **the 5th** of January, a penalty of \$40 will be applied.

If the January payment remains unpaid until the 1st of February another \$20 will be applied on February 1st, and so on.

7. Entrance Exam Fees

- a. **Exam Fees:** A non-refundable examination fee of **\$200** is required for all new applicants. This includes the exam preparation, supervision and processing fees.
- b. **Date:** The school administration will contact the parents to set the date and location of the exam.
- c. **Payment:** Fees must be paid **before** the exam date.
- d. New students are required to register for an entrance exam that will be set by the school administration later.
 - i. JK and SK students will have an ***in-person interview***.
 - ii. Grade 1 to Grade 10 will have to do a ***written entrance exam***.

8. School Supply Fees

These fees contribute directly to the provision of essential educational materials, resources, and supplies that enhance the overall educational experience. From classroom supplies to specialized equipment, the funds collected through supply fees are invested thoughtfully to support a comprehensive and enriching curriculum.

- a. A total of **\$420** which includes:
 - i. School Supplies and Stationery
 - ii. Photocopying
 - iii. Textbooks (English, Arabic, and French Languages, Phonics and Islamic Education)
 - iv. Technology licenses
 - v. Chromebook deposit

The supply fees are due at the beginning of the school year.



POLICIES AND PROCEDURES

POLICY: Schedule A - Payments and Installments

9. Uniform Fees

Individual student uniforms can be acquired independently, and the cost varies based on the specific quantity of items required by each student. Further details, including a comprehensive form that includes the size and detailed measures, will be provided later. Here are the prices:

10. Girls' Tunic

Size	5	6/6 x	8	10	12	14	16
Shoulders (Inches)	13	14	16	17	19	20	22
Length (Inches)	24	25	30	34	36	38	41
Price	\$30	\$35	\$40	\$40	\$45	\$45	\$45

11. Boys' T-Shirts

Size	4	6	8	10	12	14	16	S=18	M=20	L=22	XL=24
Shoulders (Inches)	14	15	16	16.5	17.5	18	19	19.5	20.5	21.5	22
Length (Inches)	19	20	21.5	22.5	22.5	24.5	25.5	27	28	29.5	30.5



POLICIES AND PROCEDURES

POLICY: Schedule A - Payments and Installments

Long Sleeve Price	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$40	\$40	\$40	\$40
Short Sleeve Price	\$30	\$30	\$30	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35

13. Extracurricular Activities

Participation in field trips and extracurricular activities is **NOT** covered by the tuition fee and will be determined upon organization of the respective trips. The school will distribute a separate form for each activity to gather necessary details.

14. School Policies and Handbooks

To enhance your understanding of our school policies and guidelines, we will be providing a comprehensive list of the school policies and a parent handbook. These valuable resources will be distributed to all families before the start of the school year, offering insights into our educational approach, expectations, and important procedures.

If you have any questions or concerns regarding any of the information listed above, don't hesitate to reach out to the school by phone or email.