

## **SCHOOL FEE POLICY**

1. All fees will be subject to change as and when approved by Ministry of Education & Higher Education.
2. Term Fee represents Tuition Fees and Transport Fees (if the student avails transport facility) should be paid in advance of the Term before the due date.
3. School transport can be availed depending upon the availability and should be paid for the Term.
4. Full Term Fee will be applied irrespective of the start date.
5. In the case of new admission, if the student avails school transport facility, transport fee will be charged starting from the month in which the student is admitted till the end of the Term.
6. If the Tuition/Transport fees are not paid by the due date, the school will wait for a maximum period of 30 days from due date. If the fees are not paid within this date, the student's name will be struck off from the rolls and the student will not be allowed to attend the classes and the admission of the student will be treated as cancelled. **No reminder will be sent for payment of fees.**
7. In the case of a newly admitted child, if the notice of withdrawal is received before the start of the academic session, one-month tuition fee and one-month transport fee will be forfeited in addition to non-refundable fees even when the student has not attended a single day.
8. In case of withdrawal or applying for TC during the Academic Session, Tuition fees of the term is payable and NO refund of Tuition Fee will be made under any circumstances. Only caution deposit will be refunded after deducting any dues to the School
9. Even If the student avails transport for one-way journey only, no concession in Transport Fee will be given.
10. Under no circumstances one-off fees like Registration Fee, Admission Fee, Assessment Fee etc. will be refunded.
11. In the case of Long Leave, an application to that effect should be submitted along with payment of all fees for duration of leave and approval of the Principal should be obtained in advance, otherwise, it will be treated as the child withdrawn. To issue TCs, all dues must be settled in advance or to start attending classes, re-admission formalities have to be followed and all dues also must be settled before the re-admission.
12. In case of Transfer Certificate (TC), an application in the prescribed format along with a Fee of QR 100/- to be paid in advance for obtaining a TC. **The school will issue the TC within a week if all pending dues are settled and directives of MOE are adhered to.** In case of local transfer, Vacancy Letter from the new school should be provided for issuing TC.
13. No Transfer Certificates and Report Cards will be issued without settling all dues.
14. If the Student is absent for more than 2 weeks without a leave being sanctioned, the student name will be removed from the School rolls and the student will be treated as withdrawn. To get re-admission; student will have to undergo all admission formalities as if it is a new admission in addition to paying all dues.
15. There are no refunds or discounts if the child is absent due to any reason.
16. No sibling discount is available.
17. Parents are accountable for payment of fees regardless of whether the fees are reimbursed by the employer or not.

**I have read and understood the above Fee Policy and I agree to abide by the same.**

Student Name: \_\_\_\_\_ Admission No \_\_\_\_\_ Class/Sec \_\_\_\_\_  
Parent's Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_