

POLICY
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Fee Policy 2024-2025

Al Maha Academy for Girls



Issued 2024-2025

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Al Maha Academy for Girls

Approvals

The signatures below certify that this policy has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Prepared and Reviewed by	Mr. Mohamed Riyas	Approved	Head of Finance	1 st Feb 2024
Reviewed by	Mr. Roy Christopher Donnan	Approved	Principal- AJA	4 th Feb 2024
Reviewed by	Ms. Nadia Waja	Approved	Principal- AMAG	7 th Feb 2024
Reviewed by	Mr. Shuja Uddin	Approved	Principal-AMAB	7 th Feb 2024
Reviewed by	Dr. Mohammad Saefan	Approved	Education Director	11 th Feb 2024
Approved by	Mr.Ahmed Al Mannai	Approved	CEO	11 th Feb 2024

Amendment Records

This Policy is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is given below.

Page no.	Context	Revision	Date
Page 05	Tablet Sale	Parents can purchase DELL Latitude 7320 Tablets either from INNOVATIX or any Other suppliers.	30 th Jan 2024
Page 06	Company Sponsored Students	Qatar Energy is added to the list. Academy will directly coordinate with QE for QE students' payments	30 th Jan 2024

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Ta'allum Vision, Mission and Motto

Ta'allum Group's Vision

We aspire towards being a progressive institution of learning experiences by offering a quality education based on an Islamic ethos that aims to serve humanity.

Ta'allum Group's Mission

To establish premier educational institutions which are committed to a unique brand of holistic education.

Our goal is to help every child to learn and acquire Islamic knowledge alongside building a solid foundation in all academic subjects. This will help them develop and gain true Islamic values and thereby make a valuable, correct moral and social contribution to the community in which they live.

Ta'allum Group's Motto

"Creative learners today, our future leaders tomorrow"

Academic Year 2024/2025

A. Assessment /Registration/Reservation & Tablet Fees:

Description	Terms & Conditions	Amount (QR)	Payment Due Date
Assessment Fee	Not included in semester fees. Non-refundable and applicable only to new students from Year 1 to Year 12	525	Pay at the time of registration
Registration Fee	Not included in semester fees. Non-refundable and applicable exclusively to new students.	2,100	Payment is due once the student has passed the entrance exam to confirm the seat.
Reservation Fee	Discounted from Semester 1 fees. Non-refundable and applicable only to existing students.	3,000	Payable once reservations are open for existing students and before opening for students from outside the Academy.
Student Tablet (E- Bag)	Mandatory for all students from Year 3 to Year 12 , including both new and existing students. The Academy does not sell student tablets. Parents can purchase DELL Latitude 7320 Tablets from any suppliers.		For the convenience of parents, we have entered into an agreement with INNOVATIX SYSTEM SERVICES to sell DELL Latitude 7320 Tablets at the academy in a highly competitive price.
Student Tablet Replacement	INNOVATIX representatives will explain the specifications and warranties associated with the device if the device is purchased from them.		

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 MOE 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 or scanned via email to paygirls@amag.com.qa along with the student's name and number as a reference.

Academy Bank Details:

Account Name: AL MAHA ACADEMY FOR GIRLS
 Bank : Qatar Islamic Bank – CORPORATE BRANCH, DOHA
 IBAN Number : QA97 QISB 0000 0000 0111 9082 2002 8

C. Tuition & Other Fees instalments are due as per below:

- Registration or reservation fee is due immediately at the time of registration/enrollment.
- Semester 1 payment should be paid within one month from the start of semester 1 & Semester 2 payment is to be paid by February 28, 2025.
- Book fees and other fees other than tuition, must be paid with the Semester 1 payment.
- For educational voucher eligible Qatari students, parents should pay the balance amount of the voucher coverage immediately at the beginning of the each semester.
- Educational vouchers for eligible Qatari students should be submitted within one month from the start of academic year.

Post Dated Cheques will be accepted by the school for each semester as below

- *First cheque for Semester 1 dated maximum 30 days from the start of Semester 1, to be submitted before semester starts.
- *Second cheque for Semester 2 dated February 28, 2025 to be paid before Feb 1, 2025.

***Cheques will be kept as a guarantee of voucher delivery and fees difference payment, if the parent did not 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**

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 message via **Ta'allum Parent APP** informing parents to pay within two days.
2. In case of non-payment during the two days, the cheque will be deposited to the bank again. 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 Academy will take the following measures:
 - The parent will not be allowed to receive the student's academic report for the unpaid semester.
 - The student will not be registered for the next academic year.
 - The Academy will not issue any certificates or letters indicating the student's enrolment period in the Academy.
 - Future payments by cheques will not be accepted.

