

# Durham School for Girls Doha

## ADMISSIONS AND FEE POLICY

Version 6.0 | April 2024

FIRST IMPLEMENTATION DATE : AUGUST 2019

REVIEW PERIOD : ANNUAL

DATE LAST REVIEWED : APRIL 2024

RESPONSIBLE PERSON : OPERATIONS DIRECTOR

RATIFIED BY : SCHOOL GOVERNORS

### Values

قيمي ترسم هويتي

**MARK VALUES AND QATARI VALUES ARE AT THE HEART  
OF A DURHAM GIRL**

**Dear Parent,  
Greetings from the Admissions Department of DSGD**

Thank you for your interest in Durham School for girls Doha, we are pleased that you are keen to join our Durham Family.

Note: Please make sure that when you fill out the application, all necessary documents are uploaded. If this is not the case, you will be required to send the documents to our Admissions email at [dsgdadmissions@durhamqatar.com](mailto:dsgdadmissions@durhamqatar.com)

**We do only have limited places in some year groups so please be informed that we will check availability on a regular basis and contact you once seats become available.**

**An application does not guarantee a place.**

**Documents Required:** All documents must be the latest and updated versions. If any document becomes out of date, you are required to send a copy of the renewed document to our email at [dsgdadmissions@durhamqatar.com](mailto:dsgdadmissions@durhamqatar.com).

<i>Document Checklist</i>
1. The identification card & valid passport of the student
2. The birth certificate of the student
3. Two recent passport photographs.
4. A health record document for your daughter (EYFS1- EYFS2-Year1 only)
5. A copy of a child's previous record of achievement / school reports.
6. A copy of the ID card of the Parents / Guardians
7. A copy of the student's vaccination card.
8. Disclosure of any additional learning or medical needs must be informed to the school at this stage.
9. COVID 19 Vaccination Certificate if applicable
10. Finance Clearance Certificate from previous school if applicable

### **Admission Steps:**

After receiving an application and checking seat availability in the corresponding Year Group, parents will be notified to arrange an appointment at the school for interview and assessment.

**Note: Girls applying for EYFS 1 or 2 must be independent in going to the bathroom. If during the first week or so, it is evident that this is not the case, the place may be withdrawn.**

### **Interviews & Assessment / Offer / Accept Offer / Seat reserved.**

Girls will be called for an interview & assessment. This will be an assessment that ensures that the girls are able to access the British curriculum and set a base line for future assessments. For the older girls (Year 4 and above), this will be a reading age assessment and a CAT 4 test. These tests will be taken at scheduled sittings at the school. For younger years, the assessment is to take a baseline and to make sure that they are school ready. This assessment is based around play activities, sociability, and independence, reading, writing and a general getting to know you conversation.

After the interview and assessment, the Academic Admissions Lead for Primary or Secondary will analyse the results. If there are any concerns or it is felt that DSGD is not the right school for the applicant, parents will be notified. If the student has been successful, parents will receive an official offer letter from the Admissions team within 2 days of interview and assessment.

Parents have 7 days from receiving the offer letter to formally accept the place and complete all payment requirements to register their daughter(s) in DSGD.

### **Admission Fees mentioned below are per student.**

**QAR 500 – Interview & Assessment Fee (N/A for EYFS1 & EYFS2)** is due at the time of admission interview.

**QAR 2,500 – Registration Fee**, once the student is accepted by Durham School and an offer letter sent to parents, registration fee should be paid within 7 days to confirm the acceptance of parent to register their daughter(s)

**QAR 2,500 – Seat Deposit / Re-registration.** For New Students & Current Students)– This is deducted from the school fees payable before term starts.

For current students, the due date is 1st of March 2025 and deadline is 20 March 2025. New students must pay this fee on accepting the place. This fee is non-refundable for any reason, even if student does not attend the school.

**TOTAL PAYMENT APPLICABLE IN THE ENROLMENT PROCESS ARE NON-REFUNDABLE, NON- TRANSFERABLE TO ANY OTHER STUDENT AND CANNOT BE HELD OVER TO NEXT ACADEMIC YEAR**

## Annual fees and Instalments

**QAR 500 – Interview & Assessment Fee (N/A for EYFS1 & EYFS2)** is due at the time of admission interview.

**QAR 2,500 – Registration Fee**, once the student is accepted by Durham School and an offer letter sent to parent, registration fee should be paid during 7 days to confirm the acceptance of parent to register their daughter(s)

**QAR 2,500 – Seat Deposit / Re-registration.** For New Students & Current Students)– This is deducted from the school fees payable before term starts.

**For current students, the due date is 1<sup>st</sup> of March 2025 and deadline is 20 March 2025 for current students. New students must pay this fee on accepting the place.**

**This fee is non-refundable for any reason, even if student does not attend the school.**

### **Additional Charges:** Curriculum Resources / Books (from Year 7 to Year 12) **QAR 500**

From Year 4 and above, please see “Our Bring Your Own Device Policy” to bring their own laptop, or a laptop can be requested from Durham School, Laptop costs will be checked with Account & IT department.

