



# GEMS United Indian School

## GUIS Fee Collection Policy

1. The fees must be paid before the 10<sup>th</sup> of every month.
2. Three warnings will be given at a gap of one week each.
3. The school does not dismiss students due to a delay in the payment of School fees; however, the school will suspend a student with permission from ADEK for up to three days but only after sending three warning notices each being one-week in duration each time to a student's Parents/Guardians.
4. Further, the School will withhold examination report cards, transfer certificates (or block a transfer on eSIS) and/or re-registering a student until all outstanding dues are settled.
5. The School does not prevent students from sitting for any end-of-term or end-of-year examinations or any examinations assigned during the term as a consequence of non-payment of School fees.
6. The Schools ensures discretion when dealing with non-payment issues in order to protect the student from unnecessary attention.

*[Handwritten Signature]*

