



Policy: School Fees Payment

السياسة : الرسوم المدرسية

Academic Year 2024-25

Policy Number:	25
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Written By:	SLT
Approved by the Principal:	
Approved by Management Representative:	
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Vision: To be a welcoming and diverse international school that nurtures students to acquire, articulate and establish the necessary skills and knowledge to become a citizen in a global environment.

Mission: To create an inclusive environment of responsibility, respect and tolerance, based on Qatari values, for all members of the school community. To deliver an in-depth consistent learning program, which provides opportunities to display their learnings.

Objectives: Spectra Global School helps individuals to become life-long learners with **STEPS**.

We provide

S-STIMULATING environment for learning.

T-TRANSPARENT vision helps us to communicate easily.

E-EMPATHY towards others helps us to learn life skills lessons and values of the country that we are growing.

P-PROGRESS to achieve and attain better.

S-SUSTAIN with what we do and maximize it.

RATIONALE:

In line with our school Objectives, this policy has been written to ensure that we provide a **Stimulating** environment for our students and adults with **Transparency**. To **Sustain**, we need to be **Progressive** and attain what we are capable of and ensure that we remain human and **Empathetic** with one another.

For the purposes of this policy, **the school** refers to Spectra Global School.

Tuition fees are those sums that are directly associated with educating students. **Other fees** include textbooks, uniforms, examination, and transportation fees. **School fees** refer to both tuition fees as well as other fees which a School charges to Parents.

PURPOSE(S):

- To adopt clear and transparent approach to the regulation of fees, for both the school and Parents that ensures tuition fees mirror the quality of education and that school fees are reasonable and approved by the Ministry of Education & Higher Education (MEHE).
- To outline the Schools “tuition fees” structure.
- To enable Parents to pay the required School fees in a timely and convenient manner.

MINISTRY APPROVED SCHOOL FEES STRUCTURE FOR ACADEMIC YEAR 2024-25



السيد / مدير مدرسة الاطيفاف العالمية المحترم
السلام عليكم ورحمة الله وبركاته ...

إشارة إلى طلبكم الموجه إلى إدارة تراخيص المدارس الخاصة بشأن زيادة الرسوم الدراسية والإضافية. نود إفادتكم بعدم موافقة لجنة شؤون المدارس الخاصة على طلبكم، وإن الرسوم الدراسية والإضافية للعام الأكاديمي 2025/2024م تكون على النحو التالي:

أولاً: الرسوم الدراسية السنوية								
نوع الرسوم	KG1	KG2	الأول	الثاني	الثالث	الرابع	الخامس	السادس
الرسوم الدراسية	19,570	19,570	22,660	22,660	22,660	22,660	22,660	22,660
حجز مقعد يلغى من الرسوم الدراسية	2000	2000	2000	2000	2000	2000	2000	2000
ثانياً: الرسوم الإضافية السنوية								
نوع الرسوم	KG1	KG2	الأول	الثاني	الثالث	الرابع	الخامس	السادس
تعزيز المستوى (مرة واحدة)	-----	-----	300	300	300	300	300	300
التسجيل (مرة واحدة)	1000	1000	1000	1000	1000	1000	1000	1000
الكتب	1000	1000	1500	1500	1500	1500	1500	1500
اختبارات	600	600	600	600	600	600	600	600
تأمين (مسترجع)	1500	1500	1500	1500	1500	1500	1500	1500
ثالثاً: الرسوم الإضافية الاختيارية السنوية								
نوع الرسوم	KG1	KG2	الأول	الثاني	الثالث	الرابع	الخامس	السادس
المواصلات داخل	4000	4000	4000	4000	4000	4000	4000	4000
المواصلات خارج	5000	5000	5000	5000	5000	5000	5000	5000
الزي المدرسي	400	400	600	600	600	600	600	600

وفي حالة عدم تقيدكم بالرسوم المذكورة أعلاه سوف تقوم باتخاذ الإجراءات الإدارية المناسبة يجب إرفاق تعميمات تحصيل الرسوم الدراسية والإضافية مع كشف الرسوم المعتمد في مكان بارز وواضح لأولياء الأمور

أحمد محمد الفالح
مدير إدارة تراخيص المدارس الخاصة

ونفضلوا بقبول فائق الاحترام...



MINISTRY APPROVED SCHOOL FEES STRUCTURE FOR ACADEMIC YEAR 2024-25

ANNUAL TUITION FEES (in QAR)								
Grade	FS 1	FS 2	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Annual Tuition Fees*	19570	19570	22660	22660	22660	22660	22660	22660
Seat reservation (Deducted from Tuition fees)*	2000	2000	2000	2000	2000	2000	2000	2000
ANNUAL ADDITIONAL FEES (in QAR)								
Entry Assessment (New Students)**	0	0	300	300	300	300	300	300
Registration Fees (New Students)***	1000	1000	1000	1000	1000	1000	1000	1000
School Books	1000	1000	1500	1500	1500	1500	1500	1500
Examination Fees	600	600	600	600	600	600	600	600
Insurance Fees ****	1500	1500	1500	1500	1500	1500	1500	1500
ANNUAL OPTIONAL ADDITIONAL FEES (in QAR)								
Transportation Fees	4000	4000	4000	4000	4000	4000	4000	4000
Transportation Fees	5000	5000	5000	5000	5000	5000	5000	5000
Uniform Fees	400	400	400	600	600	600	600	600