IGCSE / AS and A level exams: applicable for Years 11, 12 and 13 (cost depends on number of exams and subject choice)

Any other External Examination Costs

Extra-Curricular activities provided by external companies.

### **Annual Fees : THERE ARE NO SIBLING DISCOUNTS**

<b>Year Group in British System</b>	<b>Age on September 2024</b>	<b>Fees For Academic Year 2024-2025</b>
EYFS1	3 years old	Qar 46,200
EYFS2	4 years old	Qar 46,200
Year 1	5 years old	Qar 46,200
Year 2	6 years old	Qar 46,200
Year 3	7 years old	Qar 46,200
Year 4	8 years old	Qar 46,200
Year 5	9 years old	Qar 46,200
Year 6	10 years old	Qar 46,200
Year 7	11 years old	Qar 51,975
Year 8	12 years old	Qar 51,975
Year 9	13 years old	Qar 51,975
Year 10	14 years old	Qar 51,975
Year 11 ( Exam Year)	15 years old	Qar 60,000
Year 12 (Exam Year)	16 years old	Qar 60,000
Year 13 (Exam Year)	17 years old	Qar 60,000

**DURHAM SCHOOL IS PART OF THE MOE VOUCHER SYSTEM , IF PARENTS APPLY FOR VOUCHERS AND ARE DEEMED ELIGIBLE, ANY REMAINING BALANCES MUST BE PAID EACH TERM BEFORE VOUCHER APPLICATION IS MADE.**

### **Payment Process**

Tuition fees can be paid annually in one payment or can be divided into two equal payments as per details below.

Fees not paid in full by the deadline can put a student's place at school at risk.

**Delayed Payment and Right to Refuse to re-enrol students:** Parents remain responsible for ensuring that all fees due are paid in order to retain school places for their daughter(s) at DSGD.

LATE PAYMENT MAY RESULT IN YOUR PLACE BEING GIVEN TO A NEW ADMISSION, AS LATE OR DELAYED PAYMENT OF FEES MAY BE INTERPRETED AS A WISH NOT TO RE-ENROL.

IMPORTANT: Durham School for girls Doha reserves the right to withdraw the place(s) for the next academic year and to withhold reports or transfer action while fees remain unpaid, or there are persistent delays in payments.

<b>Instalment</b>	<b>Description</b>	<b>Amount As per Class</b>	<b>Date of Issue</b>	<b>Deadline</b>
1 <sup>st</sup> instalment	50% from Annual fee, deducted seat reservation (2500QR) Book fee (applicable from Year7 – Year 12 incl.) & other additional fee	From EYFS1 up to Year 6 QR 20,600 From Year 7up to Year 10 :QR 23,975 Year 11, 12 &Year 13: QR 28,000	Before 1 <sup>st</sup> day of School	September 19,2024
2 <sup>nd</sup> instalment	50% from Annual fee	From EYFS1 up to Year 6: QR 23,100 From Year 7up to Year 10: QR 26,000 Year 11, 12 &Year 13 : QR 30,000	Before beginning of Term 2	January 23,2025
IGCSE Exams	Applicable for Year 11, 12 & Year 13	Amount depends on subjects and numbers of subjects.	Before beginning of Term 2	Will be published one month earlier

**Note: Tuition and fees have been approved by the Ministry of Education. Fees are subject to change in line with Ministry guidelines.**

**Tuition fees include all consumable materials used in school, such as paints, paper, card and notebooks**

**Items NOT included in above fees.**

- School Uniform
- School Lunches
- Some School Trips or excursions
- Books (from Year 7 to Year 13) QAR 500
- From Year 4 and above, please see “Our Bring Your Own Device Policy” to bring their own laptop, or a laptop can be requested from Durham School, Laptop costs will be checked with Account & IT department.
- IGCSE / AS and A level exams: applicable for Years 11, 12 and 13 (cost depends on number of exams and subject)
- Any other External Examination Costs
- Extra-Curricular activities provided by external companies.
- Academic support – charges applicable as per MoE published Fee schedule.

