



Student Name: (SAMPLE)

Student Year: (SAMPLE)

### **SCHOOL and PARENT AGREEMENT 2022/2023**

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 the 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 2022/2023 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.

### **Nord Anglia Education Global Admissions Terms and Conditions**

1. This School and Parent Agreement must be read in conjunction with Nord Anglia Education's Global Admissions Terms and Conditions, available on our website at [alkhor.nais.qa](http://alkhor.nais.qa)

### **One-off Exceptional Support in the event of a Force Majeure Event**

1. In the event of a Force Majeure Event, which prevents the provision of on-campus education services by the School for a period of one week or more, the School may provide and/or make available certain one-off exceptional support to Parents. The support measures made available will be determined and communicated to you by the School at the time of the relevant Force Majeure Event. The measures provided will take into account the circumstances of the relevant Force Majeure Event, including, without limitation, the provision of Virtual Schooling, the likely duration of the Force Majeure Event and the School year of the affected Students. These measures will be in accordance with the Ministry of Education and Higher Education (MoEHE) and Ministry of Public Health (MoPH) regulations and guidance.



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### **The financial agreement**

1. Tuition fees are annual fees which shall be payable yearly or termly, in addition to other annual fees as stated and agreed by the Ministry of Education and Higher Education (MOEHE). An invoice will be issued on the acceptance of a place at the School. Invoices are payable in full on the first day of each term.
2. For students who have been enrolled after the start of the 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 charged on a pro rata basis if the student attends more than 4 weeks of a term. If the student attends less than 4 weeks of a term, a minimum of one month's tuition fees will be charged. For eligible Qatari students, if the student does not attend more than one month of Term 1, The Ministry of Education and Higher Education may not honour the 1<sup>st</sup> coupon.
3. If tuition is not paid for a student throughout the 2021/2022 academic year, the School shall be entitled to withdraw the child's place for the next academic year 2022/2023 and block the child in the Ministry of Education and Higher Education's system (MOEHE). The School will also withhold the End of Year reports, transfer certificates and examination results until payment has been made in full. However, the school will not prevent students from sitting any End-of-Year examinations or any examinations assigned during the term as a consequence of non-payment of school fees.
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. Regarding new enrolment/re-enrolment, the students whose tuition fees are NOT paid by the company DIRECTLY to the School, are required to pay a seat reservation fees, the amount of QAR 3,904 as agreed and confirmed by the Ministry of Education and Higher Education (MOEHE). This fee must be paid at the time of signing and returning



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this agreement confirms your acceptance of a place. If the School does not receive the seat reservation fee (SRF) by 1<sup>st</sup> May, the student will be removed from the class list and put on a waiting list. Therefore, their placement may be given to a new applicant. This seat reservation fee (SRF) 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.

6. 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 the 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.
7. 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**

8. For the re-enrollment 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-enrollment.
9. 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.
10. 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 enrollment 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.



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11. 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.
12. Attendance is vital to a student's success at school. We reserve the right to fail a child if unsatisfactory attendance leads to unsatisfactory progress and attainment. Failure means a child may be asked to repeat the year.
13. The School agrees to hold at least one meeting each term for parents and teachers to talk about the student's learning and will always endeavour to keep parents/ guardians fully informed about the student's progress and how parents/ guardians can help maintain or improve on that progress.
14. At the beginning of the school year, the School will publish a calendar including all the term and half-term dates for that year.
15. Should the School feel it is in a child's best academic interest to repeat the school year, they retain this right.

### **Dispute procedure**

16. 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**

17. This agreement might 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**

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



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### **Confidentiality**

19. 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**

20. 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;



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- a. Such disclosure is expressly provided 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 as 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 student's photo, video footage, name or school work in our or our affiliates' website, social media, marketing material, 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 to security of the personal data and to avoid unauthorized 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>



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### RE-ENROLLMENT

**If the School does not receive the re-enrollment Seat Reservation Fee payment by 1<sup>st</sup> May, the student will be removed from the class list and moved to the Wait List, and their place may be given to a new applicant.**

**In order to secure your child's seat at NAISAK, please read and sign the following:**

Parent/Guardian signature _____	Date _____
Parent/Guardian Qatar ID/RP number _____	
Child's Qatar ID/RP number _____	

**Please note that a Seat Reservation Fee is not required if tuition fees are paid directly by your company to the School. If this is the case, please provide your company details and employee number below.**

Please complete the following if tuition fees are paid by the company DIRECTLY to the school

Company name _____	
Employee number (if applicable) _____	



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### IMPORTANT NOTICE

#### ***Instructions to pay seat reservation fee***

Seat reservation fee can be paid by bank transfer into the following bank account. Please quote your child's name and the current class as a reference and please send the notification to our Finance Department, at [finance.NAISAK@nais.qa](mailto:finance.NAISAK@nais.qa)

Bank : Commercial Bank  
IBAN : QA03CBQA000000004700249919001  
Account Name: Nord Anglia International School Al Khor  
Swift Code: CBQAQAQA

Please make cheques payable to Nord Anglia International School Al Khor. Please visit our school's Cashier if you need to pay in cash or cheque.

A valid receipt will be issued by our school's cashier upon receipt of your payment. If you require an invoice for the seat reservation fees, please contact our finance department at 44379647.

#### ***FEE STRUCTURE 2022/2023***

2022/2023 Tuition Fees are outlined in the table below.

#### ***Please note:***

- All payments to be made to 'Nord Anglia International School Al Khor'.
- School fees are subject to an annual increase according to the Ministry of Education and Higher Education (MOEHE).
- 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 Education Overseas Qatar LLC therefore reserves the right to increase the charges of its goods and services in line with the introduction of VAT.





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## Fee Structure

The tuition fees and transport fees will be charged evenly on a ten month a year basis.

Academic Year 2022/2023				
Description	Annual Tuition Fees (QAR)	Tuition Fees for Term 1(QAR) (Aug-Dec)-4 Months	Tuition Fees for Term 2(QAR) (Jan-Mar)-3 Months	Tuition Fees for Term 3(QAR) (Apr-June)-3 Months
Foundation 1	31,400	12,560	9,420	9,420
Foundation 2	36,800	14,720	11,040	11,040
Primary School	37,200	14,880	11,160	11,160
Secondary School (From Y7 to Y9)	42,600	17,040	12,780	12,780
Secondary School (From Y10 to Y13)	47,750	19,100	14,325	14,325
Annual Book Fees (From Y7 to Y13)	1,000			



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### Transport Fees

Description	Annual Transport Fees (QAR)	Transport Fees for Term 1(QAR) (Aug-Dec)-4 Months	Transport Fees for Term 2(QAR) (Jan-Mar)-3 Months	Transport Fees for Term 3(QAR) (Apr-June)-3 Months
Both ways	4,500	1,800	1,350	1,350

Description	Year 11 (QAR)	Year 12 (QAR)	Year 13 (QAR)
Exam fees per award	420	480	625