



FEE POLICY

F06

Policy owner:

Director of Finance

Policy agreed on:

September 2018

Policy reviewed on:

September 2024

Policy to be reviewed on:

September 2026

DOCUMENT CONTROL TABLE

Status	Live
Policy owner	Director of Finance
Statutory/Recommended	Recommended
Date approved	September 2018
Review period	2 Years
Latest review date	September 2024
Next review date	September 2026
Linked documents and policies	Finance Policy Manual Acceptance of Donations Policy
Date	Comments
September 2021	<p>Tuition fee section added</p> <p>Seat booking fee offset against fees from Term 3 to Term 1 as per MoE regulations</p> <p>Payment terms adjusted in line with LoA (BDD changed to DoF)</p> <p>IPAD replaced with equipment</p> <p>Added leaving documents will not be processed unless fees are settled</p> <p>Leaving policy changed to leaving procedure</p> <p>Complaints and appeals to be directed to Director of Finance in first instance</p>

September 2022	<p>Remove the referral to Board of Governors annual report for details of projects – Capital Charges section affected.</p> <p>Remove seat booking fee on acceptance of a placement offer for new pupils – Seat Booking section affected</p>
September 2024	<p>Reflect changes as per Lines of Authority and MoEHE regulations – Fee regulations, Payment Terms, and Complaints and appeals sections affected</p>

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OVERVIEW

The purpose of this policy is to ensure that all fees and charges levied are clear, applied consistently and conform to the Ministry of Education and Higher Education guidelines. If you are joining Doha College as a new parent, please read the information below to ensure that you have all the required information with regards to the Doha College fee policy.

Doha College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce and school community.

SCOPE

This policy applies to all parents of Doha College.

SEAT BOOKING FEE

The Seat Booking Fee is a non-refundable fee to confirm attendance in the following academic year.

The Seat Booking Fee is due on acceptance of a placement offer for new students or prior to the start of the final term for continuing students. The fee is fully offset against the first term's fees for that academic year.

Failure to pay the Seat booking fee by the relevant due date will entitle Doha College to remove existing students from the school roll for the next academic year.

TUITION FEES

All fees must be settled in full as per the Fee schedule published by the school.

CAPITAL CHARGES

The Capital Charge is a non-refundable annual fee to assist in maintaining the school's facilities. The Capital Charge is payable for each pupil once per academic year and is due with the first term's fees.

The Capital Charge will not be reduced or cancelled, including where a pupil starts at the college after the commencement of the term, or where the pupil takes leave or permanently departs the college during term time, or where the pupil misses a term before re-commencing at the college.

STATIONERY DEPOSIT

The Stationery Deposit is a one-off charge to cover the cost of lost or damaged Doha College property, including books and / or instruments, in the possession of a pupil.

The Stationery Deposit is due on acceptance of a placement offer for new pupils and will be refunded upon the pupil leaving, providing the following conditions are met:

- All fees and charges, including examination fees, due to Doha College have been fully paid. If any fees or charges are outstanding, they will be deducted from the Stationery Deposit.
- All Doha College property in the possession of the pupil, including books and instruments, is returned to the school.

REFUNDABLE DEPOSIT

The Refundable Deposit was a one-off charge paid by pupils starting their studies prior to August 2018.

The Refundable Deposit was due on acceptance of a placement offer for new pupils.

The Refundable Deposit will be refunded upon the pupil leaving, providing that the following conditions are met:

- All fees and charges, including examination fees, due to Doha College have been fully paid. If any fees or charges are outstanding, they will be deducted from the Refundable Deposit.
- All Doha College property in the possession of the pupil, including books and instruments, is returned to the school.

OTHER FEES AND CHARGES

A one-off, non-refundable Registration Fee is payable in respect of each pupil attending Doha College. This is payable once the pupil has been offered a place at Doha College.

Fees additional to those described above are payable in respect of certain matters. These include but are not limited to (I) GCSE and A-Level examination entry fees, costs for trips and visits, after school activities, optional instrumental lessons, shuttle bus, equipment, and learning support for certain pupils. Such additional fees will be payable separately.

FEE REGULATIONS

All fees and charges must be settled in full as per the Fee Schedule published by the college.

Failure to pay any amount owing to the college by the relevant due date will entitle the college to remove the pupil from the college roll at the end of the Academic year and debar the pupil from further attendance. Leaving documents, examination certificates and transfer / clearance certificates will not be processed unless all outstanding fees are settled.

Payments exceeding QAR 500 will not be accepted in cash.

Fees and charges are applicable per pupil. No discount will apply for siblings, or for starting and/or leaving mid-term, or taking an extended leave of absence.

Written notice of withdrawal of a pupil must be given at least a full term before the end of the last academic term attended by the pupil. If no such notice is given, the Seat Booking Fee (or an amount equivalent to the Seat booking fee) will be forfeited.

REDUCING AND WAIVING FEES

The Fees will not be reduced or cancelled, however in exceptional circumstances fees can be reduced or waived as per Doha College Lines of Authority.

PAYMENT TERMS

Invoices will be issued in advance of the due date, and the fees and/or charges must be paid by the due date on the invoice.

Amended payment terms can be offered to parents experiencing exceptional circumstances, upon request. Such terms are offered subject to the sole discretion of the Chief Operating Officer, under the recommendation of the Director of Finance.

COMPLAINTS AND APPEALS

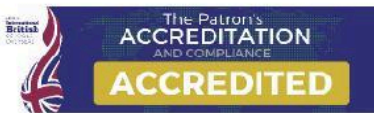
Complaints regarding the application of this policy should be addressed, in the first instance, to the Director of Finance. If not resolved, complaints can then be addressed to the Chief Operating Officer whose decision shall be considered final.

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About Doha College

Vision

To enable personal growth, instil a passion for learning and create aspirational minds.

Mission

With the growth-mindset philosophy of High Performance Learning, we develop confidence, creativity and intellectual curiosity in a safe, caring and inclusive environment for our students to make a lasting contribution to global society.

Core Values

Excellence and diligence
Respect and Integrity
Commitment and Accountability
Perseverance and Honesty
Fun and Enjoyment
Challenge and reward

Fee Policy
Doha College

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Doha College

Effective date: September 2018



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