

SCHOOL FEE POLICY 2023-2024

Stafford Sri Lankan School Doha

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FEES POLICY

ACCEPTANCE OF THE FEES POLICY TERMS AND CONDITIONS

The signature of the parent on the Registration Form indicates that this policy has been read and its terms accepted.

Fees are assessed in accordance with the fee structure established by the school and approved by the Ministry of Education and Higher Education. They will be reviewed annually and are subject to increases. Stafford Sri Lankan School Doha will endeavor to give at least one term's notice of any changes to the tuition fees and additional charges.

ADMISSION FEES

Fees included in the chart are per child

Application Fee	non-refundable a fee of QAR 100 to be paid at the time of collecting the application. This fee covers the cost of processing and reviewing the application.
Registration Fee	Once the child's application is accepted, a non-refundable registration fee of QAR 1,000.00 is due to confirm the parents' acceptance of the place.
Stationery Fee	A QAR 300 annual Stationery fee is due for the printed materials, provided by the school during the academic year.

TUITION FEES – 2023-2024 Academic Year

Stafford Sri Lankan School Qatar has three terms per academic year.

Class	Annual Fee	Term Fee		
		Sep – Dec 2023	Jan – Mar 2024	Apr – Jun 2024
		1st Term	2nd Term	3rd Term
		(4 Months)	(3 Months)	(3 Months)
Lower Reception	10,400.00	4,160	3,120	3,120
Upper Reception	10,400.00	4,160	3,120	3,120
Year 1 – Year 2	11,950.00	4,780	3,585	3,585
Year 3 – Year 4	12,360.00	4,944	3,708	3,708
Year 5	14,030.00	5,612	4,209	4,209
Year 6	14,830.00	5,932	4,449	4,449
Year 7 – Year 8	16,070.00	6,428	4,821	4,821
Year 9 – IGCSE Exam Classes	16,890.00	6,756	5,067	5,067
Year 10 – IGCSE Exam Classes	16,740.00	6,696	5,022	5,022
Year 11 – IGCSE Exam Classes	16,730.00	6,692	5,019	5,019
AS Level – A/L Classes	18,770.00	7,508	5,631	5,631

- a) Registration Fee, Stationery Fee & First Term Fee in full are due when child's place is secured for enrollment.
- b) External examination fees are payable in addition to the Tuition Fees for all the students. Additional fees might be payable by students who enroll late and are expected to sit exams, as well as for students who may be entered for additional subjects. Students will not be permitted to sit external exams if any fees are outstanding. .
- c) Fees and charges are applicable per student.
- d) Discounts will apply for siblings as follows.
 - 2nd Child – No Discount
 - 3rd Child – 15% Discount
 - 4th Child and above – 20% Discount
- e) For students enrolled after the start of the term, the tuition fee will be applicable from the month he/she joins and minimum amount is one month tuition fee.
- f) Discounts will be applicable for community students based on the payment date as below.
 - Early term (before 10th of the particular term) – 15%
 - Early month (before 10th of the particular month – with approval) – 10%
 - Late moth (from 11th of till the end of particular month- with approval) – 5%

OTHER CHARGES

Transportation Fees: QAR 250 per month and non-refundable. The transport facility is available within city limits only, and can be provided on request for 10 months, starting from September 2023 to June 2024. The transport fee should be paid term- wise, and must be paid no later than the 5th day of the 1st month of each term. Transport fee should be paid continuously even if unused, in order to continue the service for the academic year.

PAYMENT SCHEDULE

This schedule applies for current students and for students joining during the academic year.

Instalment	Date of Issue	Deadline
First Term Fee	01 September 2023	30 September 2023
Second Term Fee	01 January 2024	31 January 2024
Third Term Fee	01 March 2024	30 March 2024

School fees can be paid annually or per term basis. Fees not paid by the 1st of the following month, i.e., 1st October, 1st February and 1st May, will be given one further week to settle the outstanding fees.

