



DOHA ENGLISH SPEAKING SCHOOL

Learning Together • High Expectations • Celebrating Success

06/2018

SCHOOL FEE POLICY

The school year is divided into three terms and the annual Tuition Fee is payable per term in three equal instalments. There are no reductions for absence, illness or withdrawal for any other reason. Fees are reviewed annually and subject to increases.

Due Date for Payment of Fees

Invoices will be issued 6 weeks prior to the end of the current term. Fees will be due and payable **on or before the first day of the next term.**

Fees may be paid by bank transfer, cash or cheque made payable to DESS (post-dated cheques are not accepted).

Parents are ultimately responsible and the above deadline must be adhered to, even if payment is made directly by their company or sponsor.

Unpaid Fees

The following procedure will be initiated when fees are not received by the due date.

- A text message will be sent 2 days after fees are due.
- An email and a letter will be sent via pupil post 5 days after fees are due.
- 10 days after fees are due your child's place will be withdrawn.

In the case of a dishonoured cheque, the fees must be paid within 2 days either by cash or resubmission of a new cheque. Failure to meet this deadline will result in future payments by cheque not being accepted.

Please be aware that reports and transfer certificates will not be released until all outstanding fees have been settled. We will also inform any other school or educational establishment, to which you propose to send your child, of any outstanding fees.

Refund of Fees

Fees will only be refunded under the following circumstances:

- Where fees have been paid in advance before the fee payment deadline, 100% of the termly fee (less the seat reservation fee) will be refunded.
- No refunds will be given on or after the first day of the new academic term commencing

Notice to Withdraw

A completed 'Withdrawal Form Letter' of parents' intention to withdraw a child must be given to the Registrar no later than 1 week before the end of the term. If no written notice is given, it will be assumed that the school place is required and the fees for the following term will be due as normal.