ANNUAL TUITION FEES

Tuition fees are invoiced in three instalments per academic year:

ANNUAL TUITION FEES (in QAR)								
Grade	FS 1	FS 2	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Term 1 Fees	6530	6530	7560	7560	7560	7560	7560	7560
Term 2 Fees	6520	6520	7550	7550	7550	7550	7550	7550
Term 3 Fees	6520	6520	7550	7550	7550	7550	7550	7550
Annual Tuition Fees	19570	19570	22660	22660	22660	22660	22660	22660

Tuition Fees Payment Schedule:

This schedule applies for current students and for students joining the school in September 2022. Invoices must be settled in full within the published due date (see table above).

Fees	Due on or before
Term 1	31 st August
Term 2	31 st March
Term 3	30 th April

School fees can be paid annually, termly, or monthly. 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.

The school may retain a certain amount of the tuition fees in any of the following cases:

- If a student attends for more than four weeks in a term, the school will retain the value of one full term of tuition fees.
- If a student attends from 1 to 3 weeks in the term the school will retain the fees on a daily basis.

These cases apply to newly enrolled students as well as students that register after a term has already commenced. Official holidays and absences from class are considered part of the week.

*** SEAT RESERVATION FEES**

A non-refundable deposit of QAR 2,000 per enrolled student is required to be paid from March of each year to secure a seat for each child for the following year. This fee is non-refundable. This fee will be deducted from the first instalment of the tuition fee each year. This fee is non-transferable.

ENTRY ASSESSMENT (New Students)

EYFS Students: There is no fee for the assessment of EYFS students during the time of admission interview.

Primary Students: QAR 300 non-refundable and non-transferable fee is due at the time of the admissions interview. This fee includes the cost of processing and reviewing the application.

****REGISTRATION FEES (New Students)**

Upon acceptance of the student's application, a one-time non-refundable, non-transferable registration fee of QAR 1,000 is required to be paid, to confirm the parents' acceptance of the allocated seat.

SCHOOL BOOKS

School books fee is paid every year before the school starts. This fee covers the cost of exercise books. Not including stationary (parents needs to provide basic stationary for their own child's daily use).

EXAMINATION FEES

This fee is to be paid every academic year. The fee covers internal and external assessment processes within the school. This fee is not refundable.

INSURANCE FEES

This fee is paid at the time of enrollment of new students.

- The insurance fee will be refunded for students who have completed 1 full academic year with the school and provided notice of leaving on or before the 15th of May of that academic year.
- The insurance fee will not be refunded for students who have not completed 1 full academic year with the school (August to June).
- Insurance fees will not be refunded to students who are leaving during the academic year. This is applicable to all students irrespective of their tenure with the school.

TRANSPORTATION FEES**When applicable:**

- Transportation fees has to be paid by those who use the Transport facility for pick up/ drop off of their child.
- Paid once before starting the service and after receiving a confirmation call from the transportation team.
- This fee is not refundable.

UNIFORM FEES

It is compulsory for all students to wear school uniforms. Our uniform represents the high standards we expect and deliver as well as a common theme and identity for our students. Being smartly dressed in our uniforms only helps promote equality across all students.

Non-Payment of School Fees

- School herein publishes a clear, transparent policy for their response to non-payment or late payment of School fees.
- Students will not be permitted to attend the school if fees are not paid on time. As per MoEHE's Pre-Approval, Students will be asked not to attend the school unless the overdue fees are paid fully.
- Further, School will withhold examination report cards, transfer certificate (or block a transfer on NSIS) and/or refuse re-registration for a student until all outstanding dues are settled.

Increasing School Fees:

The Ministry of Education & Higher Education (MoEHE) will determine the specific requirements for Schools that wish to apply for approval to raise their school fees. The MoEHE shall review these requirements and communicate them to Schools before the start of the application submission period. Parents will be formally intimated well in advance.

ROLES AND RESPONSIBILITIES

The School Management will:

- Set the School Policy on fees and the collecting thereof (e.g. tuition, uniform, books, transport, and other curricular activities) in a reasonable, clear, and transparent manner.
- Keep Parents/Guardians fully informed of such policy, by publishing fees on the school's own website and other available publishing means including roll ups in the reception area, finance, and the admissions office.
- Follow the Ministry of Education & Higher Education (MoEHE) procedures when submitting any request to increase School fees.

Policy for payments by the Corporate Companies wherein the parent of student works:

- In case of new admissions, if the fee is to be borne by the Company with whom the parent is working with, the required corporate information is to be stated in the admission form at the time of admission and an official letter from the student's parent company should be submitted to accounts department.
 - In case of existing admission, if the fee is paid by the parent and later, they opt to payment by Company, the required letter from the student's parent company should be submitted to accounts department one month prior to the start of the next term.
 - It is the responsibility of the parents to obtain the letter from their workplace and submit it to the school one month prior to the start of the next academic term.
- ❓ If the company wants the school to invoice, it is the parent's responsibility to get the invoicing detail and address along with the letter from the company.