

			
	POLICY		
	RE-REGISTRATION POLICY		
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Purpose:

The purpose of this policy is to lay down clear guidelines for re-registration of students for the next academic year in order that the Centre may plan, allocate and budget resources in line with student numbers.

Scope:

All students currently enrolled at the Centre

Policy:

Re-registration fees are to be paid in the month of April every year to reserve a seat for the student for next academic year.

Re-registration fees will be adjusted to fees for the first month of the next academic year (i.e September).

The amount to be paid as re-registration fees shall be as follows: -

- **Regular Students** - One month's tuition fee (includes registration for transport)
- **Fully Sponsored Student** – AED.500.00
- **ANIP** (Students currently in ANIP and Students moving to ANIP in the next academic year)- Amount equal to one month's fees applicable for ANIP
- **Monitoring Programme** (Students moving to Monitoring programme in the next academic year) - AED. 2,000.00

Non-payment of re-registration fees within the set deadline will result in cancellation of enrolment at the Centre.

Re-registration fee is non refundable

Re-admission to the Centre at any later point, will require non-refundable registration fee, Assessment Fees and fees to be payable at the applicable rate.

			
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Appendix – Amendment History & Authorisation

Revision No	Description of Change	Issue Date	Authorised By
00	First Issue	25 June 2019	Director
01	Replace the Centre's logo in all QMS documents and revision of document codes	12 Aug 2020	Director
02	Re – Registration Deadline Changed, Word Assessment Fees Added	27December 2023	Director
03	As the refundable deposit is no longer being collected, the refundable deposit section is no longer required to be included in the policy.	01 October 2026	Director