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**SCHOOL and PARENT AGREEMENT 2018–2019**

This agreement is made between (i) Education Overseas Qatar LLC and Nord Anglia International School Al Khor (the 'School'), (ii) the parent or legal guardian of the student named above (the 'Parent') and (iii) the person or company responsible for payment of the student's tuition fees. In this agreement, the term 'Paying Party' refers to those people represented in (ii) and (iii). Where the Paying Party is a person or company other than the Parent of the student referred to above, that person or company is identified in the Schedule at the end of this agreement.

In consideration of the acceptance of this agreement by the School, the Paying Party agrees to pay the required total tuition fees as approved by the Ministry of Education and Higher Education (MOEHE) and any other applicable charges for the academic year 2018 – 2019, and agrees to be bound by the provisions of this agreement.

Once it has been signed by the Parent and where applicable the Paying Party, the Parent shall return this Agreement to the Admissions Officer of the school, with any other necessary papers and any applicable payment.

Please note that Year Group Placement is subject to an original, stamped end of year report, stating the student has 'passed' the year.

**The financial agreement**

1. Tuition fees and other annual fees as stated and agreed by the Ministry of Education and Higher Education (MOEHE) shall be payable yearly or termly. An invoice will be issued on the acceptance of a place at the School. For students who have been enrolled before the start of the first term, payment is due 31 July 2018. For the second term, payment is due by 30 November 2018 and for the third term, payment is due by 28 February 2019. For students who have been enrolled after the start of a term, payment is due within 7 days of receipt of invoice. Also, for students who have enrolled after the start of the academic year, the tuition fees will be levied from the beginning of the half-term in which the student starts.
2. Should non-payment continue for more than 30 days after the due date, the School is entitled to withhold students from classes until payment is made. If non-payment continues for more than 60 days, the school is entitled to ask for a student to be withdrawn from the School until all outstanding payments are made.
3. The School shall be entitled to take legal action against the Paying Party in order to collect outstanding tuition fees and expenses, and shall be reimbursed any reasonable legal and court expenses and other costs incurred in taking such action. If the Parent is not the Paying Party, the Parent shall as an additional obligation indemnify the School from and against all costs, expenses and losses of any kind arising out of or in connection with the failure by the Paying Party to pay the tuition fees and expenses, and the School shall be entitled to take legal action against the Parent for payment of outstanding tuition fees and legal costs if timely payments are not received from the Paying Party.
4. Regarding new enrolment/re-enrolment, all students are required to pay a seat reservation fee, the amount, QAR 3904, has been agreed and confirmed by the Ministry of Education and Higher Education (MOEHE). This fee must be paid at the time of signing and returning this Agreement confirms your acceptance of a place. The Students whose Tuition fees are paid by the company directly to the school are not required to pay the above seat reservation fee. This seat reservation fee will be deducted from the first term invoice and is non-refundable in the event that one subsequently decides not to take up the offer of the place on the agreed start date.
5. Once a student has completed a full academic year at the School, this agreement may be cancelled at any time upon the School receiving a full term's notice. A full term's notice requires a written notification received by the School. Any overpaid tuition fees will only be refunded if one term's written notice is provided. When less than one full term's notice is provided, the fees for the next term are payable in full.



6. The School agrees to use its best efforts at all times to achieve its stated goals but the obligation to make the required payments of tuition fees shall not be conditional upon the School always meeting every goal.

**Other matters of agreement**

7. For re-enrolment of a student returning to the School, the student must have completed the previous academic year and the School must recommend the student's re-enrolment.
8. The student and the Parent agree to comply with and be subject to the school's policies, which may be amended on occasion. The school will endeavour to make all stakeholders aware of their policies and procedures. The student and the Parent agree to act responsibly in all situations and not to act in any manner that could be regarded as detrimental to the standing and/or reputation of Nord Anglia International School Al Khor and any entities or persons having ownership interest in the School. The School reserves the right to immediately withdraw the offer of a place if it feels that this condition has been violated by either the student or the Parent.
9. The School reserves the right to withdraw the offer of a place for a student at any time if, in the opinion of the School, the student's needs cannot be met, or if continued enrolment of the student would prejudice the learning of others. In such cases, the School would return the refundable deposit and refund tuition fees calculated pro-rata to the date of the student leaving.
10. The School reserves the right to suspend or exclude students without notice if it feels that their behaviour is prejudicial to the learning of other students or if, in the opinion of the School, their behaviour is detrimental to the standing and/or reputation of Nord Anglia International School Al Khor and any entities or persons having ownership interest in the School.
11. The School reserves the right to withdraw the offer of a place for a student at any time if a child is absent for 2 full weeks (10 consecutive days) without prior notification.
12. The School agrees to hold at least one meeting each term for parents and teachers to talk about the student's learning and will endeavour to keep parents/guardians fully informed at all times about student's progress and how parents/guardians can help maintain or improve on that progress.
13. At the beginning of the school year, the School will publish a calendar including all the term and half-term dates for that year.
14. Where in this agreement there is a reference to a student doing or not doing something, then that shall be interpreted as being an obligation on the Parent to ensure that the student does or does not do that action.

