

GLS/C/1307-26

CIRCULAR

28 September 2026

KHDA UPDATE ON TRANSFER CERTIFICATE APPLICATIONS AND FEE CALCULATION

Dear Parents,

We would like to inform you of an update to the tuition fee calculation process for student transfers, in line with KHDA requirements.

As per KHDA guidelines, “when a parent wishes to withdraw their child from school, a formal withdrawal request must be submitted specifying the intended withdrawal date. The same intended withdrawal date must be recorded on the Withdrawal Certificate and serves as the official date from which all refund calculations are made. The refund date is not determined by the date the student was last physically present or by the last class attended.”

Previously, tuition fees were calculated based on the student's Last Date of Attendance (LDA). Going forward, the calculation will primarily be based on the date the Transfer Certificate (TC) application is submitted.

Please refer to the scenarios below for clarification:

1. TC Application Submitted with a Past Last Date of Attendance:

If a TC application is submitted during the current academic year and the Last Date of Attendance has already passed, the fee calculation will be based on the **TC application date**.

2. TC Application Submitted for a Previous Academic Year:

If the TC relates to a previous academic year, the fee calculation will be based on the last day of that academic year.

3. TC Application Submitted with a Future Last Date of Attendance

If a TC application is submitted during the current academic year and the Last Date of Attendance is a future date, the fee calculation will be based on the Last Date of Attendance.

We kindly request parents to take note of this change and ensure that TC applications are submitted promptly, as the application date may impact the fee calculation.

For any further queries regarding TC requests, please contact the registrar at registrar_gls@gemsedu.com and queries related to fee calculations, please contact the school finance team at finance_gls@gemsedu.com.

Thank you for your understanding and your continued support.

Warm regards,



Asha Alexander آشا الكسندر

Principal مديرة المدرسة

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