



**POLICY
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Fees Policy 2017-2018

For Ta'allum Group Schools

Issued 2017 - 2018

Approvals

The signatures below certify that this policy has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Reviewed by	Mr.Sheldon Smith		Principal- AJA	23/4/17
Reviewed by	Ms.Maha Teema		Principal- AMAG	24/4/17
Reviewed by	Mr.Shuja Uddin		Acting Principal-AMAB	24/4/17
Reviewed by	Mr.Mohamed Riyas		Head of Finance	24/4/17
Reviewed by	Dr. Mohammad Saefan		Education Director	25.4.17
Approved by	Mr.Ahmed Al Mannai		CEO	25-4-2017

Amendment Record

This Policy is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is given below.

Page no.	Context	Revision	Date

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Ta'allum Vision, Mission and Motto

Ta'allum Group's Vision

We aspire towards being a progressive institution of learning experiences by offering a quality education based on an Islamic ethos that aims to serve humanity.

Ta'allum Group's Mission

To establish premier educational institutions which are committed to a unique brand of holistic education.

Our goal is to help every child to learn and acquire Islamic knowledge alongside building a solid foundation in all academic subjects. This will help them develop and gain true Islamic values and thereby make a valuable, correct moral and social contribution to the community in which they live.

Ta'allum Group's Motto

"Creative learners today, our future leaders tomorrow"

Academic Year 2017/2018

A. Application/Registration and Reservation Fees:

Description	Terms & Conditions	Amount (QR)	Payment Due Date
Application Fees	Not included in Semester Fees. Non-refundable, Applicable only to New students.	0	At time of registration
Registration Fees	Not included in Semester Fees. Non-refundable, Applicable only to New students.	0	Once the student is passed in the Entrance Exam & accepted
Reservation Fees	Discounted from First semester fees. Non-refundable, Applicable for Existing students only.	0	Once next year reservation is opened for existing students and before opening for students from outside The Academy
Student Tablet	Not included in Semester Fees. Non-refundable, Applicable only to New students & Those who Do not Have Tablet.	4,750.00	One time for new students within the applicable grades decided by the school. Additional units are chargeable in student/ parent requested
Student Tablet Replacement – DELL Only	Replace broken DELL tablets With three years Warranty	8,00	1st Replacement within one Academic year is Free and the second replacement within a year is chargeable. (Continues for 3 years) – After three years of Warranty, No Free Replacement.

B. Tuition Fees Payments

Tuition fees are to be paid in **two** equal instalments using one of the below Methods of payment:

- ✓ Cash
- ✓ Cheque
- ✓ Credit Card
- ✓ Direct Bank Deposit
- ✓ Bank Transfer
- ✓ By Voucher (Only For Qataris)

** For Direct bank deposit and bank transfer, a copy of deposit slips or bank transfers should be delivered to the accounts office by hand, fax or scanned by email to pay@..... with student name and number as reference.

Academy Bank Details:

Account Name:
Bank :
IBAN Number :



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C. Tuition & Other Fees instalments are due as per below:

✓ Qatari students:

- Registration or reservation fee is due immediately at the time of registration/enrollment.
- First semester payment should be paid within one month from the start of 1st semester and Second semester payment to be paid by February 28, 2018.
- Books and other fees other than Tuition, has to be paid with first semester payment.
- For Educational Voucher eligible Students, parent has to pay the balance amount of voucher coverage immediately at the beginning of the semester/year.
- Educational Voucher for eligible students should be submitted withing 1 month from the start of Academic Year.

Post Dated Cheques will be accepted by the school for each semester as below

- *First cheque for 1st semester dated Maximum 30 days from the start of 1st semester, to be submitted before semester starts.
- *Second cheque for 2nd semester dated February 28, 2018 to be paid before Feb 1, 2018.
- Qatar Petroleum, Qatar Gas and its related subsidiary should follow the same schedule of payment.

***Cheques will be kept as guarantee for voucher delivery and fees difference payment, if parent didn't deliver the due voucher within the mentioned period, the academy will clear the cheques.**

***Post-dated cheques will be deposited in the bank on their due date**

✓ Non-Qatari students:

- Registration or reservation fee is due immediately at the time of registration/enrollment.
- First semester payment should be paid within one month from the start of 1st semester and Second semester payment to be paid by February 28, 2018.
- Books and other fees other than Tuition, has to be paid within first semester payment.

Post Dated Cheques will be accepted by the school for each semester as below



- *First cheque for 1st semester dated Maximum 30 days from the start of 1st semester, to be submitted before semester starts.
- *Second cheque for 2nd semester dated February 28, 2018 to be paid before Feb 1, 2018.

***Post-dated cheques will be deposited in the bank on their due date**

D. Returned Cheques:

In the case of reflux (returned) cheque for the first time; the below actions will be taken:

1. At first Parents will be called or a text message will be sent informing parent to pay within two days.
2. In case of non-payment during the two days, the cheque will be resent to the bank.
And if it returns for the second time it will be forwarded to the legal department to take the required action.
3. During the payment follow-up period the academy will take the following measures:
 - The parent will not be allowed to receive the student's transcript for the unpaid semester.
 - The student will not be registered for the next academic year.
 - The Academy will not issue any certificate indicating the student's enrolment period in the Academy.
 - Future payments by cheques will not be accepted.

