



# DOHA ENGLISH SPEAKING SCHOOL

Learning Together • High Expectations • Celebrating Success

## SCHOOL FEE POLICY

The school year is divided into three terms and the annual Tuition Fee is payable per term in three equal instalments. There are no reductions for absence or illness or withdrawal for any reason. Fees are subject to annual review.

### Due Date for Payment of Fees

The next term's school fees are due one calendar month **before the end of the current term** (current students only). Fees may be paid by bank transfer, cash or cheque made payable to DESS. Where companies are paying school fees directly, the parents are ultimately responsible and the above deadlines must still be adhered to.

### Unpaid Fees

The following procedure will be initiated when fees are not received by the due date.

- A charge of QR50.00 per day will be levied for late payment of fees i.e. after the due date.
- A text message will be sent 5 days after fees are due.
- A letter will be sent via pupil post 10 days after fees are due.
- 14 days after fees are due the place will be withdrawn.

In the case of a dishonored cheque the fees must be paid in cash before the above deadlines.

In the case of financial hardship other arrangements for fee payment may be available on application in writing to both the Head teacher and the Business Manager.

Please be aware that we will inform any other school or educational establishment, to which you propose to send your child, of any outstanding fees.

### Refund of Fees Paid in Advance

Fees will only be refunded under the following circumstances:

- 1 month's written notice is required before the end of term, excluding holidays.
- Where fees have been paid in full in advance and 1 month's written notice is given 100% refund can be made.
- A refund of 90% of the school fees can be given if written notice is received in the 14 calendar days after the fees are due.
- A refund of 50% of the school fees can be given if written notice is received in the last 14 calendar days of the term.
- No refunds will be given after 13:00 hours on the last day of term.

7<sup>th</sup> March 2016

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