



## Fee structure and Regulation Policy

Academic Year 2018-2019

Little Village Kindergarten has two terms per academic year. The tuition fees set out below are payable in advance prior to the commencement of the term to which they apply.

Payments deadline are as follows:

- Term 1 – before 28/08/2018 (Notice period ends on 10<sup>th</sup> of September 2018)
- Term 2 – before 05/01/2019 (Notice period ends on 17<sup>th</sup> of January 2019 )

### Fee Structure

#### Annual Tuition Fees

Description	Term 1 ( in QR)	Term 2 ( in QR)	Annual ( in QR)
Kindergarten 1 (KG1)	7500	7500	15000
Kindergarten 2 (KG2)	7500	7500	15000

#### Bus Fees

Description	Term 1 ( in QR)	Term 2 ( in QR)	Annual ( in QR)
Bus Fee	2000	2000	4000

#### Additional (compulsory) Fees

Description	Amount in QR
Application Fee ( Non-Refundable )	200
Registration Fee (Non-Refundable )	500
Seat Reservation Fee *	1000
Book Loan Fee *	1000

#### Additional (optional) Fees

Description	Amount in QR
Uniform Fee	500 (per set)
For Additional Uniform Items (amount in QR)	
Green T-Shirt	150
Red T-Shirt	100
Physical Education Trouser	100
Girls Skirt/Trousers - Boys Trousers	150



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

- Cash
- Post-dated Cheques
- Credit Card

**Post Dated Cheques:**

**Post Dated Cheques** will be accepted by the school for each term as below :

1. First cheque for 1st semester dated 28<sup>th</sup> of August 2018 to be submitted before term starts.
2. Second cheque for 2nd semester dated 05<sup>th</sup> of January 2019 to be submitted before term starts.

**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. And if it returns 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 kindergarten will take the following measures:
    - The parent will not be allowed to receive the student's transcript for the unpaid Term.
    - The student will not be registered for the next academic year.
    - The Kindergarten will not issue any certificate indicating the student's enrolment period in the kindergarten.
    - Future payments by cheques will not be accepted
- The kindergarten reserves the right to stop any student from attending classes if the fee is not paid in full by due dates.
  - The kindergarten reserves all rights to block the Student in MOE system in order to stop them registering to any other schools in case the dues are not fully paid.
  - 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.
  - Students who attended school for ONE day or more must pay full term fee.
  - Registered students who decide to leave the Kindergarten for temporary period (subject to principal's approval), are obligated to pay the full fees for this temporary period
  - Certificate of Completion of Academic Year (School Reports) will NOT be issued to students who did not attend 2 terms (full academic year) of a class at Little Village Kindergarten and who did not clear their dues (fees of 2 Terms).



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- The Kindergarten will not confirm the seat reservation for next academic year of students who have outstanding balance. The Kindergarten allocates seats on 1st comes 1st serves basis, there is no assurance for seat confirmation if overdue amounts are not settled.
  - School excursions (trips) are not included in the fees.
  - Entrance Exam Fee and Registration fees are NON-REFUNDABLE
  - Bus Fee is Non- Refundable and are paid in full with Term1 Fees. The transport fee for the term is QR 2000 regardless of the number of days used and is paid in advance.
  - Student's Transcript & Report sheets will not be issued until full overdue amounts are settled.
  - Damage Charges: The Kindergarten has the right and will charge parent for any damages caused by the student for any of the kindergarten's assets. In case the parents refuse to pay, the amount will be added to the student's tuition fee.

#### **\*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 and has paid Term 2 tuition fees.
- The reservation fee is NON-Refundable if a student is accepted but does not attend the school later on or chooses to leave.
- Continuing students of KG1 will be asked to pay a **Seat Reservation Fee in February to guarantee their seat** for the next academic year, which will be deducted from the next academic year's **2<sup>nd</sup> term** school tuition fee.
- If the Seat reservation fee is not paid by due date, the Kindergarten has the right to cancel the Student's Seat for the next academic year.
- The Kindergarten reserves the right to accept students from the waiting list in place of students, who have not paid their overdue fees.
- The registration of every new student is treated individually. Registration fee will NOT be transferred from one child to another, even within a family.

#### **Withdrawal Policy**

- The Kindergarten must be notified in writing if the student is withdrawing. "**Student Withdrawal Form**" must be filled and submitted to the Administration stating the reason for leaving and the last date of attendance.
- The office must receive **Student Withdrawal Form** at least 30 days before the withdrawal date. The kindergarten reserves all rights to block the Student in MOE system in order to stop them registering to any other schools if the **Student Withdrawal Form** is not received and dues are not cleared in due dates.



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- In case a student is withdrawn during the term after attending **ONE Day** or more at school, the full term's fee must be paid and no refunds will be given.

### **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 in February(or as soon as we get approval from Ministry of Education) in advance of any fee increase.

### **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 accepted any time during the term, depending upon space availability. Transportation fees of each Term must 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 and failure to pay the fees by the due date will result in the cancellation of the bus service.
- Fees for One way and two ways **are the same**.
- The service is only available to and from the designated points. Services to new location are not guaranteed. Parents must check 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.**

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### **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.



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LITTLE VILLAGE KINDERGARTEN W.L.L

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contact#: \_\_\_\_\_