

FEE POLICIES

Our efforts are always toward having clear and relevant information available to parents. Kindly note the following fee policies;

- Registration Fee, Medical, Fee, Refundable Deposit and Term Fees are to be paid 2 weeks prior to the joining date to secure a seat.
- Registration Fee of AED 500/- is a one-off payment made prior to joining and is non-refundable.
- Medical Fee of AED 500/- is to be paid every Academic year and is non-refundable.
- Refundable Deposit of AED 1,000/- is a one-off payment made prior to joining and is refundable only when duly filled and signed withdrawal documents are submitted with 1-month advance notice. Forms and information can be requested at Reception or the Center Manager, when needed. Refunds will be processed after the last day of attendance.
- For fee payments, we require one full term's fees paid upon joining. In cases where any fees are refundable due to withdrawal, these will only be processed when duly filled and signed withdrawal documents are submitted with 1-month advance notice. Forms and information can be requested at Reception or the Center Manager, when needed. Refunds will be processed after the last day of attendance.
- We accept cash, bank transfer or cheques payable to 'Littlewoods Early Learning Center LLC' for fee payments. Kindly refer to the Bank Account Details section below for payments via bank transfer. Please ensure to forward the transfer details to the nursery including student name, in the case of bank transfer.
- All registration forms and fees should to be submitted as soon as possible, on or before first day of joining, (ideally 2 weeks prior to the Term Start Date).
- Lengthy delays or failure to submit all documents and fees may result in a delay of child's start date.
- We are unable to offer admission to any child without all documents and required fees being submitted.
- We offer a 5% discount on advance full payment of annual 'academic hours' fees at the beginning of the Academic Year.
- If a child joins after the term start date, pro-rata calculations will be applicable on a half-month basis only. In all other cases, full term fees are applicable.
- A charge of AED 250/- is payable for any dishonored cheques.
- No refunds are applicable for absence for any reason during the term or during camps.
- Any schedule change requests (i.e. change in number of days of attendance or change in timing schedule), applicable fees will come into effect at the start of the month or after the 15th of the month depending on when the request is received. Parents must communicate any schedule change requests to the Centre Manager.
- Late payment of fees may incur an additional charge of AED 100/- per week. Repeated late payment of fees may also regrettably result in the loss of child's place in the Center.
- A late pick-up fee of AED 50/- will be charged for every 1 hour post the designated pick-up time.
- After 6pm pick-ups will incur a late fee of AED 300/-.
- Repeated late pick-ups may result loss of Child's place in the Center.
- A sibling discount is applicable only when more than one child from the same family is attending Littlewoods. The following discounts are applicable for the 2nd child onwards:
2nd child = 5%, 3rd child = 8% and 4th + child = 10%.
- Unless specified, all subsidy and discount offerings are applicable on 'academic hours' fees only, and not applied towards 'extended hour' days option fees and any other fees.
- A referral benefit of AED 500/- will be granted to any parent with children in the Center, who is directly responsible for the successful and full enrollment of a new child. The enrollee must fill a Referral Form indicating the details of the referee.
- Camp fees are separate from Academic Year fees and should be paid in full before the start of camp.
- Any subsidies once granted cannot be clubbed with any other discounts/concessions.

Account Name	: Littlewoods Early Learning Center LLC
Account No. (AED)	: 101-49481181-01 (AED)
IBAN No. (AED)	: AE390260001014948118101 (AED)
Bank Name	: Emirates NBD
Branch Address	: 4128 Dubai Media City Branch
Swift Code	: EBILAEAD

Kindly Note:

- All bank charges are to be borne by the remitter.
- Please mention the full name of the child/student on all remittances.
- Copy of the bank confirmation (Swift advice) must be forwarded to Littlewoods ELC and to collect the official receipt for all remittance.

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