



Al Madina
—International Kindergarten—
Nurturing character, Achieving excellence

FEE POLICY

Al 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)	Seat Reservation (Part of term 1 fee)	Tuition Fee	Book Fee	Bus Fee	Bus Fee (Out of Wakra)
KG 1	500	1,000	5,00	12,700	400	4,000	4,750
KG 2	500	1,000	5,00	12,700	400	4,000	4,750

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)	Seat Reservation (Part of tuition fee)	Stationary (As per parent request)	Uniform (As per parent request)	Book Fee	Bus Advance
500	1,000	5,00	5,00	3,00	400	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	1,350	1,350	1,300	4,000
Bus Fee (Out of Wakra)	1,600	1,600	1,550	4,750

- These can be paid in any of the following methods of payment:
 - Cash payment
 - Card 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.

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

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.
- Registration Fees (QAR 1,000) are **non – refundable** whatever the reason or time of withdrawing.
- Tuition fees for any school term are **non – refundable**. However, under any circumstances, if a parent decides to withdraw their child, then no-fees will be refunded.
- 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 stopped attending school.
- 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.

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_____