Corporate Discount Policy

Policy Details

Policy Title	Corporate Discount Policy
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Policy Owner	Admissions Department
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Applicable To	All Premium Schools

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1. Purpose

The aim of this Corporate Discount Policy for Taaleem Holdings P.J.S.C. (hereafter referred to as "Taaleem") is to establish clear, consistent guidelines governing discount arrangements offered to employees of Corporate Partners with whom Taaleem has entered a valid, signed discounted school fees agreement. This policy sets out the common criteria and process for availing such discounts at the participating Taaleem schools, with the overarching goal of ensuring fairness and equity in the discount procedure. The specific terms of each arrangement, including discount percentage, participating schools and any partner-specific conditions, are governed by the valid contract/agreement in place between Taaleem and the relevant Corporate Partner.

2. Scope

a. Taaleem may, from time to time, enter into discounted school fees agreements with corporate entities ("Corporate Partners"), offering their employees ("Eligible Employees") a discount on annual tuition fees, subject to KHDA and/or ADEK approval as applicable.

b. The applicable discount percentage(s), participating school(s), effective date(s), details of any direct billing arrangement, and any partner specific terms, conditions, or exclusions shall be as specified in the current, duly executed agreement between Taaleem and the relevant Corporate Partner.

c. Where the valid contract with a Corporate Partner includes a direct billing scheme, this means the Corporate Partner collaborates with Taaleem to settle school fee invoices directly, on the terms set out in that contract. Where no direct billing scheme is provided for, the discount is applied directly to the invoice issued to the Eligible Employee.

d. Unless expressly stated otherwise in the valid contract, discounts under this policy are not extended or available to any relatives of Corporate Partner employees.

e. It is the responsibility of the Head of Marketing and Admissions to maintain an up-to-date record of all valid Corporate Partner contracts and to ensure schools apply only current, approved terms.

3. Policy Procedure

a. Prioritisation

i. When the school receives an application, students are placed into the admissions pool according to priority groupings as described in the Admission Policies.

ii. Once a student is successfully enrolled, the school will enter into a direct legal relationship with each employee of the Corporate Partner, aligning with KHDA or ADEK regulations.

iii. In cases where an individual claims to be an employee of a Corporate Partner but does not meet the eligibility criteria, the school may request confirmation from the

Corporate Partner. The Corporate Partner shall promptly confirm or deny the individual's current employment status and eligibility to receive the applicable fee discount or other benefits under the Corporate Partnership agreement.

iv. The Corporate Partner shall use reasonable endeavours to notify the school where an employee ceases to be eligible for the discount or direct billing scheme (as applicable), in accordance with the terms of the valid contract.

b. Documents Required to avail the Corporate Partner Discount

i. To qualify for the discount on KHDA/ADEK-approved fees, employees of a Corporate Partner are required to annually submit evidence of their employment to the school's Admissions team.

ii. Where a direct billing scheme applies under the valid contract, Eligible Employees may follow the process set out in that contract instead of submitting an employee ID.

iii. Where no direct billing scheme applies, individuals must provide a valid Corporate Partner employee ID for verification. Photocopies or digital copies of the ID will not be accepted.

iv. Upon submission of valid evidence at the time of application, the applicable discount will be approved withing 5 working days.

v. The discount is valid for one academic year or, in the case of students admitted during the academic year, for the remainder of that academic year. The process of document submission and eligibility verification must be repeated at the beginning of each subsequent academic year.

c. Exclusions

i. The Corporate Partner discount on tuition fees cannot be used in conjunction with any other discount offered by the participating schools, unless expressly stated otherwise in the valid contract.

ii. Tuition fee discounts will not be applied retrospectively. Where valid ID / evidence is submitted during an ongoing term, the discount will only take effect from the subsequent term onwards.

iii. Discounts under this policy are exclusive to employees of the Corporate Partner and are not applicable to any relatives of such employees, unless expressly stated otherwise in the valid contract.

d. Cessation of Eligibility

i. Where a parent ceases to be eligible for a Corporate Partner Discount because they are no longer employed by, or otherwise no longer meet the eligibility requirements of, a Corporate Partner with whom Taaleem has a valid Corporate Partner Agreement, the parent must notify the school as soon as reasonably practicable. The Corporate Partner Discount shall cease with effect from the date the school is formally notified of the change in eligibility. From that date onwards, the tuition fees shall revert to the applicable standard fees (or any other eligible discount in accordance with the applicable discount policies). The Corporate Partner Discount shall not be applied retrospectively beyond the date the school is notified[1].

ii. Upon being notified that a parent is no longer eligible for the Corporate Partner Discount, the Admissions Department shall promptly notify the School Finance Department to ensure that the discount is discontinued, and the student's tuition fees are amended from the effective date of cessation.

4. Payment Terms

a. For each academic term, the school shall issue an invoice for the fees to the Eligible Employee, or, where a direct billing scheme applies under the valid contract, to the Corporate Partner in respect of confirmed Eligible Employees — with such fees calculated in accordance with the rate sheet applicable to the relevant academic year.

b. Where the school invoices the employee directly, the invoice shall be settled by the employee in accordance with the school's applicable payment terms.

c. Where a direct billing scheme applies under the valid contract and the school invoices the Corporate Partner directly, the escalation and eligibility-check process set out in that contract shall apply.

d. Should a student fail to complete the academic term, withdraw from the school, or lose eligibility under a direct billing scheme, the school reserves the right to take appropriate action in accordance with KHDA/ADEK regulations or applicable school policies.

5. Termination of the Agreement

a. In the event of termination of a valid contract between Taaleem and a Corporate Partner, both the Corporate Partner and the respective school will formally communicate in writing to affected employees, declaring the cessation of the agreement. Employees will receive a 90-day notice regarding the termination, with the notice period commencing upon the initial communication directed towards them.

b. During the renewal period of a contract's terms and conditions, the Head of Marketing and Admissions from Taaleem will initiate contact with the Corporate Partner to discuss any necessary modifications.

c. While enrolled students may continue their education at the school following termination of contract, employees will no longer be eligible to avail themselves of the discounted tuition fees, or the direct billing scheme (where applicable), from the date of the contract's termination and/or the date specified in the communication mentioned above.

[1] Where a Corporate Partner Discount ceases, the parent's eligibility for any other tuition fee discount, where applicable, shall be determined in accordance with the eligibility criteria, terms, conditions, and approval requirements set out in the respective Taaleem policy.

6. 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

7. Non-Compliance

Deliberate and / or repeated non-compliance with this policy may be addressed in accordance with applicable company procedures.

Version Control

Version No.	Date	Details of Changes
1	July 2026	New policy created through consolidation of the former Emirates Group Employee Discount Policy (ADM-002), National Bonds Discount Policy (ADM-003) and KFE Employee Discount Policy (ADM-015).

Disclaimer: