



Terms and Conditions
& Parent Undertaking

A constructive relationship between the school and families is key to ensuring that the pupils' well-being is at the core of an effective educational experience. It is beneficial for both parties if this relationship is based on agreed upon terms and conditions.

To ensure that all parties in this relationship are aware of their duties and responsibilities, families are encouraged to read this document carefully.

Our Vision:

- is to provide the highest quality education, but to be accessible, attracting pupils from all nationalities looking for an international education.
- is to develop all pupils to be aligned to the Qatar 2030 vision through innovation and technology while respecting and honoring the culture, language, and history of Qatar.
- is to develop a safe and purpose-built school that is both visually pleasing and offers space for creativity, collaboration, and learning.
- is to follow an internationally recognized curriculum, with international and host country adaptations as appropriate.
- is to prepare pupils for higher education, enabling all pupils to obtain a High School Diploma / School Leaving Certificate.

Definitions:

Unless the context otherwise requires:

- **"school", "we", "us"** means Northview International School, and or any duly authorized representative(s).
- **"Parent(s)", "you"** means the person or persons signing the school registration form as parent or guardian of the child (and where more than one person signs, means those persons on a joint and several basis).
- **"child", "pupil", "student"** means the child named on the school registration form.
- **"fees"** means the fees payable by the parent(s) to the school at the rate set by the school at the start of each school year.
- **"term"** means each of the three terms of the school year. The duration of the term is at the discretion of the school.



1. Admissions:

The school supports the admission of pupils according to parental choice and date of birth of pupils. Admissions will adhere to Ministry of Education and Higher Education (MOEHE) guidelines.

Parents undertake to provide the school with all the below mentioned documents for enrolment:

- Filled and signed Registration Form
- Filled and signed Medical Form (included in the application form) and the child's health record (from Grade1 to Grade 12 provided by the Ministry of Health)
- A copy of the child's Immunization Card
- A copy of the child's Passport (a valid residency permit)
- A copy of the child's QID
- A copy of the father's /mother's Passport (a valid residency permit)
- A copy of the father's / mother's QID
- A copy of the child's birth certificate
- Four (4) recent passport size photographs for the applicant
- Two (2) passport size photographs of either family member or guardian/driver who will be collecting the child from school
- A copy of the child's Hamad health card
- Pupil's transcripts for the past three years. This includes reports, transcripts, results of standardized tests and any other reports issued by a counsellor or therapist.
- For Special Education Needs pupils, a copy of assessment reports (e.g., Educational Psychologist reports, Speech and Language Therapy) are needed
- Clearance or transfer letter from the previous school
- Good behavior letter from the previous school (stamped and signed by the Principal)
- Signed HR Form if the parent is a staff member of Northview International School

* For Pre-KG, KG1 and KG2 children: We request that all pupils are toilet trained before entering school. Children who are not toilet trained will be asked to stay at home until they are fully trained.



2. School Fees

2.1. Annual 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.

2.2. School fees can be paid via:

- **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 semester. Post-dated cheques will be deposited in the bank on their due date.
- **Bank Transfer** - (a copy of the bank transfer confirmation should be submitted to the school)
- **Direct Bank Deposit** (a copy of the deposit slip should be submitted to the school)
- **Cash**
- **Educational Voucher** (only for Qatari pupils). Educational vouchers for eligible pupils should be submitted to the school within one month of the start of the school year.

2.3. Returned Cheques:

In the case of a returned cheque for the first time, the below actions will be taken:

- Parents will be called, or a message sent via the Parent Portal informing the parent to settle the payment within two days.
- In case of non-payment during the two days, the cheque will be resent to the bank. If it is returned for the second time, the cheque will be forwarded to the Legal Department to take the required action.
- Future payments by cheques will not be accepted.

2.4. Unpaid Fees:

- The school reserves all rights to stop pupils entering the classroom until full overdue amounts are settled with the consultation of MOEHE.
- Pupil's Transcripts & Report sheets will not be issued until full overdue amounts are settled.
- The school will not confirm the seat reservation for the next academic year for pupils who have an outstanding balance. The School allocates



seats on first comes first serves basis, there is no assurance for seat confirmation if overdue amounts are not settled.

- The School will not issue any certificates or letters indicating the pupil's enrolment period in the School.
- The School reserves all rights to block the pupil in the MOE system to stop them from registering into any other schools.
- The school reserves the right to accept pupils from the waiting list in place of pupils who have not paid their overdue fee instalments.

2.5. Withdrawal / Termination / Cancellation

- 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.
- 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.

2.6. Refunds:

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

- 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 semester then the full semester fees paid by the parents is refundable after deducting the reservation fee.
- 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 a semester.
- 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.
- Fees for expelled pupils are refunded, this amount will be prorated based on the pupil's attendance. Terms & Conditions apply.
- 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.
- 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.

