



**International  
School**  
Qatar · Doha

## **FEES POLICY 2020-2021**

**March 2020**

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## SEK International School Qatar

### FEES POLICY

#### ACCEPTANCE OF THE FEES POLICY TERMS AND CONDITIONS

The signature of the parent on the Registration Form indicates that this policy has been read and its terms accepted.

Fees are assessed in accordance with the fee structure established by the school and approved by the Ministry of Education and Higher Education. They will be reviewed annually and are subject to increases. SEK International School Qatar will endeavour to give at least one term's notice of any changes to the tuition fees and additional charges.

#### ADMISSION FEES

*Fees included in the chart are per child*

<b>Application Fee</b>	A QAR 502 non-refundable and non-transferable fee is due at the time of the admissions interview.
<b>Registration Fee</b>	Once the child's application is accepted, a one-time QAR 2,508 non-refundable registration fee is due to confirm the parents' acceptance of the place.
<b>Reservation Fee</b>	Once the child's application is accepted, a QAR 2,508 reservation fee is due to confirm the parents' acceptance of the place. This fee will be discounted from the First term fees.

#### TUITION FEES – 2020-2021 Academic Year

SEK International School Qatar has three terms per academic year. Tuition fees are invoiced as three equal instalments.

Grades / Fees per year	SEK Qatar	SEK Qatar Installments
Preschool 3	30,650	10,217
Preschool 4	45,891	15,297
Preschool 5	45,891	15,297
Grade 1	50,000	16,667
Grade 2	50,000	16,667
Grade 3	50,000	16,667
Grade 4	50,000	16,667
Grade 5	50,000	16,667
Grade 6	50,000	16,667
Grade 7	55,676	18,559
Grade 8	55,676	18,559
Grade 9	55,676	18,559
Grade 10	55,676	18,559
Grade 11	63,099	21,033
Grade 12	63,099	21,033 (*)

IB Exam fees	Fee
Grade 12	2,800

(\* External examination fees are payable in addition to the Tuition Fees for all students in Grade 12. They will be charged along with the Term 1 Tuition Fees. Additional fees might be payable by students who enrol late and are expected to sit exams, as well as for students who may be entered for additional subjects. These fees are non-refundable

Fees and charges are applicable per student. No discount will apply for siblings.

For those enrolling after the start of the school year and withdraw before the end of school year, tuition fees will be prorated in ten months

## OTHER CHARGES

**Capital Fund** : SEK-Qatar does not charge any additional fees for capital funds or building development.

**Losses and Damages:** charges will be raised on an individual basis for damage to School property, loss of schoolbooks, loss of learning equipment, etc. This list is not comprehensive. Additional charges will be discussed with parents in advance.

**Field trips:** school field trips are not included in the fees; they will be charged separately and to be paid in cash

**Transportation Fees:** school does not provide transportation to the students.

## PAYMENT SCHEDULE

*This schedule applies for current students and for students joining the school in September 2020*

Instalment	Date of Issue	Deadline
First instalment	September 1 <sup>st</sup> 2020	22 September 2020
Second instalment	16 November 2020	12 December 2020
Third instalment	14 February 2021	11 March 2021

School fees can be paid annually or termly. Fees not paid in full by the due date will be subject to our debt collection procedures and can put a child's place at school at risk.

**Late Payment and Right to Refuse Admittance:** Parents remain responsible for ensuring that all fees due are paid in order to retain school places for their children at SEK International School Qatar, whether they pay the fees, or are supported by a Voucher or employer allowance scheme.

SEK International School Qatar reserves the right to withdraw the place(s) and to withhold any references, reports or transfer certificates while fees remain unpaid or when there is a persistent default in relation to the payment fee.

### RE-ENROLLMENT DEPOSIT

A non-refundable deposit of QR 2,508 for each enrolled student is due before 9th March of each year to secure a seat for each child for the following academic year. This amount will be deducted from the first term tuition fee invoice each year. This fee is non-refundable in the event and for whatever reason the child does not join the school.

