



## Al Jazeera Academy Fees Policy -2016 -2017

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### *For Ta'allum Schools*

***Year 2016 / 2017***

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## Al Jazeera Academy Fees Policy

Academic Year **2016/2017**

### A. Application/Registration and Reservation Fees:

Description	Terms & Conditions	Amount (QR)	Payment Due Date
Application Fees	Not included in Term Fees. <b>Non-refundable, Applicable only to New students.</b>	537.00	At time of registration
Registration Fees	Not included in Term Fees. <b>Non-refundable, Applicable only to New students.</b>	3,222.00	Once the student is accepted
Reservation Fees	Discounted from First term fees. <b>Non -refundable, Applicable for Existing students only.</b>	3,222.00	Once next year reservation is opened for existing students and before opening for students from outside The Academy
Student Tablet	Not included in Term Fees. <b>Non-refundable, Applicable only to New students.</b>	4,750.00	One time for new students within the applicable grades.
Student Tablet Replacement	<b>Replace broken tablets</b>	1,650.00	For damages not included in warranty, for more details read Tablets warranty policy

### B. Tuition Fees Payments

Tuition fees are to be paid in **two** equal instalments using one of the below Methods of payment:

- ✓ Cash
- ✓ Cheque
- ✓ Credit Card
- ✓ Direct Bank Deposit
- ✓ Bank Transfer
- ✓ By Voucher (Only For Qataris)

\*\* For Direct bank deposit and bank transfer, a copy of deposit slips or bank transfers should be delivered to the accounts office by hand, fax or scanned by email to [pay@aja.edu.qa](mailto:pay@aja.edu.qa) with student name and number as reference.

#### Academy Bank Details:

Account Name: Al Jazeera Academy  
Bank: Masraf Al Rayan  
IBAN Number: QA03 MAFR 0000 0000 0003 1007 9300 1

### C. The instalments are due as per below:

#### Qatari students:

- Registration and reservation fees are due immediately on time of registration.
- Books and other fees other than Tuition, has to be paid within first term payment.
- Parent has to pay directly the excess of voucher coverage beginning of the term/year.
- \*First cheque for 1<sup>st</sup> term dated September 30, 2016 to be paid before Sep 1, 2016.
- \*Second cheque for 2<sup>nd</sup> term dated February 28, 2017 to be paid before Feb 1, 2017.
- Qatar Petroleum, Qatar Gas and its related subsidiary should follow the same schedule of payment.

**\*Cheques will be kept as guarantee for voucher delivery and fees difference payment, if parent didn't deliver the due voucher within the mentioned period, the academy will clear the cheques.**

**\*Post-dated cheques will be deposited in the bank on their due date**

✓ **Non-Qatari students:**

- Registration and reservation fees are due immediately on time of registration.
- Books and other fees rather than Tuition, has to be paid within first term payment.
- \*First cheque for 1<sup>st</sup> term dated September 30, 2016 to be paid before Sep 1, 2016.
- \*Second cheque for 2<sup>nd</sup> term dated February 28, 2017 to be paid before Feb 1, 2017.

**\*Post-dated cheques will be deposited in the bank on their due date**

**D. Returned Cheques:**

**In the case of reflux (returned) cheque for the first time; the below actions will be taken:**

1. At first Parents will be called or a text message will be sent informing parent to pay within two days.
2. In case of non-payment during the two days, the cheque will be resent to the bank again.  
And if it refluxes for the second time it will be forwarded to the legal department to take the required action.
3. During the payment follow-up period the academy will take the following measures:
  - The parent will not be allowed to receive the student's transcript for the non-paid semester.
  - The student will not be registered for the next academic year.
  - The Academy will not issue a certificate indicating the student's enrolment period in the Academy.
  - Future payments by cheques will not be accepted.

**E. Company Sponsored Students:**

- Academy will no longer directly follow-up with the sponsoring companies (i.e. QP, Oxy, Oryx, RasGas etc.) with the exception of the Ministry of Foreign Affairs and Emiri Diwan.
- Parents are required to pay the fees as per the above terms and conditions and get reimbursed as per their company's policy based on the official receipt issued by the Academy.

