



Fee Regulation Form

Academic Year 2017-2018

Little Village Kindergarten has three terms per academic year. The tuition fees set out below are quoted per term and are **payable in advance** prior to the commencement of the term to which they apply. The payments are as follows:

- Term 1 – before 5th of September 2017 (First day of the term 10th /Sep/2017)
- Term 2 – before 5th of December 2017 (First day of the term 24th /December /2017)
- Term 3 – before 15th of March 2018 (First day of the term 8th /April/2018)

Fee Structure

Non-Refundable Entrance Exam Fee	QAR 200
Non-Refundable Registration Fee	QAR 500
Seat Reservation Fee	QAR 1000
Book Loan Fee	QAR 1000

Tuition Fees	Term 1	Term 2	Term 3	Annual
KG- 1	QAR 5000	QAR 5000	QAR 5000	QAR 15000
KG-2	QAR 5000	QAR 5000	QAR 5000	QAR 15000
Bus Fee	QAR 1500	QAR 1250	QAR 1250	QAR 4000
Uniform Fee : Full set (Green T-Shirt, Red T-shirt x1, PE Trousers x1, Skirt/trousersx1)+ Green T-shirt (free)				QAR 500

For Additional Uniform Items	
Green T-Shirt	QAR 150
Red T-Shirt	QAR 100
Physical Education Trouser	QAR 100
Girls Skirt/Trousers - Boys Trousers	QAR 150

- The payments can be via cash or card
- If a student is admitted in the first half of term, a full term's fee will be charged.
- If a student is admitted in the second half of a term a half term's fee will be charged.
- Paid Full Term Fees will not be refunded even if the student has just attended ONE day of school.
- School excursions (trips) are not included in the fees.
- Application and Registration fees are NON-REFUNDABLE
- Bus Fees are Non- Refundable
- The tuition fee of each term is payable by the due dates mentioned above; students will not be allowed to attend classes if the fee is not paid by due date.



Seat Reservation Policy

- Seat Reservation Fee must be paid in advance before the beginning of the Academic Year and will be deducted **from 2nd term's Tuition fee** if the student has attended the first term of school.
- The reservation fee will not be refunded if a student is accepted but does not attend the school later on or chooses to leave.
- Continuing students will be asked to pay a **Seat Reservation Fee with the Term 3 Tuition Fee** to be able to continue with us for the next academic year which is deductible from the next academic year's **2nd term** school tuition fee.

Fee Increase

School fees are subject to annual review and may be increased subject to approval from the Ministry of Education and Higher Education- Qatar. Parents / guardians will be notified one term in advance of any fee increase.

School Withdrawal Policy

- “**Student Withdrawal Form**” must be filled and submitted to the School Administration if your child is to be withdrawn from Little Village Kindergarten, stating the reason for leaving. A Clearance Letter will be issued only after clearing all dues.
- In case a student is withdrawn during the term after attending **two days** or more at school, the full term's fee must be paid and no refunds will be given.

Bus Service Policy

- Seats on school buses are available on a first-come first-served basis.
- Bus services will be provided on a certain route **ONLY** if the number of students requesting the service is more than 5.
- Enrollment for transportation is on term basis. Students may enroll any time during the term, depending upon space availability. Transportation fees for the term in which enrollment occurs will be paid in full irrespective of the number of days used.
- Use of this facility is subject to the fees being paid in full and in advance (at least two weeks prior to the beginning of each term)
- Failure to pay the fees by the due date will result in the cancellation of the bus service.
- Fee for both one way and two ways **are the same**.



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LITTLE VILLAGE KINDERGARTEN W.L.L

- The service is only available to and from the designated points. Services to new location are not guaranteed. Parents must ask ahead about the possibility of providing the service to their new location.
- All bus details and information will always be available through our Administration office.

NB: Parents / Guardians can refer to the detailed Transport Policy of Little Village Kindergarten for more information.

AGREEMENT

I, parent/guardian of _____ have read the above fee regulations and agree to honour them. I understand that as the parent/guardian of the student indicated above, I am responsible for the payments of all the fees if a place is offered and accepted.

Name: _____

Signature: _____

Date: _____

Contact#: _____