



HAMILTON
International School

FEES POLICY

23-24 AY

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

Mission

Our mission is to develop caring, lifelong learners and global citizens in a culture of excellence through an international, well-balanced education.

Our Core Values



Definition of Learning

Learning at Hamilton is the purposeful, personalized process we undertake to help us get better to succeed in school and beyond as a lifelong learner.

Document Control Table

Status		Live Shared with whole community
Date Approved		27 August 2023
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To be Reviewed		August 2024
Linked Documents and Policies		Admissions Policy
Version	Date	Comments

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 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 fee 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 first instalment invoice.

The school cannot guarantee the seat if the payment is not settled by the end of the academic year. The third instalment invoice must be settled prior to the re-enrolment invoice.

Tuition Fees

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

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 as follows but are not limited to:

- School uniform. A price list for school uniforms 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 activities are determined by the After-school activity service provider.
- Lanyard replacement costs 50QR.
- School field trips.
- Canteen charges.
- Transport to and from school 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 by 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 the pupil's name or invoice number. It is the parent's responsibility to ensure school fees are paid before each invoice due date, or at the start of each semester.

The annual tuition fee is billed as per the below:

- The first instalment is 40% of tuition fees
- The second instalment is 30% of tuition fees
- The third instalment is 30% of tuition fees

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 academic year, a minimum of 60 calendar days written notice is required. Tuition fees will be refunded after the 60-day 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 who attends one or more days. The school will require the completion of a Withdrawal 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 fulfilment of the notice to withdraw the 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
Vanessa Polcina	Head of Admissions	V Polcina	29-01-2024
Kubeshni Nicker	Finance Manager	K Nicker	29/01/2024
Terry Senior	CEO/Principal	T Senior	30/01/2024
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