



## SHERBORNE QATAR SCHOOL FOR GIRLS

### Fees and Charges Policy and Fee Schedule

The signature of a parent on the Registration Form or Acceptance Letter indicates that this policy has been read and its terms accepted. Sherborne Qatar has a critical need to adhere to the terms of this policy for Sherborne Qatar to meet its financial and budgetary commitments.

The Registrar's Office and Finance Office are open during the working day throughout the year (including school holidays) and staff will be pleased to provide information relating to the Fees Policy and Fee Schedule.

**Payments.** All payments are to be made via the Finance Office. School fees can be paid in cash, debit or credit card, by using personal or company cheques, or by direct deposit into the School's bank. Cheques are to be made payable to **Sherborne Qatar School**. We prefer payment by direct transfer, but please indicate pupil name or invoice number.

**Cheques.** Although the school will accept cheques from employers, at all times it remains the parent's responsibility to ensure school fees are paid before each term's due date, or before a child starts at the School. Sherborne Qatar does not normally accept post-dated cheques.

**Fee Payment Deadlines.** School fees can be paid annually or termly (in three equal instalments). Fees not paid in full by the due date will be subject to our debt collection procedures and can put your child's place at school at risk.

**Application Fee.** QAR 560. This is a single, non-refundable payment made when an application form for places from Years 1 to 13 is submitted for a place at Sherborne Qatar.

**Registration Fee.** QAR 2,804. This is a single, non-refundable payment made within 1 week of a place being accepted for a child at Sherborne Qatar.

**Refundable Deposit.** A refundable deposit of QAR 1,000 is payable for each child. This deposit will be returned in full at the time your child leaves the school, provided there are no debts of any form due to the school. Examples are outstanding library fines or unreturned books, unpaid exam and book fees, or any other fee that has not been settled at the time of leaving. We will issue you with a statement that details any such debt, the value of which would be deducted from the deposit and the balance returned to you, or the full amount will be returned, if there are no outstanding fees of any type.

**Seat Reservation Fee.** Payment of the seat reservation fee (QR 2,804) reserves a pupil's place for the term for which the reservation has been made. The remaining balance shall be paid by the start of the term. The seat reservation fee is non-refundable in the event and for whatever reason your child does not join the school.

**Half-Term Discount.** Pupils who start after the half-term (mid-term point) in any term will only be charged 50% of the tuition fee for that term.

**Refunds.** Unless otherwise determined by the Board of Governors, any refund of fees will be made as follows:

- If the term's fees are paid in full and the pupil is withdrawn before the first day of term, 100% of the termly fee (less for the seat reservation fee) will be paid.
- If the term's fees are paid in full before the start of the term, and the pupil is withdrawn within 30 days of term starting, we will refund fees paid, after deducting the value of the pro-rata charge for the number of days attended and the reservation fee. If a pupil leaves after 30 days of term starting then no refund will be given.
- A refund of school fees cannot be claimed for casual absences, sickness, holidays, periods of exclusion or other circumstances as judged by the school. If a term's fees are paid in full before the payment deadline for a pupil moving from Year 11 to Sixth Form, a full refund will be paid if the pupil fails to meet the matriculation requirements for the Sixth Form.

**Fee Level Review.** Sherborne Qatar school fees are reviewed annually by the Governors and are subject to increases approved by the Ministry of Education. The School will endeavour to give a full term's notice of any changes to the fees and charges.

**Notice to Withdraw.** Written notice of parents' intention to withdraw a child must be given to the Headmaster at least 2 weeks before the end of the current term for withdrawal the start of the following term. The School will require completion of a Leaving Form, which can be obtained from the Registrar's Office ([registrar@sherborneqatar.org](mailto:registrar@sherborneqatar.org)) and on the School website.

**Late Payment and Right to Refuse Admittance.** Parents remain responsible for ensuring that all fees due are paid in order to retain school places for their children at Sherborne Qatar, whether they pay personally or are supported by a Voucher or employer allowance scheme. Sherborne Qatar reserves the right to refuse to allow a child or any sibling(s) to attend the School, or to withdraw the place(s) and to withhold any references or transfer certificates while fees remain unpaid (on one or more places) or when there is a persistent default in relation to the payment of fees.

### **Tuition Fees:**

- Pre-School           QAR 35,000 per academic year / QAR 11,667 per term
- Reception            QAR 48,011 per academic year / QAR 16,004 per term
- Years 1 to 6         QAR 52,812 per academic year / QAR 17,604 per term
- Years 7 to 10        QAR 61,196 per academic year / QAR 20,399 per term
- Years 11 to 13      QAR 66,053 per academic year / QAR 22,018 per term

Tuition fees include the cost of exercise books and the loan of standard textbooks except for:

- Pupils studying at (I)GCSE and A Level, who will be charged for their course text books, which they will keep. Questions regarding the charges for (I)GCSE and A Level text books should be directed to the Deputy Head (Academic).
- Where the School is charged for Ministry of Education issued texts for Qatar History, Arabic and Islamic Studies, individual pupils will be charged as appropriate.

**Capital Charge.** There is no Capital Charge at present. Parents will be given at least 1 term's warning in the event that it is to be levied.

### **Additional Intensive Support (e.g. EAL, Learning Support)**

30 minute lesson QAR 84.

Materials or specialist external support required for any educational assessments and additional learning support will be charged in relation to the costs. These costs will be discussed with parents in advance of any assessment.

**Examination Fees.** All external examination fees (for (I)GCSE and A Level examinations) will be charged in addition to the tuition fees quoted. Questions regarding external examination fees should be directed to the School Examinations Officer.

### Other Charges

- **Losses and Damage.** Charges will be raised on an individual basis for damage to School property, loss of school books, loss of loaned equipment.
- **Drop-Off Club & After School Mop-Up.** Where the School offers a facility to supervise children outside the normal school day, a charge will be levied on a daily basis for this service. The details and charges for these services will be promulgated separately. Details of charges are available from the Finance Office.
- **Other Charges.** Other charges, such as those for transport to and from School, canteen meals, specialist sports training, music tuition, extra-curricular activities and school trips are not included in the tuition fees and are paid for in advance. A charge may also be raised when children are collected late at the end of the school day.
- The Girls' School is a 'Bring Your Own Device' and Microsoft School. Girls in Years 1, 2, 3 and 4 will be expected to bring, as part of their school materials, a Microsoft Surface Go 2, with a keyboard and mouse. Girls in Year 5 to Year 13 will need to bring a Microsoft Surface Pro 7, with a keyboard and mouse.

This list is not exhaustive and additional charges will be discussed with parents in advance.

I confirm I have read and understood the contents of the offer letter and the Fees Policy and Fees Schedule and accept the offer of a place at Sherborne Qatar for:

Pupil's Name ..... School Year .....

Signed..... Date .....  
(Parent)

Print .....

Please sign, scan and return by email to [aamilasan@sherborneqatar.org](mailto:aamilasan@sherborneqatar.org) or deliver to the school Registrar's office.