



School and Parent Agreement 2018/2019

Student's Name: _____

Year Group: _____ Campus: Rayyan Entry Date: _____

This agreement is made between (i) Education Overseas Qatar LLC t/a Compass International School, Doha (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 (MoE) 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 if relevant the Paying Party the Parent shall return this Agreement to the Admissions Officer at the relevant campus, with any other necessary papers and any applicable payment.

The Financial Agreement:

1. All termly tuition fees and other annual fees as stated and agreed by the MoE shall be payable termly (please see "Fee Policy" attached). Students enrolled before the start of the first term must pay the seat reservation fee, a non-refundable payment (including where a student does not start at the beginning of the school year) which is deductible from the Term 1 tuition fees. The remainder of the Term 1 fee payment in addition to the book fee is due within five (5) days of receipt of invoice. An invoice** will be issued on the acceptance of a place at the School.
2. For those students who have enrolled after the start of term please refer to the "Mid-Term Starters" section of the fee policy. The book fees are levied from the beginning of the academic year regardless of when the student starts. Students will not be admitted to the school before fees have been settled in full and copies of all required documents have been submitted (please refer to the Application Form and to the Admissions Procedures section of our website for full details).
3. The process for payment of any fees due beyond the start of a term is outlined in the "Unpaid Fees" section of the fee policy.

Initials _____

4. 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.

5. For notice periods around leaving the school please see the “Refunds of Fees Paid in Advance and Withdrawals” section of the fee policy.

*Note that this date is subject to confirmation by the MoE.

** Note that invoices will be sent hard copy via your child/ren unless a specific request is made in writing to our finance team.

Other Matters of Agreement:

6. 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. Students applying to transfer from a sister campus are not automatically guaranteed a place if the school is unable to meet the student’s current learning needs or in the event that places are unavailable.

7. The Parent hereby gives permission for any photographs or any other media featuring the student to be used in the prospectus and other publicity material of the School or its owners. This includes all forms of school social media. Should you not wish your child’s image to be used, you are required to inform the Director of Admissions and Marketing in writing.

8. The student and the Parent agree to comply with and be subject to the School’s code of conduct and policies as amended from time to time and as notified to parents by letter or in the Parent Handbook. The student and 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 Compass International School Doha 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 or if this offer has been based upon our understanding that you were entitled to utilise a guaranteed place under your company’s contract with Compass International School, which later proves not to be the case. In such cases, the School would refund tuition fees calculated pro-rata to the date of the student leaving.

10. Once enrolled, the School may 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 Compass International School Doha and any entities or persons having ownership interest in the School.

11. The School agrees to hold at least one meeting each term for Parents and teachers to talk about the student's learning and will use all reasonable endeavours to keep parents/guardians fully informed at all times about student's progress and how parents can help maintain or improve on that progress.

12. At the beginning of the school year the School will publish a calendar including all the term and half-term dates for that year.

13. 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 thing.

Dispute Procedure:

14. 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 member selected by the Paying Party, and 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:

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

Governing Law:

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

Confidentiality:

17. 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) is 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.

Please initial each page and sign page 5 to confirm acceptance of the terms of this contract.

Student's Name: _____

Year Group Joining: _____

Date of Joining: _____

Campus: Rayyan

The Paying Party referred to in this Agreement is:

Name of individual or company responsible for fees. If you are responsible for the fees and claim from your company or if you have to submit invoices to your company for payment, then you are the Paying Party. If however, your company hold a contract with Compass International School Doha and have entered an agreement for direct billing for the full amount, then the company are referred to as the Paying Party. If unsure, please consult with your Company HR department in advance.

_____ **Paying Party**
(Name of Individual or Company Responsible for Full Fees)

_____ **Qatari ID Card No**
(Where Paying Party is an individual)

_____ **CR No**
(If Paying Party is a company)

_____ **Contact Name of Paying Party**

_____ **E-mail Address of Paying Party**

Initials _____

Parent Enrolment Agreement Form 2018/2019 (cont.)

Compass International School Doha
Rayyan Campus
Doha, Qatar

By initialing each page and signing below, the parties confirm agreement to the above terms in pages 1-3, the fee policy and the fees on page 6.

Parent responsible for payment of fees:	
Father/Guardian Signature: _____	Date: _____
Mother/Guardian Signature: _____	Date: _____
E-mail Address: _____	

Party responsible for payment of fees if not parent or guardian:	
Company Name or Paying Individual: _____	
Responsible Party Signature: _____	Date: _____
E-mail address: _____	
If you have a company Guaranteed Place (GP) contract with Compass International School, please confirm if you wish this contract to operate under your GP scheme by stamping below with the company stamp and confirming your agreement that this contract is to utilise one of your guaranteed places.	
I confirm that this contract is to utilise one of our company guaranteed places: Yes No	
Authorised Signature: _____	Company Stamp: _____
If we have been led to believe that the offer of a place was part of our commitment under the GP scheme and subsequently discover this to be incorrect, we reserve the right to withdraw the offer.	

Head of School's Signature: _____	Date: _____
--	--------------------

Once signed and completed please return the signed agreement to Rayyan Campus Admissions Office: admissions.cisd@nais.qa

Initials _____

School Fees for 2018/2019 - Rayyan Campus*		
Starting	Primary School Fees	Tuition Resource Fee
Seat Reservation Fee (non-refundable and deductible from first termly tuition fees)	QR 7,581.00	N/A
Full Academic Year Tuition	QR 60,899.00	QR 3,790.00
Starting from 1 st Half Term	QR 50,755.00	QR 3,790.00
Starting from 2 nd Term	QR 40,600.00	QR 3,790.00
Starting from 2 nd Half Term	QR 30,460.00	QR 3,790.00
Starting from the 3 rd Term	QR 20,300.00	QR 3,790.00
Starting from 3 rd Half Term	QR 10,200.00	QR 3,790.00
*School Fees are subject to change as per the Ministry of Education and Higher Education		

Bank Details	
Account Name	Education Overseas Qatar LLC
Address	P.O. Box 23479, Doha, State of Qatar
Account Number	4060685580001
IBAN	QA02CBQA000000004060685580001
Bank	Commercial Bank of Qatar
Address	P.O. Box 3232, Doha, State of Qatar
Swift Code	CBQAQAQA

Annual School fees dependent on joining date as per above chart and annual Book Fee (subject to change). If a Value Added Tax ("VAT") or any similar tax is introduced in Qatar, the current prices shall be deemed to be exclusive of any VAT and Compass International School Doha therefore reserves the right to increase the charges of its Goods and Services in line with the introduction of VAT.

If you require any further assistance please contact the Admissions Office at Rayyan on (+974) 4034 9702 or email at admissions.cisd@nais.qa.