3. Attendance and Absences:

- 3.1.** A pupil's absence from school is considered excused for the following reasons: personal illness, scheduled doctor appointment, death of a first- or second-degree family member (up to 3 days), official school or community duty, and family travel to accompany a first-degree family member for treatment abroad for up to 30 days (the period may be extended by application to the school).
- 3.2.** If a pupil is absent due to illness, hospitalization, or any other valid reason for a full term, it is at the school's discretion to offer discounts for such unexpected, continued absence.
- 3.3.** If a pupil accumulates repeated unexcused absences during one school term amounting to a 95% or below attendance rate, they shall be referred to their Academic Lead for action.
- 3.4.** If a pupil does not attend the school during the first two weeks after the first official day of the school year, and parents have not informed the school that there will be a delay in attendance, the school will have the right to cancel their registration. It is the responsibility of the parents to inform the school of any late attendance after the first day of the term.

4. Health and Safety:

- 4.1.** We reserve the right to administer basic first aid and treatment for the child when necessary. The parents are informed of any accident that affects their child and are required to sign an injury form.
- 4.2.** In the unlikely event of accidents of a more serious nature, involving hospital treatment, all attempts will be made by the school to contact the parents. Failing to reach the parents, we are hereby authorized to act on their behalf and approve necessary treatment.
- 4.3.** We may administer prescribed medicines for the child upon the parents' request. However, the first dose of medicine must be given by the parents. The parents have the option to collect their child's medicine(s) from the school at the end of each day or to keep it with the nurse until the end of treatment.
- 4.4.** We may require the parents to withdraw their child from the school in the event that the child requires special medical care/attention which is not
- 4.5.** available at the school; or in any other event where we consider that the child is not fit to attend the school.
- 4.6.** We may ask the parents to withdraw their child from the school, if we have reasonable doubt that the child is or maybe suffering from or has suffered



from any contagious disease/infection, and there remains a risk that other children at the school could catch such a disease/infection.

- 4.7.** The parents must inform the school if their child is suffering from any illness, sickness, or allergies when they bring their child to the school. We are mindful of the needs of working parents and will try to provide as much continuity of service as possible. However, we reserve the right to contact the parents if the child becomes ill during the school hours.
- 4.8.** The parents must not bring their child to the school if the child is obviously unwell, as entry may be refused. We may inform the parents if the child becomes unwell during the day and ask them to plan for the child to be collected.
- 4.9.** If the child has a contagious infection such as cold, extreme cough, tonsillitis, conjunctivitis, upset stomach and head lice, the child may not be allowed to stay at the school. We reserve the right to request a doctor's note before allowing the child back to the school after an illness.
- 4.10.** The parents are requested to inform the school of any food, medicine, activity, or any other circumstances that may cause the child to have an allergic reaction. The parents must provide details, in writing, of the severity of the reaction/allergy and must continue to inform the school of any changes/progress in the child's condition(s).

5. Drop off and Pick-Up:

- 5.1.** Parents are expected to drop off their child at the school between 6:45 a.m. and 7:00 a.m. Pupils arriving after 7:15am will be given a late-slip that shows on their record.
- 5.2.** Parents are expected to pick-up their child from the school between 12:50 p.m. and 1:10 p.m. for KG classes and 1:45 p.m. and 2:00 p.m. for all other grade levels.
- 5.3.** Children brought into kindergarten must be accompanied by a parent, recognized driver or nanny, or by a sibling of Middle or High school age. KG children will proceed directly to their classrooms in the morning.
- 5.4.** If any person other than the parents will be picking up the child from the school, the parents must introduce this person to us and submit a copy of his/her identity card. If such requirements are not fulfilled, we cannot allow the child to leave the school with any unauthorized person.
- 5.5.** Parents should abide by the school's plans and procedures for drop-off and pick-up.



6. Fieldtrips and After School Activities:

- 6.1.** After school activity sessions will normally take place between 2:00 p.m. and 3:00 p.m.
- 6.2.** Special arrangements are taken for after school activities which are held outside of these times. These arrangements will be communicated to parents for each activity.
- 6.3.** School staff are responsible for pupils during the activities and should accompany pupils to the gate at the end of the session to ensure that they have all left the premises and been collected by parents/drivers.
- 6.4.** The school believes that pupils' school experience is enhanced through a programmed of carefully planned trips and visits throughout the year. All trips and visits should be:
 - linked to curriculum requirements and generate sound learning outcomes
 - appropriate for the age, experience, and capacity of pupils.
 - 'accessible to all'. Trip leaders must consider the financial situation of families. Costs should be kept to a minimum and communicated to parents or guardians in accordance with timelines contained in the Trips and Visits Procedure

7. Dress Code:

- 7.1.** The School does not have a school uniform as we are an American-style school. Nevertheless, good grooming and proper dress are a matter of mature taste and judgment. Northview pupils are expected to appear neat, clean, and tidy.
- 7.2.** All pupils must follow Article 57 of Qatar's Constitution regarding appropriate dress. and cleanliness. Proper dress is that which meets the following guidelines:
 - Pupils should wear blouses, tops or shirts that cover the entire midriff. All tops must have sleeves and should not be of net material, off the shoulder, or inappropriately revealing. Halter-tops, tube tops and tank tops are all considered to be inappropriate.
 - Skirts, dresses, and shorts should be of moderate length.
 - Anything worn on campus should have no reference to alcohol, drugs, or tobacco, should not be offensive and should be in good taste.
 - Teachers are expected to refuse to admit an inappropriately dressed pupil to class. The offending pupil should be sent to the principal's office. The administration reserves the right to make final judgment on the acceptability of pupil attire. Parents will be notified of any dress code violations and the pupil may be sent home from school.



