NORTHVIEW
INTERNATIONAL SCHOOL
LEARNING TOGETHER TO CREATE A BETTER WORLD

Tuition Fees Policy

1. Introduction

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

The Finance Office is open during the school's working day throughout the year except on announced public holidays and vacations/holidays as per the school calendar. Staff will be pleased to provide information relating to the Fees Policy and Fee Schedule.

2. Mode of Payment:

All payments are to be made via the Finance Office. School fees can be paid via:

2.1. **Cheque** – post-dated cheques will be accepted by the school if the cheques due dates fall within the school's determined payment dates for each installment. Post-dated cheques will be deposited in the bank on their due date.

Although the school will accept cheques from employers, at all times it remains the parent's responsibility to ensure school fees are paid before the due date of each instalment, or before a child starts at the School.

2.2. **Bank Transfer** - (a copy of the bank transfer confirmation should be submitted to the school)

2.3. **Direct Bank Deposit** (a copy of the deposit slip should be submitted to the school)

2.4. **Cash**

<u>Bank Account Details:</u>

Account Number	: 4680010459002
Account Name	: NORTHVIEW INTERNATIONAL
IBAN Number	: QA45CBQA000000004680010459002
SWIFT code	: CBQAQAQA

3. Fees Payment Deadlines:

3.1. **Annual Tuition Fees** are to be paid as follows:

- 40% of the total annual fees (minus the seat reservation fee) will be invoiced and dated on the 1st of September, due on the 1st of October, to be paid within 30 days.
- 30% of the total annual fees will be invoiced and dated on the 1st of December, due on the 1st of January, to be paid within 30 days.

- 30% of the total annual fees will be invoiced and dated on the 1st of March, due on the 1st of April, to be paid within 30 days.
- Excess amounts held in the pupil's account at the end of a current academic year are transferable to siblings after deducting the reservation fee for the next academic year.

4. Discounts

4.1. 5% sibling discount on the annual fees of the second younger sibling, 10% on the third younger sibling, 15% on the fourth younger sibling, and 20% on the fifth younger sibling are offered by the school.

4.2. 5% discount on the annual fees of the child is offered by the school if the tuition fees of that year are paid in full at the start of the academic year.

5. Returned Cheques:

5.1. In the case of a returned cheque for the first time, parents will be called, or a message sent via the Parent Portal informing the parent to settle the payment within five days.

5.2. In case of non-payment during the five days, the cheque will be resent to the bank. If it is returned for the second time, the cheque will be forwarded to the Private Schools Office at the Ministry of Education and the Legal Department to take the required action.

5.3. Future payments by cheques will not be accepted.

6. Unpaid Fees:

6.1. The school reserves all rights to stop pupils entering the School until full overdue amounts are settled with the consultation of MOEHE.

6.2. Pupil's Transcripts & Report sheets will not be issued until full overdue amounts are settled.

6.3. The school will not confirm the seat reservation for the next academic year for pupils who have an outstanding balance.

6.4. The School will not issue any certificates or letters indicating the pupil's enrolment period in the School.

6.5. The School reserves all rights to block the pupil in the MOE system to stop them from registering into any other schools.

6.6. The school reserves the right to accept pupils from the waiting list in place of pupils who have not paid their overdue fee installments.

6.7. The school reserves the right to take any required action due to non-payment of fees.

6.8. Students will be released from the MOEHE system to enroll in another school upon zero balance confirmation from the Finance Department.

7. Withdrawal / Termination / Cancelation

7.1. A one-month notice, in writing, is required if a parent wishes to terminate their child's enrolment with the School for any reason. The parents will be liable for the full fees of the current ongoing term if they are staying in Qatar but will be refunded these fees if they are leaving Qatar.

7.2. We reserve the right to terminate a child's enrolment with the school with immediate effect if any fees are not paid by the due date or agreed date, or if a parent or child displays abusive, threatening, or otherwise inappropriate behavior.

8. Refunds:

The school will only refund the tuition fees according to the following terms and conditions:

8.1. 100% Refund: If the Admissions and Finance departments are notified in writing of the withdrawal of a pupil who has not attended any school days (Zero Attendance Confirmation) – within the first 30 days after the start of the school year then the full fees paid by the parents is refundable after deducting the reservation fee.

8.2. 0% Refund: No fees will be refunded if Admissions and Finance Departments ARE NOT notified in writing of the withdrawal of a pupil within the first 30 days after the start of the school year.

8.3. Enrolled pupils who will be absent from the school for a temporary period (subject to the School Principal's approval), are obligated to pay the full fees for this temporary period.

8.4. Fees for expelled pupils are refunded, this amount will be prorated based on the pupil's attendance. Terms & Conditions apply.

8.5. Any excess payments related to the MOEHE educational voucher will be refunded after deducting the voucher differences & other dues based on parent's written request or will be carried forward to next academic year.

8.6. If the school is closed due to force majeure (ex. adverse weather conditions, heavy rain, sandstorm, natural hazards, etc….), no invoiced fees would be deducted. In the event of any longer term or sustained closure, reductions would be at the school's discretion.

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9. Fees Schedule

Tuition Fee Schedule 2022/2023 (in QAR)

Grade	1st Instalment	2nd Instalment	3rd Instalment	Annual Fees
Pre-KG	7,268	5,450	5,450	18,168
KG1	8,033	6,024	6,024	20,081
KG2	9,639	7,229	7,229	24,097
Grade 1	10,174	7,631	7,631	25,436
Grade 2	10,709	8,033	8,033	26,775
Grade 3	11,245	8,434	8,434	28,113
Grade 4	11,780	8,836	8,836	29,452
Grade 5	13,769	10,328	10,328	34,425
Grade 6	14,535	10,901	10,901	36,337
Grade 7	15,300	11,475	11,475	38,250
Grade 8	16,064	12,049	12,049	40,162
Grade 9	16,829	12,623	12,623	42,075
Grade 10	17,900	13,426	13,426	44,752
Grade 11	19,900	14,926	14,926	49,752
Grade 12	21,879	16,409	16,409	54,697

Parent / Guardian Acknowledgement

I, signing below as Parent/Guardian, accept the above rules, and agree to comply with them along with all other School rules and regulations for the period that my child/children is/are enrolled at the school.

Parent/Guardian Name : _____

Phone : _____

Email : _____

Date : _____

Pupil's Name and Grade : _____