



AI Madina
—International Kindergarten—
Nurturing character, Achieving excellence

FEE POLICY

AI Madina International Kindergarten

This policy will provide clear guidelines for:

- the setting, payment and collection of fees
- the equitable and non-discriminatory application of fees across the school

SCHOOL FEE STRUCTURE (in QAR)

Class	Application Fee	Registration Fee (non-refundable)	Deposit (Refundable)	Tuition Fee	Bus Fee
KG 1	500	1,000	1,000	12,700	3,500
KG 2	500	1,000	1,000	12,700	3,500

School Fee Policy

A detailed school fee document which is approved by the Ministry of Education is available at the school office. All fees are subject to annual review.

- The following fees are to be paid at the time of registration

Application Fee	Registration Fee (non-refundable)	Deposit (Refundable)	Bus Advance
500	1,000	1,000	500

- Tuition fees and Bus Fees are to be paid in instalments as follows:

	Term 1	Term 2	Term 3	TOTAL
Tuition Fee	4,350	4,350	4,000	12,700
Bus Fee	1,200	1,200	1,100	3,500

- These can be paid in any of the following methods of payment:
 - Cash payment
 - Cheque
 - Direct Bank Transfer
- Tuition fees are to be paid at the beginning of the term
- Fees that are paid by the company can be invoiced either annually / termly in advance as per the parent request.

Unpaid Fees

The Tuition Fee shall fall payable before 14 days of the start of term. Term due dates of payment will be posted and must be adhered to – all fees due should be paid before the stipulated last date for payment.

Once the child is a registered and continuing student, term fees are to be paid **IN FULL**. There will be no recalculation or reduction in any fees based on absences of any kind.

The following procedure will be initiated when fees are not received within the due date:

- A reminder note will be sent in the diary.
- A call will be made to the parent from the Finance Section.
- If still not paid, the parents/guardians will be asked to immediately visit the school.

The following courses of action will be taken during the follow-up period:

- The parents will not be given the student's progress report card for non-paid term
- The students will not be granted a place in our school for the following year
- The school will not issue any reference letter regarding his / her enrolment period at our school for transferring to another school
- Two weeks after fees are due, if we haven't received any response during follow-up, the school reserves the right of the place of the child to be withdrawn.
- If a decision is made to withdraw the child's place, the parents/guardians will be provided with 14 days' notice in writing.

Refunds and Discounts

- There is an Advance Refundable QAR 1,000/- Security Deposit payable for each student when the parent accepts an offer of a place. This deposit is refundable at the time of withdrawal of the child if one-month notice is given to the school prior to the child's withdrawal.
- If the child completes KG1 AND KG2, the deposit will be refunded upon completion of his/her schooling with Al Madina KG.
- Tuition fees for any school term are **non – refundable**. However, under special circumstances, if a parent decides to withdraw their child within one month of the start of the year/term, then one-month fees will be deducted and the rest will be refunded.
- Discount schemes applicable on any special offers will be decided and agreed upon at the start of the year between the Parents and the School Administration after approval from the Management.
- In case of any non-monetary special exceptions or exemptions, these will be decided and agreed upon at the start of the year between the Parents and the School Administration after approval from the Management, and are subject to being revoked based on instructions from the Ministry of Education and Higher Education – Qatar.
- There will be no refund where a family chooses not to send their child to the school for the maximum number of hours for which they are enrolled.
- Fees will not be recalculated if you did not inform the reception about any upcoming vacations and stopped attending school in between. As a practice, we do contact the parents if a child is absent for more than two days from the school. If we do not get a reply after a few attempts

of phone calls/emails, then we conclude that the child has left for good and offer the placement to the next child in the waiting list.

- No refunds or discounts apply for illnesses and absences of your child from the school due to any reason, whether you informed in advance or not.

Returned Cheques

In the case of returned cheques for the first time, following actions will be taken:

- Parents will be informed through a phone call or email to pay cash within three days, or to represent the cheque immediately.
- If payment is still not received after 3 days, the cheque will be represented at the bank and if it is returned for the second time, it will be forwarded to our legal advisor in order to take necessary action.

Seat Reservation Fee

- In Term 3, all existing students will be invoiced for Seat Reservation Fee for the following year.
- The Seat Reservation Fee is non-refundable, but will be deductible from the Tuition Fee of the first term of the following year.

Fee Increases

Parents / guardians will be notified one term in advance of any approved fee increase. School fees are subject to annual review and may be increased subject to approval from the Ministry of Education and Higher Education – Qatar.

Code of Conduct Agreement

In the event of my child offered a place in this school, I hereby undertake and agree that:

- my child arrives at school on time and properly equipped
- make sure my child is collected on time
- let the school know about any concerns or problems that might affect my child's work or behavior
- support the school's policies and guidelines for behavior
- I understand the teachers and administration have full disciplinary discretion in regards to my child as it relates to their school behavior. Disrespect of school personnel will not be tolerated.
- I shall attend parents' meetings about my child's progress or when requested by the Management

Photography or Videos Permission

I hereby grant permission for my child's photo to be taken and used for classroom projects, photo gallery, website, Facebook, Instagram, Media or promotional purposes.

Yes

No

Release of Liability

I absolve Al Madina International Kindergarten, its employees and its agents from any responsibility for:

- Any responsibility for any loss of valuables.
- I give permission for my child to take part in all school activities, including sports and school sponsored trips away from the school premises after consent.
- If the student doesn't use school bus and/or uses private transport, Al Madina International Kindergarten will not be responsible for the safe delivery and collection of children to and/or from the school
- The school will not be responsible for any accidents or mishap that happens to the child should he/she leave the school grounds without permission.

Undertaking

I sign below having read the above policy document and confirm that I have understood and agree to be abide by the terms and conditions set out in the same.

Name of the applicant _____

Name of the Parent / Guardian _____

Signature of the Parent / Guardian _____

Date

Our Vision

To become the leading school of choice within Qatar, producing responsible and productive citizens for the betterment of society as a whole.

رؤيتنا

أن نصبح مدرسة رائدة مختارة في قطر، تنتج أفراداً مسؤولين ومنتجين من أجل صالح المجتمع ككل.