



KES Financial and Administrative Policy 2023-2024

Dear Parents,

Kindly take the time to familiarise yourself with the financial and administrative policy of the school and please sign and return the acknowledgement form as an indication of your acceptance and compliance with the policy outlined.

Please note that tuition fees may increase subject to the decision of the Ministry of Education

Annual Tuition Fees 2023/2024:

Department	Early Years KG	Early Years REC	Primary Years 1-2	Primary Years 3-6	Secondary Years 7-9	Secondary Years 10-11	AS-A level Years 12-13	Green Unit
Fees	1778	2877	2877	3274	3670	3670	4800	4650
Books & Resources	82	123	123	127	150	225	170	--

New Students Evaluation Fees KD 50 (Non-Refundable) not part of tuition fees
New Students Re-evaluation Fees KD 30 (Non-Refundable) not part of tuition fees
Registration or Re-enrollment Fees KD 100 (Non-Refundable) to be paid upon registration or re-enrollment and is part of the total tuition fees.

School payments can be made through:

1. Visiting the school's Accounts Department, where
 - o K-net cards are accepted
 - o Credit cards only from **National Bank of Kuwait (NBK) and Kuwait Finance House (KFH)**
 - o Cash payments are not accepted
2. Bank Transfer details: Kuwait English School, National Bank of Kuwait
IBAN: KW12NBOK0000000000001005422602
3. Visit the school's website according to the following steps:
 - a. **Online payment**
 - b. **Download the education program and follow the instructions shown in the video attached to the site**

Tuition fees instalments are outlined below:

First Instalment	Second Instalment	Third Instalment
Due by 10th of September	Due by 10th of January	Due by 10th of April
1/3 of the Total Fees	1/3 of the Total Fees	1/3 of the Total Fees

Please note the following:

- The registration or re-enrollment fee will be deducted from the first instalment.
- To re-enroll for the new academic year 2023-2024, the second instalment of the current tuition fees must be paid in full.
- Students with pending balances from previous years are not allowed to re-enroll for the following year.
- In case of available seats at the beginning of the school year, registration can be done by paying the first term instalment which includes the 100 KD registration fee
- Tuition fees have to be paid on time in order for parents to receive children's school reports (electronically through the parent portal)

Annual Transportation Fees & School Uniform:

Remote areas: Round trip (KD 420) One way (KD 320)

Nearby areas: Round trip (KD 400) One way (KD 320)

- An amount of KD 50 can be made to reserve a place for school transportation and it is considered as part of the total transportation fees (non-refundable).
- Transportation fees are paid in 3 instalments according to the method of payment of tuition fees.

All students are required to wear the Kuwait English School uniform. Uniforms will be available for purchase from the school's uniform shop.

Withdrawal:

In case of withdrawal, the following procedures shall apply:

1. In accordance with the Ministry of Education Private Education policies, the registration fees will not be refundable under any circumstances.
2. Students who withdraw from the first school day to October 31st shall pay 33.33% of the tuition fees, including the registration fees.
3. Students who withdraw from November 1st to December 31st shall pay 50% of the tuition fees, including the registration fees.
4. Students who withdraw from January 1st to February 28th shall pay 66.66% of the tuition fees, including the registration fees.
5. Students who withdraw after March 1st shall pay the tuition fees in full.
6. Parents will not be handed over any of the following documents: transfer certificates, clearance documents and medical files unless the due amount is paid according to the table shown above.
7. In case the student wishes to return to school after completing the withdrawal procedures during the same academic year, the student will be registered as a new student following the financial policy.

Delayed Enrollment:

1. There will be no discount for delayed enrollment during the first semester.
2. Students enrolled during the second term will be eligible for a 20% discount.

Parent/Student Handbook:

It is our school's top priority to provide a safe and high-quality learning environment for all students. It is the parents' responsibility to adhere to the "Parent/Student Handbook" that will be published at the beginning of the 2023-2024 academic year. Parents may also review the Parent/Student Handbook online through our school website www.kes.edu.kw.

By signing below, it is understood that adherence to these policies is part of the enrollment process for all parents.

Kuwait English School has the right to adjust the policy under any circumstance.

Kuwait English School has the right to post students' photos on social media and school publications (Except if the parent notifies the school in writing and in advance).

Parents' Code of Conduct:

The school welcomes discussions, questions, suggestions, and constructive criticism for the benefit of the school. We expect parents to adhere to the code of conduct found in the Parent/Student handbook. We always trust that parents will assist the school with the implementation of the code of conduct.

Attendance & Absence:

Accepted students must attend school within the first four days of the official start of the school year. Parents must inform **the school** in writing in advance if their child will be absent on the first days of school. On the fifth day of absence without notifying the school, the child will be dropped from the school registration and the seat will be given to another child.

General Conditions:

1. Signing the financial policy **or** acceptance of the policy through online registration services, payment of seat reservation or any other fees by the parent means that the parent has agreed to all its articles without any reluctance.
2. The signing of the financial policy by the father **or** mother means that the father or mother is eligible to sign and are committed to all the articles mentioned in the financial policy without recourse to the school in any way.
3. In case the sponsor does not complete the tuition payment, the father is the responsible party to complete the tuition payment.
4. Re-enrollment of your son/daughter for the academic year 2023-2024, or payment of registration fees, or acceptance of your child to the school, or providing seats are not considered proof of commitment of the parent to complete the payment of the tuition for previous years or the current year. The only proof of commitment is the receipt from the school stating the payment of fees or a financial clearance from the school.
5. The official communication tools used between parents and the school is the email address provided to us. It is the responsibility of the parents to update their information on our systems.
6. **KES** will not consider re-enrollment and seat reservation for students unless parents have a clearance letter or original receipt to prove that all previous years' financial balance as well as current year tuition fees are cleared. The school has the right to cease students' re-enrollment and students' file transfers for the academic year 2023/2024 until school tuition is fully paid.
7. According to MOE guidelines, the father has sole authority to sign all registration forms except in case of death. Please provide a copy of the death certificate. The custodian of the student is responsible for continuing the registration /re- enrollment procedure.
8. In case of divorce, please provide the final custody documents if the guardian will sign the registration forms.
9. The parent is responsible for all the provided information and documents without any liability on the school.

Acknowledgement

I, the Parent of _____ in Year _____ for the academic year 2023-2024

acknowledge that I have read the financial and administrative policies and undertake to pay the tuition fees in due time.

Parent's Name: _____ Student Civil ID: _____



مدرسة الكويت الانجليزية
KUWAIT ENGLISH SCHOOL

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www.kes.edu.kw / keschool@kes.edu.kw

Father's Signature _____

Mother's signature _____

Father's phone number: _____

Father's email address: _____

Mother's phone number: _____

Mother's email address: _____



KUWAIT ENGLISH SCHOOL PRIVATE CO.
شركة مدرسة الكويت الانجليزية الخاصة ش.م.و

AUTHORISED AND PAID-UP CAPITAL KWD 1,000,000
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INSPIRE, CHALLENGE AND ENCOURAGE