

## **SCHOOL FEES POLICY**

1. Please see the school website for the Ministry of Education (MoE) approved school fees.
2. The Application Fee is charged on selection to be considered for a place in the waiting pool and is non - refundable.
3. The Registration Fee is charged on entry to the school and is non-refundable.
4. Test Fees are only charged on sitting a test and are non – refundable.
5. The annual school fees are to be paid in three instalments as follows:  
1<sup>st</sup> September, 1<sup>st</sup> December and 1<sup>st</sup> March of each academic year.

Fees not paid by the 1<sup>st</sup> of the following month, 1<sup>st</sup> October, 1<sup>st</sup> January, 1<sup>st</sup> April will be given one further week to settle the account.

If an account is not settled within this week the child will be removed from the school roll and that place allocated to a child in the Waiting Pool and the MoE will be informed.

Post-dated cheques will not be accepted.

6. Consumables (Book) Fees are paid at the beginning of each school year and are non-refundable. Books remain the property of the school.
7. Seat Reservation Fees are to be paid by 31<sup>st</sup> March to guarantee a place in the following academic year and are non – refundable but are deducted from the following Academic year's fees.
8. All external examination fees are in addition to the tuition fees and must be paid to the school prior to the submission. Students will not be permitted to sit external exams if any fees are outstanding.
9. No reduction will be given for pupils who leave during the school year.
10. One term's written notice must be given or one instalment of fees must be paid prior to the withdrawal of a pupil to another school in Qatar.

I HAVE READ THE ABOVE REGULATIONS AND AGREE TO ABIDE BY THEM. I UNDERSTAND THAT, AS A PARENT/GUARDIAN OF THE PUPIL, I AM RESPONSIBLE FOR THE PAYMENT OF FEES.

Parent/Guardian Name: ..... Signature: .....

Pupil's Name: ..... Date: .....