**Dispute procedure**

15. Should a disagreement arise between the parties relating to this agreement, settlement will be heard before a Board of Arbitration composed of one member selected by the School and one independent member selected by the school. These two members shall select a third member. The majority report of the Board of Arbitration, sworn to and filed in writing, shall be final and binding on both parties.

**Cancellation of this agreement**

16. This agreement may be cancelled without penalty, except forfeit of deposit, if notice of cancellation is given in writing and is received by the School within seven days of acceptance of the Paying Party if a student has not started school. No other refunds or release from tuition will be made except as detailed in the clauses above.

**Governing Law**

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17. This agreement shall be governed and construed in all respects in accordance with the laws of the State of Qatar.

### **Confidentiality**

18. The parties to this agreement shall keep confidential any/all information (whether that information is in a written or electronic form, or whether it is imparted through discussions) received by it from any of the other parties as a result of or in connection with this agreement, unless (1) that information is generally available to the general public; (2) that information was already known to the party receiving it and that party had received it from an independent source; or (3) the party receiving the information is required by a law, a court or another competent authority to disclose the information.

### **Personal Information Collection Statement**

19. The personal data collected from applicants and/or their parents/guardians pursuant to this application form will be handled by our staff, kept confidential and used by Education Overseas Qatar LLC ("we" or "us") for lawful and relevant purposes including but not limited to:

- (a) assessing the suitability of applicants' admission to Nord Anglia International School Al Khor (the "School");
- (b) processing applications for admission;
- (c) verifying applicants' examination results, academic records and other information;
- (d) school administration and operation after admission;
- (e) sending communications to parents and students including but not limited to newsletters and information about events and extra-curricular activities provided by the School or third party providers;
- (f) statistical and research purposes;
- (g) other school-related purposes; and
- (h) alumni activities.

If any of our communications constitute direct marketing, we will separately seek your consent where required by law.

We may disclose some of the data to third parties, such as agencies (including the government of Qatar), service providers and contractors (whether within or outside the jurisdiction in which the School is located) appointed by us to undertake some of our academic, pastoral and administrative functions. This includes transferring data between affiliates. We will not disclose any personal data to any external bodies or organisations unless:

- (a) Such disclosure is expressly provided for under this Statement;
- (b) Permitted to do so by the applicant or his/her parent/guardian; and/or
- (c) Permitted or required by law.

Personal data may be stored in our or our affiliates' database systems (which may be located within or outside the jurisdiction in which the School is located) and online portals and where application is successful, such personal data will form part of the applicant's official student records. It may also be stored in online student resources, such as the global classroom.



Where such personal data is not required to be retained by law, such personal data may be destroyed within 24 months following rejection of the application or otherwise as required or permitted by law.

We may provide personal data to the relevant Parent Teacher Friends Association (PTFA) for inclusion in the PTFA directory and other PTFA activities. If an applicant or his/her parents/guardians do not wish for such data to be included in the PTFA directory, they need to please inform us.

The School reserves the right to place a student’s photo, video footage, name or school work in our or our affiliates’ website, social media, marketing materials, corporate communications (including annual reports) or publications.

In the event that a student already has a sibling at the School, the records of such sibling will be updated according to the data provided on the new student's enrolment form, where relevant.

Failure to provide the requested data may result in us being unable to process the application and may influence the outcome of the application.

All practicable and reasonable steps will be taken to ensure that personal data held by us is accurate. We will take all practicable steps to ensure security of the personal data and to avoid unauthorised or accidental access, collection, use, disclosure, copying, modification, disposal, erasure or other use.

The terms of the School’s privacy policy can be found at <http://www.nordangliaeducation.com/our-schools/al-khor/privacy-policy>

**Please complete the following and return it to us in order to secure your child’s place**

**Option 1**

**I confirm that my child will be returning to NAISAK for the academic year 2018-2019**

Parent/Guardian signature _____ Date _____ Parent/Guardian Qatar ID/RP number _____
<p><b>Please complete the following if tuition fees are paid by the company directly to the school</b></p> Company Name _____ Employee number (if applicable) _____

**Option 2**

**My child will not be returning to NAISAK for the academic year 2018-2019**

Parent/Guardian signature _____ Date _____ Parent/Guardian Qatar ID/RP number _____ Child’s Qatar ID/RP number _____ <b>Leaving date</b> _____ <b>Reason for leaving</b> _____ _____ Shell employee number (if applicable) _____ (Please note the school will contact you closer to your leaving date to arrange an exit interview)
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Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

## IMPORTANT NOTICE

### FEE STRUCTURE 2018-2019

School fees for the academic year 2018/2019 are subject to an annual increase according to any MOEHE ruling.

Once confirmed, the new fee structure will be published on our website under the Admissions section. Parents will also be notified in writing. For further details, please contact Ms Harshani Peiris, our Finance Manager, at [harshani.peiris@nais.qa](mailto:harshani.peiris@nais.qa).

### CURRENT FEE STRUCTURE FOR 2017-2018

Description	Annual Fees (QAR)
Foundation 1	QR 30,520.00
Foundation 2	QR 35,773.00
Primary School	QR 36,124.00
Secondary School (From Y7 to Y9)	QR 41,375.00
Secondary School (From Y10 to Y13)	QR 46,375.00
Book fees (From Y7 to Y13)	QR 1,000.00



NORD ANGLIA  
INTERNATIONAL SCHOOL  
AL KHOR

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