



## BEVERLY HILLS INTERNATIONAL SCHOOL

### 1- School Fees and Payment Policy:

For the academic year 2025-2026, the school adheres to the fee schedule approved by the Ministry of Education and Higher Education.

#### Tuition Fees and Due Dates

##### ● First Semester

- Invoices are issued at the beginning of the first month of the academic year.
- Fees are due starting from the student's first day of attendance.
- Include:
  - First semester tuition fees.
  - Full payment for books.
  - Full payment for uniforms and supplies (if chosen by the guardian before the start of the year).
- Previously paid seat reservation fees are deducted from the semester's tuition fees.

##### ● Second Semester

- Invoices are issued 15 days before the start of the second semester.
- Fees are due starting from the first day of attendance after the approved mid-year break.

#### Payment Method

- Payment is made via cheques as follows:
  - One cheque dated for the first semester's fees.
  - One cheque dated for the second semester's fees.
- Cheques must comply with the school calendar approved by the Ministry of Education and Higher Education.
- Accepted cheque types:
  - Personal cheques in the guardian's name.
  - Company cheques accompanied by updated company documents (commercial registration, trade license, signature authorization).
- Students are only allowed to attend school after providing full coverage cheques for all tuition fees.

**Mission:** Our mission is to deliver exceptional education to all students and the community, while fostering citizenship, ethical values, and social responsibility.

**Vision:** Our vision is to nurture a generation that is creative, caring, and proud of its heritage. We strive to provide an inspiring environment that fosters critical thinking, creativity, empowerment, and the achievement of personal and academic excellence beyond all expectations.

- Payment can be facilitated through multiple cheques with different due dates upon initial approval.
- Returned cheques must be settled in cash within two working days of the bank notice. All discounts become void.

Please ensure timely payments to secure your child's enrollment, and feel free to contact the school's accounting office for any payment-related inquiries.

## **2- Late Registration and Cancellation Policy:**

### **Late Registration Fee Conditions**

1. If a student registers **more than one month after the start of the academic year**, they must pay full first-semester fees, books, uniforms, and other applicable fees.
  - If they withdraw **before one month** of attendance, fees are calculated based on days attended.
2. If a student registers **after one month** of the start of the semester or at the beginning of the **second semester**, they must pay **full second-semester fees, books, uniforms, and other applicable fees**.

### **Second: Additional Fees**

#### **Entrance Exam & Registration Fees (New Students Only)**

- Placement test fees are non-refundable and non-transferable.
- Registration fees are non-refundable and non-transferable.
- Guardians must disclose any physical, mental, behavioral, or psychological conditions prior to registration.

#### **Seat Reservation Fee**

- Paid as per the Ministry-approved fee schedule.
- Deducted from the first semester's tuition fees.
- Non-refundable except in two cases:
  1. The student permanently leaves Qatar.
  2. The school dismisses the student before the start of the upcoming academic year.

#### **Book Fees**

- Paid in full, non-refundable, and non-transferable.
- Books are sold as full sets; no partial purchases allowed.

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- Books for mandatory subjects (Arabic, Islamic, Qatar History) are purchased by parents at Ministry-set prices.

### **Cancellation of Registration**

- Entrance exam and registration fees are **non-refundable and non-transferable**.
- Book fees are **non-refundable** after the start of the academic year.
- Tuition fees are **non-refundable** if cancellation occurs after **one month** of the semester start.

### **General Regulations**

- Late payment consequences:
  - No reports, grades, or certificates will be issued.
- Outstanding payments from previous years:
  - Full payment must be made for all prior dues.
  - The student will not be re-enrolled until dues are settled.
  - The school reserves the right to take legal action and prevent registration at other schools until settlement.
- Failure to pay fees disqualifies the student from school events (graduation, ceremonies, etc.).

### **Compliance Pledge:**

**I, the undersigned parent/guardian of the student, acknowledge and agree to abide by the above-stated policy, which is based on the school's foundational principles and regulations.**

**Name of Parent/Guardian:**

**Signature:**

**Date:** ----- / ----- / -----

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