

Ajyal Al Falah International School

Procedure for Publishing Board Examination Fees

1. Purpose

To ensure that Ajyal Al Falah complies with **ADEK School Fees Policy v1.1**, which requires schools to **separately publish all Board Examination Fees**, including AP, PSAT, SAT, and similar assessments, clearly and accurately on the school website.

2. Scope

This procedure applies to:

- AP Exams (College Board)
- PSAT, SAT, Pre-SAT (through ITES or external provider)
- Any additional exam administration fees

3. Procedure Steps

Step 1 — Obtain Accurate Fee Information

1. The **Finance Department** and **Exam Coordinator** obtain the official exam fee quotations from the relevant provider:
 - **AP (Advanced Placement):** College Board fee currently **129 USD** paid directly to the school.
 - **PSAT / SAT / Pre-SAT:** Booked and paid **directly** by parents to the external provider (e.g., ITES).
2. Any administrative fee charged by the school (if applicable for AP supervision, printing, mailing, etc.) must be justified and comply with ADEK requirements.

Step 2 — Parents Cominuctaion

The Principal office prepares a dedicated “Board Examination Fees” page that includes:

A. AP Exam Fees (Paid at School)

- AP Exam Fee: **129 USD**
- Applicable Grade Levels: *Grades 10–12 (students registered for AP subjects)*
- Payment Method: Direct payment at Accounting Office
- Deadline: As communicated by the Exam Coordinator

B. PSAT / SAT / Pre-SAT (Paid Externally)

- Fee: *Variable according to provider quotation*
- Payment Method: **Parents pay directly to ITES / College Board website**
- Note: *The school does not collect any SAT/PSAT fees.*
- Location: Ajyal Al Falah is a **registered testing center**

C. Administrative Fees (If any)

- Any permitted AP administrative fee must be listed separately
- Must clearly state purpose (e.g., invigilation, document handling)
- Must match provider guidelines

Step 3 — Publish on the Website

The Marketing team uploads the information under:

“School Fees → Board Examination Fees”

The page must include:

- Updated fees
- Grade levels
- Payment instructions

- Provider links (SAT, PSAT)
- School contact information for support

Step 4 — Annual Review & Update

Before the start of every academic year:

- Exam Coordinator obtains the updated quotations
- Finance verifies accuracy
- All updates must reflect actual provider fees and not exceed ADEK allowances

References

ADEK School Fees Policy v1.1 – September 2024

Section 1.2 – Board Examination Fees

Schools may charge separate board exam fees and must clearly publish these fees, applicable grade levels, and any administration fees on the school website.

- ADEK_S_Fees Policy_EN
- *Section 2.1 – Fee Transparency*
Schools must publish all ADEK-approved fees, payment schedules, and procedures on their website.
- ADEK_S_Fees Policy_EN
- *Section 1.2.2 – Website Disclosure Requirement*
Schools must identify board exam fees and related charges separately on the school website.
- ADEK_S_Fees Policy_EN
- *Section 3.1 – Annual Updating of Fee Information*
Schools must ensure all published fee information is accurate and updated each academic year.
- ADEK_S_Fees Policy_EN

College Board / ITES Official Exam Fee Quotations

- AP Exam Fee (129 USD) – published annually by College Board.
- SAT / PSAT / Pre-SAT fees – determined and collected directly by ITES / external provider.