



# **Beverly Hills International School**

## **Tuition And Fees Policy**





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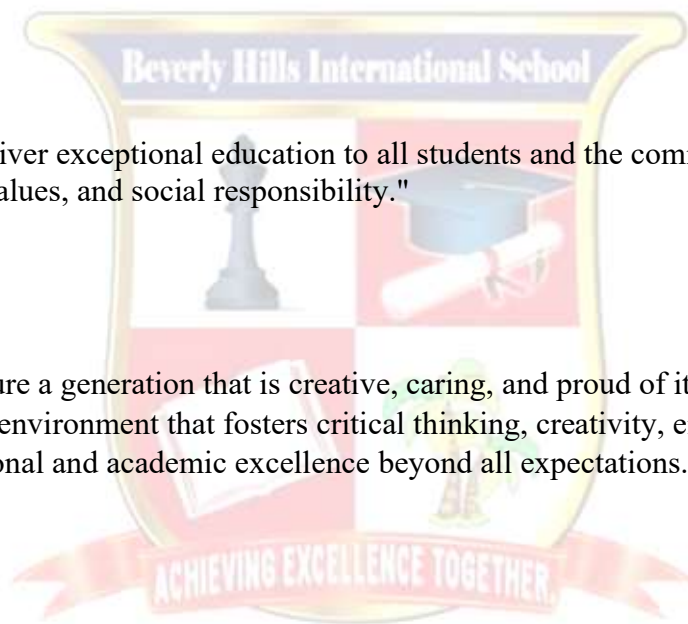
## 1- Beverly Hills International School Mission and Vision:

### **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.





## 2- Aims and Purposes:

As part of our efforts to promote an open and effective financial system, our organization has set the following objectives and aims regarding the sharing of payment policies in order to facilitate positive working relationships between our kids' parents and the school:

### 1- Maintain Rights:

1. Maintain the rights of parents of students and the school by creating a thorough payment policy that outlines all connected criteria, deadlines, and ways of payment.

### 2- Clear Fee Details:

2. Make sure parents of students are aware of the monthly or quarterly tuition costs for their kids in order to promote openness and knowledge of financial obligations.

### 3- Payment Method Acquaintance:

3. Parents of students should be made aware of the several payment options accessible to them and given the information they need to make easy and timely payments.

### 4- Exchange of Conditions:

4. Clearly communicate the conditions and rules pertaining to payment, empowering parents with a thorough understanding of the expectations and obligations associated with their financial commitments to the school.

### 5- Reduce the Amount of Tuition Paid:

5. Proactively address and mitigate the accumulation of tuition fees to prevent financial strain on parents, thereby promoting a sustainable and supportive financial environment.

### 6- Organized and Timely Payments:

6. Implement effective systems to organize and facilitate the timely payments of tuition fees and financial dues. This ensures a smooth and continuous flow of resources for the permanent development and enhancement of the school.

**By adhering to these goals, we aim to establish a collaborative and transparent financial relationship between the school and students' parents, fostering an environment conducive to the overall development and success of our educational institution.**

## 3- Targeted Group

7. Parents



#### 4- Rules and Guidelines for School Fees:

In adherence to the regulations set forth by the Ministry of Education and Higher Education, the following rules and guidelines have been established for the determination and payment of school fees for the academic year 2025-2024.

##### 1- Fee Schedule Approval:

8. The school's fees for the academic year 2025-2024 have been structured and approved in accordance with the guidelines specified by the Ministry of Education and Higher Education.

##### 2- Ministry-Approved Schedule:

9. All school fees, including tuition and associated charges, will be in strict accordance with the schedule sanctioned by the Ministry of Education and Higher Education. This ensures compliance with regulatory standards and uniformity across educational institutions.

##### 3- Accessible Information:

10. Detailed information regarding the approved fees schedule is readily accessible to parents and stakeholders. To review the comprehensive fee structure, please visit the school's official website at [www.bhis-school.qa](http://www.bhis-school.qa).

##### 4- Website Resource:

11. The school's website serves as a centralized resource for parents seeking clarity on the approved fees schedule. Relevant and up-to-date information can be accessed conveniently, providing transparency and ease of reference.

##### 5- Communication Channel:

12. Any updates or modifications to the fees schedule will be communicated promptly through official channels, ensuring that parents remain informed of any changes that may arise during the academic year.

**By adhering to these rules and guidelines, we aim to maintain a transparent and well-regulated approach to school fees for the academic year 2025-2024. Your cooperation and understanding in this matter are greatly appreciated as we strive to provide a seamless and informed experience for the entire school community.**



## 5- Instalments and Tuition Fees Policies for New and Returning Students:

New Student Enrolment Terms:

### 1- Age Requirements:

- New students must meet the age requirements outlined in the school's registration policy to be eligible for enrolment.

### 2- Evaluation Examination:

- To secure enrolment, new students are required to successfully pass the evaluation examination and fulfill all conditions and criteria established by the registration office. A non-refundable examination fee of QR 300 is applicable for students from 1st grade Primary to 9th grade Preparatory.

### 3- Registration Amount:

- Each new student admitted to the school is obliged to pay a non-refundable registration amount of 1,000 QAR.

### 4- Seat Reservation:

- Upon receiving the examination results, each new student is required to pay a seat reservation amount of 1,500 QAR. This amount is deducted from the overall tuition fees and is non-refundable.

## 6- Premiums and Tuition Fees for Returning Students:

### 1- Seat Reservation for Returning Students and Siblings:

- Returning students and their siblings are required to pay a seat reservation amount of QAR 1,500, which is deducted from the tuition fees. This amount is non-refundable.

### 2- Deadline for Seat Reservation:

- The last date for paying the seat reservation is at the end of March. Failure to make this payment by the specified date will result in the student losing their seat for the upcoming academic year. Parents will be duly informed of this through email and phone communication.

