



# Fee Policy 1.1

## W50

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Statutory Policy	Yes	<b>No</b>	On School Website	<b>Yes</b>	No	Parent Portal	<b>Yes</b>	No	Staff Portal	<b>Yes</b>	No

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## FEE POLICY 1.1

### 1. POLICY

Doha College strives to ensure that all fees and charges levied are clear, applied consistently and conform to the Ministry of 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 regard to the Doha College fee policy.

### 2. CAPITAL CHARGES

The Capital Charge is a non-refundable annual fee to assist in maintaining the school's facilities. Details of projects funded by the charge are included in the Board of Governors' Annual Report to parents, the Annual Forum presentation, and any other publicly available document.

The Capital Charge is payable by all students 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 student starts at the college after the commencement of the term, or where the student takes leave or permanently departs the college during term time, or where the student misses a term before re-commencing at the college.

### 3. 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 to the college by the relevant due date will entitle the college to remove existing students from the college roll for the next Academic year.

### 4. 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 student.

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

- 4.1 All fees and charges, including examination fees, due to Doha College have been fully paid.
- 4.2 All Doha College property in the possession of the student, including books and instruments, is returned to school.

## 5. REFUNDABLE DEPOSIT

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

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

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

- 5.1 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.
- 5.2 All Doha College property in the possession of the student, including books and instruments, is returned to the college.

## 6. OTHER FEES AND CHARGES

- 6.1 A one-off, non-refundable Registration Fee is payable in respect of each student attending Doha College. This is payable once the student has been offered a place at Doha College.
- 6.2 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, optional instrumental tuition, shuttle bus, iPad, and learning support for certain students. Such additional fees will be payable separately.

## 7. FEE REGULATIONS

- 7.1 All fees and charges must be settled in full as per the Fee Schedule published by the college.
- 7.2 Failure to pay any amount owing to the college by the relevant due date will entitle the college to remove the student from the college roll and debar the student from further attendance.
- 7.3 Payments exceeding QR 500 will not be accepted in cash.
- 7.4 Fees and charges are applicable per student. No discount will apply for siblings, or for starting and/or leaving mid-term, or taking an extended leave of absence.

7.5 Written notice of withdrawal of a student must be given at least a term before the end of the last academic term attended by the student. See Leaving Policy for further details. If no such notice is given, the Seat Booking Fee will be forfeited.

## 8. 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.

## 9. 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 Principal, under recommendation of the Business and Development Director.

## 10. COMPLAINTS AND APPEAL PROCESS

Complaints regarding the application of this policy should be addressed, in the first instance, to the Business and Development Director. If not resolved, complaints can then be addressed to the Principal whose decision shall be considered final.

## 11. RECORD OF REVISIONS TO POLICY

Revision Date	Description	Sections Affected
20/09/2018	Seat booking fee applicable to all students.  Seat booking fee offset against third term fee (not first).	Section 3

# DOHA COLLEGE

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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

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