

SECTION 13  
**FEE REGULATIONS**

# 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 academic year. Annual fees are to be paid either in full or in two instalments:

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

**13.1.2.** Returning students reserve their places for the following academic year by paying a non-refundable re-enrolment deposit of QAR 3,000. This amount is deducted from the annual tuition fees.

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

- Payment by cash or cheque to the Finance Office
- Payment by wire transfer can be done to one of the ISL Qatar bank accounts (account details are available from the Finance Office, invoices, and the school website) Transfer charges must be paid by the parent
- Payment by debit or credit cards in the Finance Office.

**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. 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, as outlined in Point 13.1.1.

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

**13.1.5.** The annual fee for educational activities does not include:

- Any school trips 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

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

- At any time in the first term – no reduction
- At any time in the second term – 30% reduction
- At any time in the third term – 60% reduction

**13.1.7.** 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.

**13.2 Overdue Fees**

**13.2.1.** During the term, if any outstanding fees are not paid, the student may not be allowed to sit examinations; have results, reports and certificates. Additionally, students may be excluded from participating in school teams, trips and events.

**13.3 Refund of Fees**

**13.3.1.** For families who wish to withdraw their child(ren) from school, one month’s written notice is required. Without the required notice, a prorated 1-month fee is applicable. This is based on a 10-month prorated fees, net of deposit.

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

- For temporary absence from school for any reason
- If the date of leaving the school permanently is later than the start of a term
- 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 un-returned 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.

<b>Parent’s (Guardian) Name</b>	
<b>Parent’s (Guardian) Signature</b>	
<b>Date</b>	

