



Dove Green

PRIVATE SCHOOL

FEE POLICY AND PAYMENT TERMS

ACADEMIC YEAR 2025–26



At Dove Green Private School (DGPS), we are committed to providing a high-quality education in a supportive and inclusive environment. To support your child's academic journey, we kindly ask that all parents understand and adhere to the school's financial policies outlined below.

Tuition Fees: A Shared Responsibility

As a parent or guardian, you are responsible for ensuring that all tuition fees are paid in full according to the school's terms and conditions. Failure to meet these obligations may impact your child's ability to continue or complete the school year.

Initial Fees:

- **Application Fee:** AED 500 (non-refundable). Applicable to all new applicants to cover administrative processing.
- **Enrollment Deposit:** 10% of the annual tuition fee, payable upon acceptance. This amount is deductible from the total fees but non-refundable unless the family relocates out of Dubai prior to the start of the academic year (official proof required).

Payment Plans: Flexibility to Suit Your Needs

DGPS offers various payment plans to accommodate different financial situations:

- **Full Payment:** Pay the entire year's tuition fees upfront for a convenient and hassle-free experience.
- **Termly Payments:** Divide the fees into three installments, aligning with the school terms.
- **Monthly Payments (via Zenda):** Parents may opt for an 8-month payment plan through the Zenda app.

Additional Fees:

- **Transport Fees:** If your child utilizes school transportation, these fees are charged separately and payable in three equal installments throughout the academic year. Please contact our transport department for further details(transport@dovegreenschool.com)
- **Exam Fees:** Students taking GCSE exams will be required to pay examination fees, the amounts for these will be shared as soon as they become available from the exam board
- **Stationery items:** Parents are responsible for providing their child's personal stationery items, including pens, pencils, calculators, and any other necessary supplies



Convenient Payment Options:

DGPS recommends Zenda, a user-friendly mobile application for easy and secure payments. You can find out more about Zenda here [How to Use zenda](#)

Alternatively, we provide multiple payment methods for your convenience:

- **Cash/Cheque/Credit Card:** Visit the Finance Office during operating hours (Monday to Friday, 8:00 AM to 3:30 PM) to make payments in person.
- **Bank Transfer:** Transfer funds directly to the school's bank account. Please use the following details:
 - **Bank:** Abu Dhabi Commercial Bank
 - **AED Account No.:** 10440985 020 002
 - **Account Name:** Dove Green Private School LLC
 - **IBAN Number:** AE270030010440985020002
 - **Address:** Khalid Bin Waleed Branch, Dubai, UAE
 - **SWIFT Code:** ADCBAEAA
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Discounts: Rewarding Your Commitment

DGPS offers several discount opportunities Please follow the following website link to know more about our discounts <https://dovegreenschool.com/fees/>

Termly Payment Schedule:

All termly installments must be made by your chosen payment method (cash, cheque, credit card or bank transfer) no later than the following dates:

- **Term 1 (40%):** August 15
- **Term 2 (30%):** December 15
- **Term 3 (30%):** March 15

Monthly payment Option:

We also offer an 8-month payment option to parents through Zenda App. Monthly instalments are made on the 5th of each month.

[How to Pay Monthly](#)



- **Important Notes Regarding Non-Payments:** Tuition must be paid in full prior to the start of each term, no later than the termly payment schedule provided above, or by the 5th of each month for those using the monthly instalment plan option with Zenda A 2% late payment fee will be applied to overdue balances.
- DGPS takes non-payment of fees seriously. After three written notifications, the school may suspend a student and reserves the right to take action to recover any outstanding fees.
- Non-Payment of school fees will also result in the withholding of report cards and transfer certificates. Re-registration will not be accepted for students with outstanding balances.
- Transportation fees must be paid in line with the schedule provided. Failure to pay in line with this schedule may result in the suspension of transportation services.

Cheque Payments:

- Cheques must be payable to "Dove Green Private School LLC".
- A fine of AED 300 + VAT will be charged for each dishonored or bounced cheque.
- Cheques must not be held longer than 3 business days; a replacement fee of AED 50 + VAT applies.
- Parents are responsible for any bank-related penalty charges.

Refund Policy:

- Tuition fees paid in advance of the academic year are refundable, excluding the registration fee.
- Withdrawal during
 - First 2 weeks: One month's fee will be deducted.
 - Between 2 weeks and 1 month: Two months' fees will be deducted.
 - After 1 month: One full term's fee will be deducted.
- Refunds are processed only after a written request is submitted to the Registrar.

Class Trips/School Event Payments:

All class trips and school events must be paid exclusively through the Zenda App.

[How to Pay for Services](#)



Re-Enrollment:

- To secure your child's place for the following academic year, a non-refundable re-registration fee of 5% of the total tuition fee is payable during the school's re-registration period. This fee will be adjusted against term fees for the next academic year.
- The re-registration fee cannot be deferred or applied towards a sibling's fees.
- Students unable to register with the KHDA due to missing documentation or outstanding fees will not be re-registered.

Student Withdrawals:

To formally withdraw your child from DGPS, a 'TC request' (Transfer Certificate request) must be submitted to the Registrar. A fee of AED 120 applies for all students transferring within Dubai or outside the Emirate.

Tuition Fee:

Below is a breakdown of the annual tuition fees by year group academic year 2025-26, (*Note: All fees are subject to annual review and KHDA approval*):

Early Years Foundation Stage (FS1 and FS2):

- Autumn Term: AED 16,800
- Spring Term: AED 12,600
- Summer Term: AED 12,600
- **Total Annual Fee: AED 42,000**

Year 1 and Year 2:

- Autumn Term: AED 17,600
- Spring Term: AED 13,200
- Summer Term: AED 13,200
- **Total Annual Fee: AED 44,000**

Year 3 and Year 4:

- Autumn Term: AED 18,400
- Spring Term: AED 13,800
- Summer Term: AED 13,800
- **Total Annual Fee: AED 46,000**



Year 5 and Year 6:

- Autumn Term: AED 19,200
- Spring Term: AED 14,400
- Summer Term: AED 14,400
- **Total Annual Fee: AED 48,000**

Year 7 to Year 9:

- Autumn Term: AED 22,000
- Spring Term: AED 16,500
- Summer Term: AED 16,500
- **Total Annual Fee: AED 55,000**

Year 10 and Year 11:

- Autumn Term: AED 24,000
- Spring Term: AED 18,000
- Summer Term: AED 18,000
- **Total Annual Fee: AED 60,000**