



**Review Date:** Annual review

**Review Officer:** Executive Principal

## School Fees Policy

### Rationale

Private Schools are both educational providers but also businesses that need the fees to cover their costs and payments. High quality school facilities, staffing and resources all cost money. In this regard QIS is subject to the same pressures as other schools but it prides itself on balancing the well-being of its students against the pressures of the business environment in which it operates.

### Aims

- To ensure QIS receives enough revenue to operate successfully as a leading British International School in Qatar
- To try to balance appropriately the needs of students and their education with the needs of QIS as a business whilst ultimately recognising that the fees must be paid
- To ensure that all school fees are collected efficiently and promptly each term
- To ensure all school fees are collected in accordance with Ministry instructions
- To deal professionally and politely with parents at all times

### Procedures

According to The Ministry of Education and Higher Education it is the right of all schools to collect their fees on the first day of each term (Payment can be made by cash, online payment

<https://www.qpay.qis.org> or bank transfer and the bank details are:

- Name:** Qatar International School
- Bank:** Commercial Bank of Qatar
- Account Number:** 4090-719971-001
- IBAN NO:** QA51 CBQA 0000 0000 4090 7199 7100 1
- Swift Code:** CBQAQQA

### QIS Fees Collection Process

1. Invoices are issued dated with the 1st day of the term.
2. The due date specified on the face of the invoice will be a maximum of 10-14 days from the invoice date.

3. The Credit Controller will check the list of parents who still owe the fees on the specified due date.
4. The Credit Controller will then start to phone and email those parents and arrange for a maximum extension of the fee paying period to the end of the same month or to a maximum of 14 days depending on the dates.
5. At the beginning of the 2nd month or at the end of this extension period, the Credit Controller will start to call and send emails, letters, and SMSs to those who still owe fees informing them that if the overdue payment is not received within a week the school management will become involved. They may consider withdrawing the school place or not allowing the children to enter school until payment is made.
6. By the 2nd week of the 2nd month, the Credit Controller must communicate the list of non-payers to the Principal and Heads of Schools, in order for them and their senior teams to communicate with the parents and inform them that if payment is not received, the students will not be allowed to attend the classes.
7. At the beginning of the 3rd week of the 2nd month or 7 weeks from the beginning of the process, the Heads of Schools make sure the students are not attending the classes.
8. If the fees have been overdue for 2 months or more the Heads of School or senior team will inform the non-payers that the school place is now withdrawn and will inform the admissions team in order to find replacements for those students.
9. School places can only be withdrawn with permission from the Principal.
10. Children can only be told not to attend school with permission from the Principal.

**Important Notice:**

Parents need to be aware that if school fees are outstanding and have been for some time the school has the right to offer the school place to other families. In this instance the school will block the non-paying student on the Ministry of Education System. This prevents the parents from registering that student at another school . Only when all the outstanding fees have been settled can the student be registered to another school.

When a student has outstanding fees the school will also not release any reports, attendance Certificates, transfer information, letters or examination certificates until all fees are settled.

**Examinations & Certificates**

If a student has been entered for an external examination and the bill for this has been paid then students will always be allowed to sit the exam. However, if school fees are owing for this student the school reserves the right to withhold the certificate until the overdue bill has been settled.