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E. Actions against unpaid fees

1. Student's Transcript & Report sheets will not be issued until full overdue amounts are settled.
2. Year 10,11 & 12 Students will not be allowed to register for external exams.
3. The Academy reserves all rights to stop students entering in to the classroom until full overdue amounts are fully settled with the consultation of MOE.
4. The academy will not confirm the seat reservation for next academic year of students who have outstanding balance. Academy allocates seats on 1st comes 1st serves basis, there is no assurance for seat confirmation if overdue amounts are not settled.
5. Academy reserves all rights to block the Student in MOE system in order to stop them registering to any other schools.

F. Company Sponsored Students:

- Academy will no longer directly follow-up with the sponsoring companies (i.e. QP, Oxy, Oryx, RasGas etc.) with the exception of the Ministry of Foreign Affairs and Emiri Diwan.
- Parents are required to pay the fees as per the above semesters and conditions and get reimbursed as per their company's policy based on the official receipt issued by the Academy.

G. Tuition Fees Schedule:

<u>Year / Level</u>	<u>First Semester</u>	<u>Second Semester</u>	<u>Total Tuition Fees</u>
Preschool			
Reception			
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			
Year 6			
Year 7			
Year 8			
Year 9			
Year 10			
Year 11			
Year 12			

H. Special Education Needs (SEN) Fees Schedule:

<u>Year / Level</u>	<u>First Semester</u>	<u>Second Semester</u>	<u>Total SEN Fees</u>
Preschool	-	-	-
Reception			
Year 1			
Year 2			
Year 3			

Year 4			
Year 5			
Year 6			
Year 7			
Year 8			
Year 9			
Year 10			
Year 11			
Year 12			

Payment Terms & Conditions for SEN fees will also be the same as regular tuition fees. The academy will suspend SEN services for your child in case full payment of the due balance not paid within the first **30 days of the semester, for refunds, Terms and Conditions apply.**

I. Other Fees:

- **Books Fees:** including text books and necessary educational materials, **excluding** copy books and stationary.
- **The academy will use 2 resources of education: Paper books and E-Books. Additional charges may be applied upon MOE Approval.**

Year	Books
Preschool & Reception	
Year 1 to 6	
Year 7-12	

- **Uniform Fees:** In compliance with MOE regulations and instructions, the Academy will no longer sell school uniform and parents are free to find their resources for the same bearing in mind the Academy approved design and colours only will be acceptable. For more information kindly check with registration office. **For your convenience, a Third party uniform shop is available inside the school premises if parents are interested to buy.**
- **Transportation Fees:** The Academy does not provide transportation facility.
- **Damage Charges:** The Academy has the right and will charge parent for any damages caused by the student For any of the academy assets, disciplinary action will be taken as well, for more information check student's disciplinary policy.


J. Other Terms and Conditions:

- The Academy reserves the right to accept students from the waiting list in place of students, who have not paid their overdue fee instalments.
- It should be noted that the registration of every new student is treated individually. No registration fee can be transferred from one child to another, even within a family.
- Internal Transfers within Ta'allum Schools will be treated as a new registration in the new academy. Terms and Conditions apply
- Excess amount held in the student account at the end of current academic year is transferable to siblings after deducting the reservation for next academic year (parent has to show document proofs for sibling and confirmed by School registrar & Finance).

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- The Academy will only refund the tuition fees as per below terms & conditions.
 1. **100% Refund:** Full semester fees paid is refundable after deducting reservation fees, if registration and finance department are notified in writing of the withdrawal of the student without attendance (Zero Attendance Confirmation)- within the first **30 days after the start of a semester**.
 2. **Prorated Fee or Full Reservation** - whichever is higher, will be charged for number of days attended if the student submits the withdrawal form to registrar within 15 Calendar days from the 1st day of the semester. (one Academic year is 10 months)
 3. **One Month Fee or Full Reservation** - whichever is higher, will be charged if the student submits the withdrawal form to registrar within 30 Calendar days from the 1st day of the semester. (one Academic year is 10 months)
 4. **0% Refund** : No fees will be refunded if registration and finance department **ARE NOT** notified in writing of the withdrawal of a student within the first **30 days after the start of a semester**.
 5. Book fees are non-refundable once the student attended the class and books are issued. Confirmation from Resource Coordinator is required if books are not issued and payment is to be refunded for withdrawing students.
 6. Registered students who decide to leave the Academy for temporary period (subject to principal approval), are obligated to pay the full fees for this temporary period.
 7. Only the tuition fees are refunded for expelled students. This amount will be **prorated – same refund policy is applied as normal student**
 8. Any excess payments related to the MOE Educational Voucher Program – Payments by Parent and Voucher amount received from MOE - will be refunded after deducting the Voucher Differences & Other Dues for full year upon parent's written request. Or carried forward to next academic year.
 9. Advance paid for Student Tablat will be refunded if the student is withdrawn without getting the tablet upon IT department Confirmation.
- The Academy reserves the right to take any required action due to non-payment of fees as per the above policy.
- Students will be released from MOE system to enrol for another school upon Zero Balance confirmation from the Finance department.
- Parents are required to sign the **Parents' Contract** with the Academy.

Note: Please be advised that the Academy has applied for **Fees Increase** for the Academic Year 2017-2018 from the Ministry of Education & Higher Education. New fees will be applied upon approval. Thank You.

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