**These policies aim to ensure a fair and transparent enrolment process, providing clarity on fees, reservations, and deadlines for both new and returning students. Your cooperation in adhering to these guidelines is appreciated as we work together to facilitate a smooth and organized academic experience for all students.**



## 7- Additional Fees, Payment Schedule, and Payment Methods for Students:

### Additional Fees for New and Returning Students:

#### 1- Mandatory Fees (Including Books):

- All students, both new and returning, are subject to mandatory fees which include the cost of books necessary for their academic curriculum.

#### 2- Optional Fees:

- Optional fees cover additional services such as school uniforms and transportation. These fees are elective and can be opted for based on individual preferences.

## 8- Payment Schedule - Quarterly Payments:

### 1- First Payment (Additional Fees):

- Due Date: 01/06/2024
- The first payment, covering additional fees, is required by the specified date to facilitate necessary arrangements for the upcoming academic term.

### 2- Second Payment (First Instalment):

- Due Date: 01/09/2024
- The second payment represents the first instalment of the total tuition fees and is due by the given date.

### 3- Third Payment (Second Instalment):

- Due Date: 01/12/2024
- The third payment corresponds to the second instalment of the total tuition fees and must be made on or before the stated deadline.

### 4- Fourth Payment (Third Instalment):

- Due Date: 01/02/2025
- The fourth payment is the final instalment, completing the total tuition fees for the academic year, and is to be settled by the specified date.

## 9- Payment Methods:

The agreed-upon fees, as per the outlined quarterly schedule, should be remitted through one of the following methods:



**1- Cash Payment:**

- Payments can be made in cash at the school's accounting department.

**2- Bank Transfer:**

- Payments can be conducted via bank transfer to the school's designated account. Details for the bank transfer will be provided upon request.

**3- Cheque Payment:**

- Cheques are accepted as a form of payment and should be made payable to the school. The cheque can be submitted to the accounting department.

**Note**

**The total tuition fees are evenly divided into three equal payments as specified in the quarterly payment schedule. Adherence to the due dates is crucial to ensure a smooth and consistent financial arrangement throughout the academic year.**

**Your prompt cooperation in meeting the payment obligations is appreciated, and any inquiries or concerns can be directed to the school's accounting department for clarification.**

**Bank Details:**

- 1- Beneficiary Account Name: Beverly Hills International School
- 2- Bank Name: Commercial Bank
- 3- IBAN: QA 29 CBQA 0000 0000 4010193339001
- 4- SWIFT Code: CBQAQAQA

**10- Late Registration Policies:**

**1- Registration During First Semester (Before December 31st):**

- For registrations during the first semester of the academic year, before December 31st, both the first and second payments shall be collected upon registration.

**2- Registration Starting from January 1st:**



- Registrations starting from January 1st of the academic year will have the second payment canceled. Instead, individuals should pay the full additional fees, registration fees, and the third payment.

## **11- Cancellation of Registration:**

The rules for deregistration and reimbursement of fees for all educational levels are as follows:

### **1- Non-Refundable Fees:**

- The evaluation fee, registration fee, and seat reservation fee are non-refundable under any circumstance.

### **2- Additional Fees (After September 1st):**

- Additional fees are not refundable under any circumstances after September 1st of the academic year.

### **3- Cancellation Before September 1st:**

- Any cancellation before September 1st will be reimbursed for additional fees and full tuition fees paid, excluding the seat reservation fee, registration fee, and evaluation fee.

### **4- Cancellation During First Month:**

- Any cancellation during the first month of the academic year will result in tuition fees being reimbursed after deducting the seat reservation fees and considering the learning attendance days.

### **5- Cancellation After First Month until December 31st:**

- Any cancellation after the first month (i.e., 30 days after the beginning of the academic year) until December 31st of the academic year, first semester shall be paid in full.

### **6- Cancellation from January 1st:**

- Any cancellation from January 1st of the academic year requires the full tuition fee to be paid.

**These policies are established to provide clarity and fairness in the event of late registrations or cancellations. It is important for all parties involved to adhere to these guidelines for efficient and transparent financial transactions. Any specific queries regarding late registration or cancellation can be addressed to the school administration for further clarification.**



## 12- Terms and Conditions:

### Term and Condition (1): Non-Payment from Previous Academic Year:

- Students who have not paid tuition fees for the previous academic year will not be re-enrolled without notice and approval from the school administration. Such students must seek enrollment in another school as they will not be registered for the upcoming academic year. The school will communicate this decision via email and telephone.

### Term and Condition (2): Payment Delays:

- 1- If payment is delayed by 10 days from the specified date, reminders will be sent through the school's program, email, or phone to prompt the payment of instalments.
- 2- In case of a delay exceeding 30 days, parents will be contacted via telephone to arrange a meeting with the accounting department to discuss outstanding arrears and establish a repayment plan.
- 3- If payment is not received after messages and meetings, parents will be automatically banned from the school program.
- 4- Following the ban, parents will be requested to visit the school, sign a pledge paper, and determine the method of payment for overdue instalments, along with setting the final payment date.
- 5- Subsequent to messages, phone calls, and the pledge paper, student reports and testing results will not be issued until the full amount is paid.

## 13- Parent Pledge:

I, the undersigned parent of [ \_\_\_\_\_ ], ID [ \_\_\_\_\_ ],  
hereby pledge to adhere to the premium policy and fees instructions followed by the school.

Parent's Signature \_\_\_\_\_

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

**This document signifies the understanding and commitment of the parent to the outlined terms and conditions related to tuition fees, payments, and enrollment status. Your compliance is crucial for the smooth operation of the school's financial processes and the continued education of your child.**