



FEE POLICY

F06

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Director of Finance

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DOCUMENT CONTROL TABLE

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| Linked documents and policies | | |
| Version | Date | Comments |
| 1 | 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>Leaving policy changed to leaving procedure</p> <p>Complaints and appeals to be directed to Director of Finance in first instance</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 guidelines.

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.

TUITION FEES

All fees must be settled in full as per the Fee Schedule published by Doha College

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 Capital Charge is payable, per student, 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 Doha College after the commencement of the term, or where the student takes leave or permanently departs Doha College during term time, or where the student misses a term before re-commencing at the 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 the college to remove existing students from the college roll for the next Academic year.

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 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 student, including books and instruments, is returned to the school.

REFUNDABLE DEPOSIT

The Refundable Deposit was a one-off charge paid 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 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 student, 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 student attending Doha College. This is payable once the student 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, optional instrumental tuition, bus service, equipment and learning support for certain students. Such additional costs will be payable separately.

FEE REGULATIONS

All fees and charges must be settled in full as per the Doha College Fee Schedule.

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.

Payments exceeding QR500 will not be accepted in cash.

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.

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. If no such notice is given, the Seat Booking Fee will be forfeited.

REDUCING AND WAIVING FEES

The Fees will not be reduced or cancelled, unless in exceptional circumstances 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 Principal, under 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 Principal, via the Complaints policy.

DOHA COLLEGE

Accredited by



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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