### PAYMENT OPTIONS

All payments are to be made via de Finance Office. We can offer the following methods of payment:

**1. Bank Transfer (wire transfer) and direct bank deposit**

Please quote the student name or invoice number when making a bank transfer

**Bank Details**

Bank Name: The Commercial Bank of Qatar

Bank Address: Doha, Qatar

Company Name: Education Management Corporation Limited

IBAN: **QA09CBQA000000004670320546001**

Swift Code: CBQQAQA

Please note that any bank charges incurred by payment of your child's school fees will be debited to your child's school fees account and further payment will be required to clear the account

A copy of the deposit slip or bank transfer has to be delivered to the Finance Office or sent by email to: [adminqatar@sek.qa](mailto:adminqatar@sek.qa) with the Invoice No. and student name.

**2. Payment by QAR Cheque**

Please make cheques payable to ' Education Management Corp. Ltd and delivered to Admin office.

**3. Debit or credit card payment**

We accept any of the debit or credit cards: Visa , Mastercard and Dinners.

Please visit the Finance Office to make a payment by credit or debit card

**4. Cash**

Please visit the Finance Office to make a payment

### EDUCATIONAL VOUCHERS FOR QATARI STUDENTS

- The school is listed in the Ministry of Education and Higher Education Vouchers Programme.
- Educational Vouchers for Qatari students should be submitted within a month from the start of the academic year
- The families who apply for the vouchers will be reimbursed once the school receives the funds from the MoEHE

**WITHDRAWN**

As stated in SEK Qatar Admissions Policy, in order to help the school, manage its enrolments efficiently, it is essential that parents give the Admissions department at least one term's written notice of withdrawal.

SEK International School Qatar reserves the right to withdraw an already registered student when any or all of the following conditions apply:

- the student's learning needs cannot be met given the available resources
- the student's presence in the class has an ongoing negative impact on her/his classmates
- the student's behaviour is determined to have a detrimental impact on the school community
- the student's attendance record is unacceptable

If a student is required to withdraw from SEK International School Qatar due to any of the above reasons, tuition refund will be applicable on a pro rata basis of 10 months.

**FEE CANCELATION POLICY**

For those enrolling after the start of the school year and withdrawing before the end of school year, annual tuition fees will be prorated in ten months.

For families who wish to withdraw their child from the school, one term's notice is required. Without the required notice, all fees for the following term are payable.

Unless otherwise determined by the Management, any refund of fees will be made as follows:

- If the term's fees are paid in full and the child is withdrawn prior to the start of the academic year, 100% of the fees will be paid. except the Registration Fee or the re-enrolment seat fee for present students.
- If the term's fees are paid in full before the start of the term and the student is withdrawn within 30 days of the term starting, fees paid will be refunded after deducting the value of the pro-rata charge for 1 month and the reservation fee.
- A refund of school fees cannot be claimed for casual absence, sickness, holidays periods of exclusion or other circumstances as judged by the school.
- The school management reserves the right to make any exceptions to the refund policy for compassionate reasons, at their discretion.
- If a student leaves the school temporarily (subject to the School Principal's approval), fees covering the withdrawal period must be fully paid.
- The student's name will NOT be deactivated from the Ministry of Education and Higher Education Students Information System (NSIS) until all due fees are paid upon him/her leaving the school; hence the student will not be able to register in any other school in Qatar

**TERMS**

The Finance & Administration Team will be pleased to answer all questions related to this Fees Policy, for inquiries please send an email to [adminqatar@sek.qa](mailto:adminqatar@sek.qa)

**To be signed and returned to Admissions Dept.**

I have read the **SEK International School Qatar Fees Policy** and agree to comply with it. As the parent/guardian of the student, I am responsible for the payment of the fees for the period that my child/children is/are enrolled at the school:

Name of student(s): .....

Name of parent/guardian: .....

Date: .....

Signature: .....