



Financial and Administrative Policy 2023-2024

Dear Parents,

We are pleased to welcome your sons and daughters to ACA Nurseries and assure you that we exert every effort to provide the best possible services for our students. The following are the financial and administrative policy for the academic year 2023-2024. Please note that the payments can be made through **KNET and Bookeyy**

First: Annual Tuition Fees:

Grade Levels	First Installment	Second Installment	Third Installment	Fourth Installment	Total
Nursery	375	375	375	225	1350
Pre-KG	450	450	450	245	1595
Prep 1	470	470	470	285	1695
Prep 2	530	530	530	310	1900

- File and entrance test fees KD 50/- to be paid upon registration. It is non-Refundable under any conditions, and it is not part of the tuition fee.
- Registration fee – KD 100 /- to be paid upon registration or re-enrollment. It is non-Refundable under any conditions, and it is not part of the tuition fees. It includes the books, the stationery and 4 pieces of uniform which are not refundable.

The annual tuition fees payment dates:

First Installment	Second Installment	Third Installment	Fourth Installment
From 20/8/2023 till 31/8/2023	From 22/10/2023 till 2/11/2023	From 3/12/2023 till 14/12/2023	From 20/3/2024 till 1/4/2024

- The student cannot re-enroll for the new academic year if there are due tuition fees pending from the previous years.
- To receive report cards, all payments should be completed according to the schedule of payments.

Second: Delayed Enrollment:

- 1- A late enrolled student during September or October will not be eligible for any discount.
- 2- A late enrolled student during November or December will be eligible for full discount on first installment.
- 3- A late enrolled student during January, February or March will be eligible for full discount on first & second installments.
- 4- A late enrolled student during April or May will be eligible for full discount on first, second & third installments.
- 5- Sibling discount is 100 KD for the second, third and fourth children only and it will be deducted from the last installment. It is entitled to the student who join from the first quarter.

Third: Withdrawal:

- **A Parent who wishes to withdraw his/her child must fill & sign the withdrawal form before last attending date and pay all due amount of tuition fees.**

In case of withdrawal, the following procedures shall apply:

	Withdraw and never attended	Withdraw after first academic day of nursery till 31 st October	Withdraw from 1 st November till 31 st December	Withdraw from 1 st January till 31 st March	Withdraw from 1 st April till 31 st May
Fees to be paid	Must pay 100 KD registration fee	must pay first installment of tuition fees	must pay first & second installments of tuition fees	must pay first, second & third installments of tuition fees	Must pay full tuition fees of the whole academic year
Date of submitting withdrawal form	Before the beginning of academic year 2023-2024	Before 31/10/2023	Before 17/12/2023	Before 31/3/2024	Before the end of academic year 2023-2024

In case the student wishes to return to nursery, after completing the withdrawal procedures, during the same academic year, the student will be registered as a new student following the financial & administrative policy.

Fourth: Direct acceptance to ACA School:

ACAN students are eligible for direct acceptance to ACA School according to the following terms:

1. ACA school age acceptance policy
2. ACAN student should complete and attend the last three quarters at ACAN as a minimum requirement.

Fifth: Nursery Uniform:

1. All students will be required to wear the ACAN uniform. Uniforms will be available for purchase at nursery.
2. Uniforms can be refunded or exchanged **within 14 days of purchase (the item must be returned in the same condition that you received it)** providing original receipt according to the rules of ministry of commerce & Industry.

Sixth: Parent/Student Handbook:

It is the goal of the American Creativity Academy Nurseries to provide a safe and high-quality learning environment for all students. It is the responsibility of all parents to adhere to the "Parent/Student Handbook" as published at the beginning of the 2023-2024 academic year. It is the responsibility of the parents to review the Parent/Student Handbook online at www.acanurseries.com. By signing below, it is understood that adherence to these policies is part of the enrollment process for all parents.

(ACAN has the right to upload and post photos of its students on social media, except in the case of parent unwillingness to do so, in which case he shall inform the administration in writing).

Seventh: Attendance & Absence:

- 1- Accepted students must attend nursery from the first day of the official start of the academic year.
- 2- Parents must inform ACAN **in writing in advance** if their child will be late for the beginning of the academic year. After the tenth day of absence without notification to the nursery, the child will be dropped from the nursery registration and the seat will be given to another child.

Eighth: General Conditions:

1. All fees paid to the nursery are **non-refundable** including due tuition fees and fees of graduation ceremony, trips, yearbook, photos and activities.
2. Signing of the financial & administrative policies by the father or legal guardian means that he has agreed on all its articles without any reservations.
3. Signing of the financial & administrative policy by the father or legal guardian means that he/she is eligible to sign and committed to all the articles mentioned in the financial & administrative policy without recourse to the nursery in any way.
4. In case the sponsor does not complete the tuition payment, the father is the responsible party to complete the tuition payment.
5. Re-enrollment of your son/daughter for the academic year 2023-2024, or payment of registration fee, or acceptance of your child to the nursery, 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 nursery stating the payment of fees or a financial clearance from the nursery.
6. The official communication tools used between parents and the nursery is the mobile messages through the father’s mobile or the email address provided to us. It is the responsibility of the parents to update their information, mobiles, and emails on our systems.
7. ACAN will not consider reenrollment or enrollment and will not reserve seats for students unless parents have clearance letter or original receipts to prove that all previous years’ financial balance as well as current year tuition are cleared. The nursery has the right to cease students’ reenrollment and students’ transferring file for the academic year 2023-2024 until tuition fee is fully paid.
8. The parent or guardian nominees by court has sole authority to sign all registration or re-enrollment forms except in case of death. Please provide a copy of the death certificate.
9. In case of divorce, please provide the final custody documents if the legal guardian will sign the registration or re-enrollment forms.
10. In case a parent fails to pay the tuition fees in accordance with the dates set out in this financial & administrative policy stated above, the nursery will not guarantee a seat for the student for the next academic year.
11. The parent is responsible for all the provided information and documents without any liability on the nursery.
12. Under any circumstance, American Creativity Academy Nurseries has the authority to alter or change the terms & conditions of financial & Administrative policy.

Acknowledgment

I, parent of student In grade academic year 2023-2024 acknowledge that I have read the financial policy, wholly approving it as it is and undertake to pay the tuition fees in due time.

Parent’s name: Parent’s Civil ID:

Parent’s Home Address: Parent’s signature:

Father’s phone number: Father’s email:

Mother’s phone number: Mother’s email:

Instagram Account of parent: -