If the fees are not settled within the second month of that particular term, a warning letter will be issued before end of the term and MOE will be notified, followed by suspension of his/her class at the school for the upcoming term.

Rejoining: Rejoining is allowed subject to the availability of seats and outstanding fees from the date of the suspension to be settled in full prior to rejoining the school. Please note that all other fees are also applicable upon rejoining.

Late Payment and Right to Refuse : Parents remain responsible for ensuring that all fees due are paid in order to secure the school places for their children at Stafford Sri Lankan-School Doha, whether they pay the fees, by their own, are supported by a fund or employer allowance scheme.

Stafford Sri Lankan School Doha reserves the right to withdraw the place(s) and to withhold any references, reports or transfer certificates while fees remain unpaid or when there is a persistent default in relation to the outstanding fees.

PAYMENT OPTIONS

All payments are to be made using the following methods of payments.

1. Bank Transfer (wire transfer) and direct bank deposit

Please quote the student admission number & fee type & month when making a bank transfer

The bank details for online transfers / Cheque Payments are as follows.

Doha Bank

Account Name : Stafford Sri Lankan School Doha
Account Number : 0210-0203703-001-0010-000
IBAN No : QA26 DOHB 0210 0203 7030 0100 1000 0
Branch : City Center

Commercial Bank

Account Name : Stafford Sri Lankan School Doha
Account Number : 4570-391699-001
IBAN No : QA25 CBQA 0000 0000 4570 3916 9900 1
Branch : Industrial Area

Please note that any bank charges deducted from the bank against your child's school fees will be debited to child's school fees account and further payment will be required to clear that outstanding.

A copy of the deposit slip or bank transfer has to be delivered to the Finance Department or sent by email to receivables@slsqatar.info with the admission number, student name & fee type & month.

2. Payment by Cheque

Please make cheques payable to ' Stafford Sri Lankan School Doha ' with Account payee and delivered to Finance Department.

3. Post Dated Cheques

Post-dated cheques will not be accepted.

4 Alternatively you can visit School Finance Dept. and pay by Cash over Counters on special cases.

WITHDRAWAL/ FEE CANCELATION POLICY

As stated in Stafford Sri Lankan School Doha Admissions Policy, in order to help the school, manage its enrolments efficiently, it is essential that parents to give the Admissions department at least one month’s written notice of withdrawal. Tuition fees on pro rata basis. Where applicable, will be refunded only after expiration of **30 days** of the notice period. Or the date of last attendance in the term whichever is later. **If no such notice is given, full term fees will be applicable.**

Unless otherwise determined by the Management, any refund of fees will be made as follows:

- a) If the term’s fees are paid in full and the child is withdrawn prior to the start of the academic year due to a valid reason, 100% of the fees will be refunded, **Except the Registration Fee for new admissions or the re-enrolment seat fee for present students.**
- a) If the term fees are paid in full before the start of the term and the student is withdrawn within 30 days of the start of the term, fees will be refunded on pro-rata basis.
- b) A refund of school fees cannot be claimed for casual absence, sickness, holiday ~~paid~~ of exclusion or other circumstances as judged by the school.
- c) If a student leaves the school temporarily for any reasonable ground, fees covering the withdrawal period must be fully paid.
- d) The student’s name will NOT be deactivated from the Ministry of Education and Higher Education Students Information System (NSIS) until all due fees are paid upon him/her leaving the school; hence the student will not be able to register in any otherschool in Qatar

TERMS

The Finance team will be pleased to answer all questions related to this Fee policy, for inquiries please send an email to ca@slsqatar.info

I HAVE READ THE ABOVE REGULATIONS AND AGREE TO ABIDE BY THEM.

I UNDERSTAND THAT, AS A PARENT/GUARDIAN OF THE STUDENT, I AM RESPONSIBLE FOR THE PAYMENT OF TUITION FEES/OTHER FEES.

Parent/Guardian Name:

Signature:

Pupil’s Name:

Date: