



روضة حقل الربيع The Springfield Kindergarten

حيث تبدأ المعرفة Where knowledge begins

FEES POLICY

(Revision IV, September 2024)

According to Decree-Law No. 13 of 2015 concerning the Organization of Private Schools and Ministerial Decision No. 9 of 1996 Article 3, which states that tuition fees shall be paid in advance at the beginning of each academic terms shall be considered as one of the rights of the school.

Accordingly, The Springfield Kindergarten shall observe the following fees policy when collecting tuition fees from the parents of the students:

1. All fees are charged according to the fees structure approved by the Ministry of Education and Higher Education (MoEHE).
2. All fees shall be paid at the beginning of each Academic Term.
3. The tuition fee is payable in three Academic Terms. Please find below Academic Term break-up:
 - a. Academic Term - I: April to June.
 - The due date for payment is 1st April.
 - b. Academic Term - II: September to November.
 - The due date for payment is 1st September.
 - c. Academic Term - III: December to March.
 - The due date for payment is 1st December.
4. Student admission shall only be officially confirmed upon payment of the required fees or upon issuance of post-dated cheque as a guarantee to pay for the tuition fees due for the academic term. This policy is applicable to both new and old students.
5. If a registered student wishes to leave or transfer to other school, attending or not attending the classes, the tuition fee will be refundable under the following condition/s:
 - a. Request for admission cancellation regardless of reason/s should be made in writing either through email or letter addressed to the Administration Office to be considered official request.
 - b. If the written request to cancel the admission is made before the beginning of the academic term, then the Reservation Fee amounting to Five Hundred Qatari Riyal (500QAR) and Registration Fee of Three Hundred Twenty Qatari Riyal (320QAR) will be deducted from the amount paid by the parent and the remaining amount will be refunded.
 - c. If the written request to cancel the admission is made within the first month of the academic term, then the fees shall be paid by the number of days upon receipt of the official admission cancellation request or Reservation Fee and Registration Fee whichever is higher will be deducted from the amount paid by the parent and the remaining amount will be refunded.
 - d. If the written request to cancel the admission is made after the first month of the academic term, no refund shall be made from the amount paid by the parent for the academic term.
 - e. If the school transportation is used then the transportation fee will be applicable for the full month in which the admission is cancelled.
6. For students using the school transportation facility, transport payment shall be collected term-wise and full month fee shall be collected regardless of the number of days the student used the bus.

I hereby acknowledge that I have reviewed and understand the Fees Policy of The Springfield Kindergarten and that I will comply with the same.

Done this on _____ at The Springfield Kindergarten, Qatar

Parent Name & Signature

Head Office:

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Al Wakrah Branch

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