

# التعليم ما وراء البحار (ذ.م.م)

## Education Overseas Qatar L.L.C

### School Fees Policy

At Compass International School Doha the academic year is split into three terms and each term is invoiced in equal instalments. All fees are subject to annual approval by the MoEHE.

#### Due Date for Termly Tuition Fees:

Tuition fees for each term are payable one month after the date of the invoice. For information purposes we send out the invoices via email to the nominated contact email address of the parents, exceptions to this process will need to be notified in writing to the finance team. Term 1 is invoiced in May and payable in June, Term 2 is invoiced in November and Due in December, Term 3 is invoiced in February and payable in March.

#### Payment of Fees by Employers:

Where fees are payable by your employer and your employer is not part of a “guaranteed places” scheme with the school you are reminded that parents are ultimately responsible for payment. Any queries regarding non-payment will be directed to parents.

#### Mid-Term Starters:

Charging policy for mid-term starters is, based on number of weeks attended:

- Up to 4 weeks = 1 month charge
- Over 4 weeks = Full term

#### Unpaid Fees:

#### Where fees remain unpaid:

- An email will be sent within two weeks of the term starting as a reminder.
- One month after the start of term the parents will be informed that reports or results for that term won't be issued where any part of the fees remain unpaid.
- Where the fees are still due and the term has ended the student will be taken out of class and any upcoming exams or assessments will not be undertaken.

Where circumstances do not allow payment per these terms then the Business Manager should be informed in writing and where assistance is required we will seek to accommodate.

Education Overseas Qatar L.L.C.

CR 33520, Paid up capital QR200,000

P.O. Box 22463, Doha, State of Qatar

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التعليم ما وراء البحار (ذ.م.م)  
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ص.ب ٢٢٤٦٣، الدوحة، دولة قطر  
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COMPASS INTERNATIONAL SCHOOL  
DOHA

A NORD ANGLIA EDUCATION SCHOOL

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Where we have unpaid fees at the date of transfer to another school we will inform the new school regarding the unpaid fees.

### **Refunds of Fees Paid in Advance and Withdrawals:**

Where a student leaves the school during the academic year the following policies apply:

- Notice of withdrawal is to be given 1 term in advance of the student leaving the school (i.e. the last day of the previous term)
- Where sufficient notice has not been given then the following term will be invoiced in full
- Where a student is leaving Qatar due to relocation of their parents and a cancellation of sponsorship occurs then we would refund with less than 1 terms notice on a pro-rata basis for number of weeks of the term attended. In this case please contact the Business Manager to discuss.

**Policy updated January 2019.**

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