**F. Tuition Fees Schedule:**

<u>Year / Level</u>	<u>First Term</u>	<u>Second Term</u>	<u>Total Tuition Fees</u>
<b>Preschool</b>	11,889.00	11,889.00	23,778.00
<b>Reception</b>	11,889.00	11,889.00	23,778.00
<b>Year 1</b>	15,626.00	15,625.00	31,251.00
<b>Year 2</b>	15,626.00	15,625.00	31,251.00
<b>Year 3</b>	15,626.00	15,625.00	31,251.00
<b>Year 4</b>	15,626.00	15,625.00	31,251.00
<b>Year 5</b>	15,626.00	15,625.00	31,251.00
<b>Year 6</b>	15,626.00	15,625.00	31,251.00
<b>Year 7</b>	19,532.00	19,531.00	39,063.00
<b>Year 8</b>	19,532.00	19,531.00	39,063.00

Year 9	19,532.00	19,531.00	39,063.00
Year 10	23,439.00	23,438.00	46,877.00
Year 11	23,439.00	23,438.00	46,877.00
Year 12	25,001.00	25,000.00	50,001.00

**G. Special Education Needs (SEN) Fees Schedule:**

<u>Year / Level</u>	<u>First Term</u>	<u>Second Term</u>	<u>Total SEN Fees</u>
Preschool	-	-	-
Reception	3,388.00	3,387.00	6,775.00
Year 1	3,388.00	3,387.00	6,775.00
Year 2	4,452.00	4,452.00	8,904.00
Year 3	4,452.00	4,452.00	8,904.00
Year 4	4,452.00	4,452.00	8,904.00
Year 5	4,452.00	4,452.00	8,904.00
Year 6	4,452.00	4,452.00	8,904.00
Year 7	4,452.00	4,452.00	8,904.00
Year 8	5,565.00	5,564.00	11,129.00
Year 9	5,565.00	5,564.00	11,129.00
Year 10	5,565.00	5,564.00	11,129.00
Year 11	6,678.00	6,677.00	13,355.00
Year 12	6,678.00	6,677.00	13,355.00

The academy will suspend SEN services for your child in case full payment of the due balance not paid within the first **30 days of the term, for refunds Terms and Conditions apply.**

**H. Other Fees:**

- **Books Fees: including** text books and necessary educational materials, **excluding** copy books and stationary.
- **Next year the academy will use 2 resources of education: Paper books and E-Books.** Additional charges may be applied after SEC approval obtained.

Year	Books
Preschool & Reception	537.00
Year 1 to 6	1,289.00
Year 7-12	2,148.00

- **Uniform Fees:** in compliance with SEC regulations and instructions the Academy will stop selling a school uniform, and parents are free to find their resources for the same bearing in mind the Academy approved design And colours only will be acceptable. For more information kindly check with registration office.
- **Transportation Fees:** The Academy does not provide transportation facility.
- **Damage Charges:** The Academy has the right and will charge parent for any damages caused by the student For any of the academy assets, disciplinary action will be taken as well, for more information check student's disciplinary policy.

#### I. Terms and Conditions:

- The Academy reserves the right to accept students from the waiting list in place of students, who have not paid their overdue fee instalments by the 30<sup>th</sup> of May of each year.
- It should be noted that the registration of every child is treated individually. No fees can be transferred from one child to another, even within a family.
- The Academy will only refund the tuition fees as per below terms & conditions.
  1. **100% Refund:** Full term fees paid is refundable after deducting reservation fees, if registration and finance department are notified in writing of the withdrawal of the student – who didn't attend - within the first **30 days after the start of a term**. If the student attended the Academy a **prorated amount will be deducted**. (Check Endnote)
  2. **0% Refund** : No fees will be refunded if registration and finance department **ARE NOT** notified in writing of the withdrawal of a student within the first **30 days after the start of a term**.
  3. Book fees are non-refundable once the student attended the class and books are issued.
  4. Registered students who decide to leave the Academy for temporary period of time (subject to principal approval), are obligated to pay the full fees for this temporary period.
  5. Only the tuition fees are refunded for expelled students. This amount will be **prorated – refer to endnote** - as per student attendance.
  6. Any excess payments related to the SEC Educational Voucher Program – Parent pay direct and Voucher amount received from SEC - will be refunded to parents at the end of second term only (last term for the Academic Year) after receiving a complete refund form signed by parent.
  7. The Academy reserves the right to take any required action due to non-payment of fees as per the above policy.
  8. Parents are required to sign the **Parents' Contract** with the Academy.

Please be advised that the Academy has applied for **Fees Increase** for the Academic Year 2016-17 from the Supreme Education Council. New fees will be applied upon approval. Thank You.

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<sup>i</sup> If a student attended up to 2 weeks will charge actual prorated for the period or retain the reservations fees, whichever is higher. But if more than 2 weeks, a full month will be charged, and more than 30 days a full term will be charged.

**I, the below signed, accept the above rules and agree to comply with them along with all other Academy rules and regulations for the period that my child/children is/are enrolled at the Academy.**

Year :.....

Date : .....

Name :.....

Parent/Guardian :.....

Signature:.....