E. Actions against unpaid fees

1. Student Transcript & Report sheets will not be issued until full overdue amounts are settled.
2. Year 10,11 & 12 students will not be allowed to register for external exams.
3. The Academy reserves all rights to stop students entering the classroom until full overdue amounts are settled with the consultation of MOE.
4. The Academy will not confirm the seat reservation for next academic year for students who have an outstanding balance. Academy allocates seats on first come first served basis, there is no assurance for seat confirmation if overdue amounts are not settled.
5. The Academy reserves all rights to block the student in the MOE system in order to stop them registering any other schools.

F. Company Sponsored Students:

- The Academy will no longer directly follow-up with the sponsoring companies (i.e. Oxy, Oryx, RasGas etc.) with the **exception of the Ministry of Foreign Affairs, Emiri Diwan and Qatar Energy.**
- 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.

G. Tuition Fee Schedule:

Tuition fee is mandatory payment applicable for all students. Annual tuition fee is payable in two installments as below.

<u>Year / Level</u>	<u>Semester 1</u>	<u>Semester 2</u>	<u>Total Annual Tuition Fee Amount</u>
Nursery	13,725	13,725	27,450
Reception	14,700	14,700	29,400
Year 1 – Year 4	17,975	17,975	35,950
Year 5 & Year 6	20,250	20,250	40,500
Year 7 – Year 9	25,150	25,150	50,300
Year 10	28,950	28,950	57,900
Year 11	31,750	31,750	63,500
Year 12	34,050	34,050	68,100

H. Other Fees:

- **Books Fees:** including text books and necessary educational materials, **excluding** copy books and stationery. **The Academy will use two educational resources, paper books and e-books.**

<u>Year</u>	<u>Books fee per year</u>
Nursery & Reception	525
Year 1 - Year 10	1,050
Year 11 & Year 12	Pay only for books purchased

- **Uniform Fees:** In compliance with MOE regulations and instructions, parents can choose to buy the uniform from our supplier or purchase from outside bearing in mind the Academy's approved design and colours only will be acceptable. For more information kindly check with Registration Office. **For your convenience, a uniform shop is available inside the school premises for parents to buy necessary uniforms.**
- **Transportation Fees:** The Academy does not provide transportation.
- **Damage Charges:** The Academy has the right and will charge the parent for any damages caused by their child to any of the Academy's assets, will result in disciplinary action, for more information, refer to our Behaviour Policy.

I. Other Terms and Conditions:

- The Academy reserves the right to accept students from the waiting list in place of student, who have not paid their overdue fee instalments.
- It should be noted that the registration of every new student is treated individually. No registration fee can be transferred from one child to another, even within a family.
- Internal transfers within Ta'allum Academies will be treated as a new registration in the new Academy. Terms and Conditions apply.

- Excess amounts held in the student's account at the end of current academic year, is transferable to siblings after deducting the reservation for next academic year (parents must show proof documents for a sibling which will be confirmed by Academy Registrar & Finance).
- The Academy will only refund the tuition fees as per below terms & conditions.
 1. **100% Refund:** Full semester fees paid is refundable after deducting reservation fees, if Registration and Finance Departments are notified in writing of the withdrawal of the student without attendance (Zero Attendance Confirmation)- within the first **30 days after the start of a semester**.
 2. **Prorated Fee or Full Reservation** - whichever is higher, will be charged for number of days attended if the student submits the withdrawal form to the Registrar within 15 calendar days from the first day of the semester. (one academic year is 10 months)
 3. **One Month Fee or Full Reservation** - whichever is higher, will be charged if the student submits the withdrawal form to the Registrar within 30 calendar days from the first day of the semester. (one academic year is 10 months)
 4. **0% Refund** - No fees will be refunded if Registration and Finance Departments **ARE NOT** notified in writing of the withdrawal of a student within the first **30 days after the start of a semester**.
 5. Book fees are non-refundable once the student has attended the class and books are issued. Confirmation from the Resource Coordinator is required if books are not issued and payment is to be refunded for the withdrawal of the students.
 6. Registered students who decide to leave the Academy for temporary period (subject to the Principal's approval), are obligated to pay the full fees for this temporary period.
 7. Tuition fees for expelled students are refunded, this amount will be **prorated based on the student attendance**. Terms & Conditions apply.
 8. Any excess payments related to the MOE educational voucher will be refunded after deducting the voucher differences & other dues based on parent's written request or will be carried forward to next academic year.
 9. Advance payment for student tablets will be refunded if the student is withdrawn without getting the tablet upon IT Department's confirmation.
- The Academy reserves the right to take any required action due to non-payment of fees as per the above policy.
- Students will be released from MOE system to enrol for another school upon zero balance confirmation from the Finance Department.
- Parents are required to sign the **Parents' Contract** with the Academy.

Note: Please be advised that the Academy may **Increase Fees** for the Academic Year 2024/2025 upon Ministry of Education & Higher Education approval.

Parent Acknowledgement

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.

Parent Name:

SN	Name of Students	Student Class
1		
2		
3		
4		
5		

Parent Signature & Date: