



FEE POLICY

F06

Policy owner:	Director of Finance
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Policy agreed on:	September 2018
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Policy reviewed on:	September 2026
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Policy to be reviewed on:	September 2028
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DOCUMENT CONTROL TABLE

Status	Live
Policy owner	Director of Finance
Statutory/Recommended	Recommended
Date approved	September 2018
Review period	2 Years
Latest review date	September 2026
Next review date	September 2028
Linked documents and policies	Finance Policy Manual Acceptance of Donations Policy
Date	Comments
September 2021	Tuition fee section added. Seat booking fee offset against fees from Term 3 to Term 1 as per MoE regulations Payment terms adjusted in line with LoA (BDD changed to DoF) IPAD replaced with equipment Added leaving documents will not be processed unless fees are settled Leaving policy changed to leaving procedure Complaints and appeals to be directed to Director of Finance in first instance

September 2022	Remove the referral to Board of Governors annual report for details of projects – Capital Charges section affected. Remove seat booking fee on acceptance of a placement offer for new pupils – Seat Booking section affected
September 2024	Reflect changes as per Lines of Authority and MoEHE regulations – Fee regulations, Payment Terms, and Complaints and appeals sections affected
September 2026	Updated Purpose to reflect new vision/mission and values.

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PURPOSE

This Fees Policy is directly related to our vision, **Inspiring Minds**, and is underpinned by our Core Values of **Discovery, Courage and Humanity**. It reflects our commitment to transparency, fairness, and consistency in all financial matters affecting our school community.

The purpose of this policy is to ensure that all fees and charges levied by Doha College are clear, applied consistently and conform to the guidelines set out by the Ministry of Education and Higher Education. We believe that families should have access to straightforward, accurate information regarding fees, enabling them to make informed decisions and engage confidently with the College.

For those joining Doha College as a new family, this policy provides all the information you need regarding our fee structure and the expectations that accompany it. We are committed to making the process of joining our community as clear and welcoming as possible, and we encourage all new parents and guardians to read this policy carefully to fully understand our approach to fees and charges.

This policy applies to all parents of Doha College.

SEAT BOOKING FEE

The Seat Booking Fee is non-refundable and is required to confirm attendance in the following academic year.

The Seat Booking Fee is due on acceptance of a placement offer for new pupils or prior to the start of the final term for continuing pupils. The fee is fully offset against the first term's fees for that academic year.

Failure to pay the Seat Booking Fee by the relevant due date will entitle Doha College to remove existing pupils from the school roll for the next academic year.

TUITION FEES

All fees must be settled in full in accordance with the Fee Schedule published by the school.

CAPITAL CHARGES

The Capital Charge is a non-refundable annual fee that helps maintain the school's facilities. The Capital Charge is payable for each pupil once per academic year and is due with the first term's fees.

The Capital Charge will not be reduced or cancelled, including where a pupil starts at the College after the commencement of the term, or where the pupil takes leave or permanently departs the College during term time, or where the pupil misses a term before re-commencing at the College.

STATIONERY DEPOSIT

The Stationery Deposit is a one-off charge to cover the cost of lost or damaged Doha College property, including books and/or instruments, in the possession of a pupil. The Stationery Deposit is due on acceptance of a placement offer for new pupils and will be refunded upon the pupil leaving, provided the following conditions are met:

- All fees and charges, including examination fees, due to Doha College have been fully paid. If any fees or charges are outstanding, they will be deducted from the Stationery Deposit.
- All Doha College property in the possession of the pupil, including books and instruments, is returned to the school.

REFUNDABLE DEPOSIT

The Refundable Deposit was a one-off charge paid by pupils who started their studies before August 2018.

The Refundable Deposit was due on acceptance of a placement offer for new pupils.

The Refundable Deposit will be refunded upon the pupil leaving, provided that the following conditions are met:

OTHER FEES AND CHARGES

A one-off, non-refundable Registration Fee is payable in respect of each pupil attending Doha College. This is payable once the pupil has been offered a place at Doha College.

Fees additional to those described above are payable in respect of certain matters. These include, but are not limited to, (I) GCSE and A-Level examination entry fees, costs for trips and visits, after-school activities, optional instrumental lessons, shuttle bus, equipment, and learning support for certain pupils. Such additional fees will be payable separately.

FEE REGULATIONS

All fees and charges must be settled in full in accordance with the Fee Schedule published by the college.

Failure to pay any amount owing to the college by the relevant due date will entitle the college to remove the pupil from the college roll at the end of the Academic year and debar the pupil from further attendance. Leaving documents, examination certificates and transfer/clearance certificates will not be processed unless all outstanding fees are settled.

Payments exceeding QAR 500 will not be accepted in cash.

Fees and charges are applicable per pupil. No discount will apply for siblings, or for starting and/or

leaving mid-term, or taking an extended leave of absence.

Written notice of withdrawal of a pupil must be given at least a full term before the end of the last academic term attended by the pupil. If no such notice is given, the Seat Booking Fee (or an amount equivalent to the Seat Booking Fee) will be forfeited.

PAYMENT TERMS

Invoices will be issued in advance of the due date, and the fees and/or charges must be paid by the due date on the invoice.

Amended payment terms can be offered to parents experiencing exceptional circumstances, upon request. Such terms are offered at the sole discretion of the Chief Operating Officer, upon the recommendation of the Director of Finance.

COMPLAINTS AND APPEALS

Complaints regarding the application of this policy should be addressed, in the first instance, to the Director of Finance. If not resolved, complaints may be addressed to the Chief Operating Officer, whose decision shall be final.