



# **Dubai Distinguished Students Programme (DDSP) Policy**

Policy Details

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|-----------------------|-----------------------------------------------|
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| Applicable To         | Premium Schools <sup>1</sup>                  |

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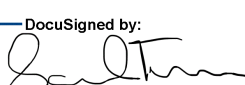
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<sup>1</sup> As per the criteria defined in the Participation and Collaboration Agreement between KFE, KHDA and Taaleem.

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## 1. Purpose

This policy establishes the framework for Taaleem Management (LLC)'s participation in the Dubai Distinguished Students Programme (DDSP), a collaborative initiative with the Knowledge Fund Establishment (KFE) and the Knowledge and Human Development Authority (KHDA).

The programme aims to remove financial barriers and provide opportunities to eligible Emirati students through collaboration with selected private school operators in the Emirate of Dubai, availing them access to the best education services.

The policy ensures consistent implementation across all eligible Taaleem schools while maintaining compliance with the Participation and Collaboration Agreement dated 9th May 2024.

## 2. Scope

This policy applies to:

- a. All participating schools, currently Jumeira Baccalaureate School (JBS), Uptown International School (UIS) and Americal Academy for Girls (AAG) including the staff members involved in the admission, enrolment, and academic support of DDSP students.
- b. All academically exceptional Emirati students who have been assessed, selected, and approved by KHDA to be enrolled into the Programme.
- c. All processes related to the identification, assessment, enrolment, and ongoing monitoring of DDSP students.

## 3. Programme Overview

### a. Programme Description

The Dubai Distinguished Students Programme (DDSP) is a UAE government initiative jointly managed by KFE and KHDA to provide financial support to academically exceptional Emirati students by offering them placement in high-quality private schools in Dubai with significant tuition fee discounts.

The programme commenced on 15 May 2024 as per the Collaboration Agreement between KFE, KHDA, and Taaleem Management (LLC).

Further details about the programme, including FAQs, can be found on the official KHDA website: [KHDA – FAQs about Dubai Distinguished Students Programme](#).

### b. Programme Duration

The programme is ongoing and will continue unless terminated in accordance with the provisions of the Collaboration Agreement.

### c. Participating Schools



iii. Applications cannot be rejected without prior approval from KHDA.

c. Acceptance and Rejection

- i. Students with acceptance letters issued by KHDA approach the school for enrolment.
- ii. The school is responsible to ensure that registrations have been completed as per KHDA procedures 1 month prior to first day of the academic year.
- iii. Schools must provide a list of successfully enrolled students and rejected students..
- iv. If a student is rejected, the school must provide justification to KHDA.
- v. KHDA may refer rejected students to their second choice of school or another school within the Programme

## 6. Financial Terms & Invoicing

a. Discount:

- i. The school shall provide the 50% discount to all students accepted into the School under the DDSP programme and shall continue to apply the discount until the student graduates or completes the highest grade offered by the school, whichever occurs first. The discount shall also be discontinued if the student is terminated from the programme by KHDA.
  - ii. The tuition fee applicable and payable by the students for each academic year shall not exceed 50% of the KHDA approved tuition fee for the respective school for each academic year.
- b. Students enrolled under the DDSP shall not incur, nor be required to pay, any separate or additional fees or charges as a condition of receiving the offer or being enrolled in the school. Standard fees for optional services (such as transportation, after-school activities, or external examinations) may apply where the student elects to participate in such services.
- c. The school Admissions team shall obtain confirmation from KHDA on the number of students enrolled under the DDSP and share the confirmed list with the school Finance team. Based on the confirmed list received from Admissions, the Finance team shall raise invoices to parents reflecting the applicable discounted tuition fees.

## 7. KHDA Coordination

a. Annual Academic Reports

- i. Schools must submit to KHDA, no later than 30 days after the end of each academic year or as requested by KHDA, a written annual report covering the performance of each DDSP student.
- ii. Reports should include (determined by KHDA):
  - Academic achievement across all subjects
  - Attendance record
  - Behavioural observations
  - Participation in school activities

- Areas of strength and areas for development
  - Support provided
  - Recommendations for continued enrolment
- b. Any concerns relating to students enrolled in the programme, including behavioural or academic issues, should be escalated as part of these reports. Where a school is not satisfied with the actions taken by KHDA, or where no action has been taken, the matter should be further escalated to the Director of Education and/or the Chief Education Officer for discussion and resolution.
- c. Material Developments  
Schools must immediately inform KHDA in writing of all material developments or proposed changes that may affect the programme or any DDSP students. This includes changes in school rating, capacity issues, or significant incidents.

## 8. Student Transfer Provisions

- a. If a school's KHDA rating falls below 'Good', the Supervisory Committee may instruct that DDSP students be transferred to another Taaleem school or to another school operator within the programme.
- b. If the school does not have another suitable option within the Taaleem portfolio for student transfer, the Supervisory Committee has the right to transfer the student to a school operated by another school operator participating in the programme.
- c. Schools must fully comply with any such instruction from the Supervisory Committee and must do all things necessary to facilitate the transfer to the satisfaction of the Supervisory Committee. If a student is transferred to another school, a proportionate fee adjustment shall be made as directed by the Supervisory Committee, subject always to maintaining the minimum 50% discount.

## 9. Roles and Responsibilities

- a. School Principal
  - i. Overall responsibility for programme implementation at the school level
  - ii. Make final decisions on student acceptance (within the school's scope)
  - iii. Ensure compliance with all programme requirements
  - iv. Act as the primary liaison with KHDA for programme matters
- b. Admissions Manager
  - i. Serve as the primary contact for DDSP applications
  - ii. Coordinate the assessment and interview process
  - iii. Maintain all programme documentation
  - iv. Share assessment results with KHDA
  - v. Track enrolment data and maintain student record
- c. Academic team
  - i. Conduct fair and unbiased assessments of prospective students

- ii. Provide support and monitoring for enrolled DDSP students
  - iii. Report on student progress as required
  - iv. Complete recommendation forms when requested
- d. Finance Administrator
- i. Ensure proper fee structure is applied.
  - ii. Invoice students enrolled in the programme for the discounted tuition fees.
- e. Central Office Responsibilities
- i. Group Head of Marketing & Admissions: Overall coordination and policy compliance across schools.
  - ii. Chief Education Officer: Main Representative for Taaleem and liaison with KHDA.

## 10. Implementation Timeline

This policy shall be implemented within thirty (30) days from the Effective Date indicated on the cover page, allowing adequate time for communication, training, and adoption across all relevant Taaleem entities. Where any requirement in this policy is dependent on a system functionality, configuration, or tool that is not yet implemented, such requirement shall take effect only once the relevant functionality is operational. Until such time, existing processes shall continue to apply.

## 11. Non-Compliance

Non-compliance with any established corporate policies may result in disciplinary action.

Version Control

| Version No. | Date       | Details of Changes |
|-------------|------------|--------------------|
| 1           | March 2026 | New Policy         |
|             |            |                    |
|             |            |                    |
|             |            |                    |

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