



HAMILTON
International School

Fees Policy

VISION

Igniting
passi♥n, purp🎯se
and p🗝ential

MISSION

We are committed to developing the spirit of excellence and sound character in our students, through an innovative, well-balanced education.

CORE VALUES

- ☆ I am getting better
- ☆ I am respectful
- ☆ I am resilient
- ☆ I am a global citizen
- ☆ I am a communicator
- ☆ I am emotionally intelligent
- ☆ I am a collaborator

Rationale

At Hamilton International School we are committed to providing a premium education to all enrolled children. The Hamilton Community accepts that fees are a critical form of revenue for the school and that prompt payment of all fees is the responsibility of all parents/careers of Hamilton's students. The fees and levies collected at are essential in providing a high quality of education for students, and are used for the following purposes:

- provide resources, materials, facilities and equipment
- provide teaching, administrative and ground staff
- maintain buildings, grounds and other facilities.

Policy Statement

This school fee policy aims to:

- outline to families the expectations, responsibilities and arrangements for the collection of school fees
- support families experiencing changed and difficult financial circumstances to maintain their child's/children's enrolment at the school.

Policy Guidelines

Acceptance of the fees policy terms and conditions

The signature of the parent on the Offer Letter 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.

Registration Fee

This fee is a one-time registration fee of QR 5,000 that is non-transferable and non-refundable for each child.

Re-enrolment Fee

This is a single fee, QAR 3750, settled against the first semester fees, paid by existing parents to ensure their seat reservation for the following academic year. This fee is settled against the 1st semester invoice.

Tuition Fees

All fees and charges must be settled in full as per the Fee Schedule published by the school.

Mid Semester Enrolment

Students enrolling during the semesters will be eligible for pro-rata payment of Tuition fees for that semester. Refunds will be determined as stated below.

Inclusion Department Additional Charge

As per the approved fee by MOEHE.

Other Fees

Other charges, are not included in the tuition fees and are paid for in advance and separately which as follows but not limited to:

- School uniform. A price list for school uniform is available from the supplier.
- Lost or damaged books, learning materials, including electronic equipment and school property will be charged based on the cost determined by the school.
- Fees for after school which activities are determined by the After-school activity service provider.
- School field trips.
- Canteen charges.
- Transport to and from school which is provided by an outsource provider.

Payments

Parents remain responsible for ensuring that all fees due are paid to retain school places for their children, whether they pay personally or employer allowance scheme.

All payments are to be made via the Finance Office. School fees can be paid in cash, cheque, credit card or bank transfer into the school's bank account. We prefer payment by bank transfer, but please indicate pupil name or invoice number. It is the parent's responsibility to ensure school fees are paid before each semester's due date, or before a child starts at the school.

This schedule applies for current students and for students joining the school in August 2022.

Tuition fee payments are due in three instalments:

- First installment (40% of tuition fees) due on September 1, 2022
- Second installment (30% of tuition fees) due on December 8, 2022
- Third installment (30% of tuition fees) due on February 9, 2023

Late Fees and the Right to Refuse Admittance

The school reserves the right while fees remain unpaid (on one or more places) or when there is a persistent default in relation to the payment of fees to:

- Withhold any reports, references, or transfer certificates
- The student's name will be blocked on 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 other school in Qatar.
- The school has the right to take legal action and the parent(s) of the student shall be required to reimburse the school for all legal fees and court costs.



Notice to Withdraw

Should a student withdraw during the first semester, a minimum of 60 calendar days written notice is required. Tuition fees will be refunded after the 60 days' notice period has expired or the date of last attendance in the first semester whichever is later. If no such notice is given, 60 calendar days fees will be charged or withheld from the date of written notification. Full semester tuition and fees are due and payable for any student that attends one or more days. The school will require completion of a Leaving Form, which can be obtained from the Registrar's Office (registrar@this.qa).

Refunds

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

- If the semester's fees are paid in full and the pupil is withdrawn before the first day of the semester, 100% of the semester fee will be refunded except the Registration Fee.
- Refunds will be issued based on the fulfillment of the notice to withdraw terms and conditions stated above.
- A refund of school fees cannot be claimed for casual absences, sickness, holidays, periods of exclusion or other circumstances as determined by the school.

Reviewed and approved by			
Name	Position	Signature	Date
Terry Senior	Principal		18/08/22
Kubeshni Naicker	Finance and Administration Manager		15/08/22