

SECTION 13  
**FEE REGULATIONS**

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# FEE REGULATIONS

## 13.1 Payment of Fees

**13.1.1. All fees are for a full academic year, according to the fee schedule for that year. Annual fees are to be paid either in full or in two instalments:**

- a. First payment is due by the start of first term.
- b. Second & final payment is due by the start of second term.

**13.1.2. Returning students reserve their places for the following academic year by paying a nonrefundable re-enrolment deposit of QAR 3,000. This amount is credited towards the annual fee and deducted when the first payment is processed.**

**13.1.3. Payment for fees may be made using the following methods:**

- a. Payment by cash or cheque to the Finance Office.
- b. Payment by wire transfer can be done to one of the ISL Qatar bank accounts (account details are available from the Finance Office and on invoices). Transfer charges must be paid by the parent.
- c. Payment by debit or credit cards in the Finance Office is accepted for extra curriculum activities only.

**13.1.4. In the case of payment of fees by a company or sponsor, an invoice can be issued in the name of the company or sponsor and copied to the parents. Parents who wish to take this option should complete the appropriate form available on the website. It is the responsibility of the parents to ensure the fees are paid promptly by the company or sponsor. Any difference between the payment by the company or sponsor and agreed fees shall be the liability of the parents and must be paid before the due dates.**

**13.1.5. The annual fee includes: tuition fees, book loan for the academic year, and other educational activities.**

**13.1.6. The annual fee for Educational activities does not include:**

- any school trip outside Qatar
- any meals on trips inside or outside Qatar
- some entrance fees for trips to special locations in Qatar
- some special competition fees
- entrance fees for some special school music and drama events e.g. ABRSM or Rock School
- Any activities offered by external suppliers e.g. music tuition, sailing, Tae Kwon Do, Mini-tennis etc. These activities must be paid for in advance to ensure participation is allowed.

**13.1.7. If a student joins after the start of the school year, the following reductions on the annual fee apply:**

- At any time in first term – no reduction
- At any time in the second term – 30% reduction
- At any time in third term – 50% reduction

**13.1.8. Fees and conditions may be subject to change each year. The fee schedule is updated each year according to the fees agreed by the Board of Directors and the Qatar Ministry of Education and Higher Education (MOEHE). Parents are informed in advance of any changes to fees or conditions for the following academic year, depending on when the fees are approved by the MOEHE.**

**13.1.9. Invoices for other fees issued during term time must be settled within two weeks of receipt.**

## 13.2 Overdue Fees

**13.2.1. Before the start of a term and if payment is not received by the due date, the school management reserves the right not to admit a student to the school. Such cases are referred to the Head for final decision.**

**13.2.2. During the term, if any outstanding fees are not paid, the student may not be allowed to sit examinations; may have results, reports and certificates withheld; may be excluded from participating in school teams, trips and events: or may be excluded from school entirely until payment is received.**

## 13.3 Refund of Fees

13.3.1. When a student is leaving the school, written notice is required:

- a. Before the end of the first term no later than 12th November 2020.
- b. Before the end of the second term no later than 10th March 2021.

Unless otherwise determined by the school management, any refund of fees will be made as follows:

- If fees are paid annually in full, and provided appropriate notice is given, a refund will be determined on equal termly fees.
- If fees are paid in two equal instalments:

- a. From 1st instalment (net of re-enrolment deposit), and provided appropriate notice is given:
  1. On or before 15th July 2020, all amount paid is refundable.
  2. On or before the 12th November 2020, no refund and the fees for the second term are not applicable.
  3. Notification after the 12th November 2020, fees for the second term are required and calculated on termly basis.

- b. From 2nd instalment, provided appropriate notice is given:
  1. On or before the 10th March 2020, the full amount of third term fees are refundable.
  2. Notification after this date, the fees for the third term are payable and no refund will be made.

c. Other special case, where payments are granted over three terms, without the required notice, the fees for the following terms are payable.

**13.3.2. When a student is re-enrolling or starting at the beginning of the school year, written notice of withdrawal is required by 15 July.**

Without the required notice, all fees for the first term are payable.

**13.3.3. No refund of fees will be made in the following cases:**

- a. For temporary absence from school for any reason.
- b. If the date of leaving the school permanently is later than the start of a term.
- c. If the student is suspended or expelled, temporarily or permanently, from school for disciplinary reasons.

**13.4 Other Fee Regulations**

**13.4.1. A clearance form must be completed by the Grade 12 students before leaving the school. The form should be signed by the designated staff. Failure to submit a completed and signed clearance form will result in payment of the cost of any unreturned school materials.**

**13.4.2. As indicated in the IB Diploma handbooks, parents are invoiced separately for external IB Diploma examination fees. These fees vary according to those imposed externally by the IB. Invoices for these fees are sent out well in advance of the examinations or external assessment. Failure to pay the examination or assessment fees will be taken as an indication that the student is not intending to participate in external assessment nor sit the examinations and will therefore be withdrawn from the examinations.**

**13.4.3. A price list for school sports uniform is available from the supplier.**

**13.4.4. Parents will be notified in advance of any charges for additional lessons, other external examinations, special activities or excursions.**

**13.4.5. Parents will be invoiced separately for any extraordinary expenses incurred by their children.**

Parent's (Guardian) Name	
Parent's (Guardian) Signature	
Date	