8. Learning support:

The school makes provision for groups of pupils in need of learning support:

- 8.1.** Pupils receiving learning support on a regular basis in relation to need identified through the evaluation process and normally documented in an Individual Education Plan.
- 8.2.** Pupils not presenting a clear picture of whether their learning support need is due to second language complications.
- 8.3.** It's the parents' responsibility to inform the school of any special education needs for their child that they are aware of.
- 8.4.** For Special Education Needs pupils, a copy of assessment reports (e.g., Educational Psychologist reports, Speech and Language Therapy) are needed.

9. Behavior:

Pupils have the right to education in an environment conducive to learning. Pupils are expected to:

- 9.1.** Attend school regularly and engage positively in their learning.
- 9.2.** Behave in a courteous and considerate manner towards all members of the school community.
- 9.3.** Adhere to the school dress code.
- 9.4.** Learn without disruption.
- 9.5.** Not cause anyone else emotional or physical harm.
- 9.6.** Foster a respect for the right and property of others.
- 9.7.** Abide by the school's policies and procedures.

10. Food:

- 10.1.** One of the school's distinctive facilities is the cafeteria, where pupils are allowed to eat their meals during the times specified within the school's regulations.
- 10.2.** Pupil can bring their snack, lunch, and water bottle daily from home or use pre-paid voucher tickets to choose from the items available in the cafeteria.
- 10.3.** Food items containing nuts, chocolate, chips, energy drinks and soft drinks are not allowed at the school.

11. Transportation:

No bus service provided.

12. Birthdays:

- 12.1.** Our school policy allows pupils to celebrate birthdays within school regulations.



- 12.2.** Food items brought for celebrating the birthday including birthday cakes should not contain nuts and soft drinks/energy drinks.
- 12.3.** Parents should pre-arrange the event with the school if they want to have a birthday celebration for their child at the school.

13. Photographs and Video Recordings:

- 13.1.** Photographs and video recordings may be taken during the child's time at the school and could be used to record achievements and portfolios as well as some events.
- 13.2.** All photographs and videos taken at the school are stored securely on the school computers and are not used outside the school without the parents' consent.
- 13.3.** Photographs of the child cannot be used by the school for marketing purposes without prior written consent from the parents.

14. Change of Address or Contact Details:

- 14.1.** It is the responsibility of the parents to keep the school informed of any changes in the child's, personal contact details which include addresses, contact numbers, email addresses, and persons responsible and authorized to collect the child.
- 14.2.** All such changes should be reported to the school in writing and should be addressed to the school administration.

**These Terms and Conditions represent the entire agreement and understanding between the parents and the school. We reserve the right to update / amend these Terms and Conditions at any time. One-month notice will be given of any changes made.*

By signing this agreement, I assure my understanding and my responsibility towards my son/ daughter's understanding, respect, and obedience to the school's code of conduct and policies. I accept any consequences that result in the breach of those policies which may include final dismissal from the school.

I have read and understood these Terms and Conditions and agree to be bound by them.

Parent/Guardian Name : -----
Pupil Name and Grade : -----
Date : -----
Signature (parent/guardian) : -----



Undertaking

In accepting an offer of a place for my child at the School, I hereby agree to the following:

1. I will pay the required fees to the School.
2. I will pay all fees (which will be billed in advance) prior to the due date. There will be no reduction of fees if my child is absent for part of the school year or leaves the school before the end of the term.
3. I absolve the School from any responsibility for:
 - The loss of valuables (including electronic items laptops, iPhones etc.)
 - Accident or mishap occasioned by participating in normal school life including, but not confined to: organized sports, gymnastics, informal play, practical and craft work.
 - Any accident or mishap resulting from my child taking part in unilateral actions which are extra- curricular without a responsible adult's permission/supervision.
4. I understand that photographs/videos of my children may be used in general school business, and that data pertaining to my child will be held by the School. I can opt out of this use of my child's photographs/videos by informing the school.
5. I understand that admission to the School does not guarantee a place for a sibling.
6. I agree to my child participating on supervised school outings and extra-curricular activities.

Parent 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.

I, hereby, confirm that I have read and accepted the school policies and agree to comply with their terms.

Parent/Guardian Name : _____

Phone : _____

Email : _____

Date : _____

Pupil's Name and Grade : _____