➤ **Payment Options: ( No cash payments are accepted )**

**IF PAYMENT NOT RECEIVED BY DUE DATE OR DURING THE TRANSFER PERIOD BETWEEN SCHOOLS ALLOWED BY THE MOE, PARENTS WILL BE REQUIRED TO DEPOSIT CHEQUES FOR THE PAYMENT WITH THE SCHOOL. IF THIS IS NOT DONE, THE SCHOOL HAS THE RIGHT TO ASK FOR THE STUDENT TO BE WITHDRAWN.**

**On all payments, please ensure your daughter’s name is clearly detailed.**

**Payment Option 1:** School Portal (<https://payment.durhamqatar.com/>), please enter manual Student QID, Name and Class and follow all steps required

**Payment Option 2: Bank Transfer:**

Our bank details are:

Bank Name : Dukhan Bank

Swift Code : BRWAQAQA

Acc. Number : QA79BRWA000000000100001955698

Acc. Name : Durham School for Girls

Kindly send a copy of the transfer receipt included the swift number and student full name to our accountant [ztaghzout@durhamqatar.com](mailto:ztaghzout@durhamqatar.com) & [nabdullatif@durhamqatar.com](mailto:nabdullatif@durhamqatar.com)

**Option 3:** Visit our accountant during school hours from 7:15am – 2:15pm.

**Please note: School hours are**

**In our new reception area beside the main gate all parents, both male and female, may be attended for reception, finance and admissions.**

Parents have the right to pay by cheque. If a parent decides to change a cheque payment for another form of payment, they must inform the finance department at least 5 days before the cheque payment date. **Any cheques rejected by the bank and returned to us as invalid for whatever reason, any additional charges will be paid by the parent. Parents are at risk that this action of giving a bad cheque may be reported to the authorities.**

### **Late Registration**

Any new registration before September 30, 2024, parent should pay full amount of 1<sup>st</sup> instalment.

- Any first-time registration or transfer to DSGD after September 30, 2024, the amount will be calculated by Account department depending on the joining date.
- Any transfer to DSGD or first-time registration from abroad to Qatar from the beginning of Term 2 until Feb 5, 2025, Full 2<sup>nd</sup> instalment is required.
- **Any registration or transfer to DSGD after one month from beginning of each term, eligibility of MOE voucher must be confirmed by Ministry of Education.**

### **Withdrawal procedure and information**

**Any parent who has concerns or is considering withdrawing their daughter from DSGD should first make sure that they have spoken to the Head of Primary / Head of Secondary and/or the principal to discuss the reasons and to find a solution that is best for their child. This means that they must attend / participate in the Exit Interview.**

**In the case that a parent wishes to cancel the registration or to withdraw their daughter(s) from DSGD, they must give the school 2 weeks' notice before date of leaving and completely fill in the leaving form (you can request the form from admission department via email [dsgdadmissions@durhamqatar.com](mailto:dsgdadmissions@durhamqatar.com) or call 40362944/40362946.**

- Return all books to the librarian once you have decided you will no longer use them. All books must be returned during the 2 weeks' notice. If you have lost any of the library books, the library will issue an invoice for payment (each lost book will be charged QR100), should be paid also during the 2 weeks' notice.
- Return any Device for school to the IT Department.
- Total payment applicable in the enrolment process are non-refundable, non-transferable to any other student and cannot be further academic year.
- Additional fee & books fee not refundable after September 30, 2024.

### **Withdrawal Policy:**

- Any withdrawal before 1<sup>st</sup> day of Semester One (24-25), 1<sup>st</sup> instalment will be refundable after deducting the seat reservation(2500QR).
- Any withdrawal during the first month of Semester one, 1<sup>st</sup> instalment will be refundable EXCEPT the seat reservation (2500QR), books fees and one month's fees (This will be calculated by finance department).

- Any withdrawal later than one month from the first day of Semester One, DSGD has the right to the full 1<sup>st</sup> instalment. Parents must pay this amount before transferring the student, the school has the right to hold transfer the student's name on NSIS System to other school until payment clearance from finance department is received, so the student will not be able to register and attend in any other school in Qatar.
- Any withdrawal during end of Semester One break; 2<sup>nd</sup> instalment will be refundable.
- Any withdrawal during Semester Two, DSGD has the right to the full 2<sup>nd</sup> instalment. Parents must pay this amount before transferring the student, the school has the right to hold transfer the student's name on NSIS System to other school until payment clearance from finance department is received, so the student will not be able to register and attend in any other school in Qatar.

**Refunds will be made by cheque and delivered no more than 40 days after DSGD receives the completed withdrawal form.**

**General Terms. Registration of any student can and may be cancelled in the following cases:**

1. The student does not attend school in the first 2 weeks of Academic Year 2024-2025 without any official email sent to admission team [dsgdadmissions@durhamqatar.com](mailto:dsgdadmissions@durhamqatar.com).
2. If payment for term 1 is not received by due date or during the transfer period between schools allowed by the MOE, parents will be required to deposit cheques for the payment with the school. If this is not done, the school has the right to ask for the student to be withdrawn.
3. The school has the right to refuse re-enrolment to any student who does not complete full payment of annual fee before 20<sup>th</sup> of February 2025.
4. The student's learning doesn't meet the standard Curriculum level and the academic team feel that DSGD cannot help the student to be successful in our school and therefore recommend a transfer.
5. The student attendance record, as per MOE. student should attend 80% from the total of attendance days in school, DSGD internal policy ask for 90 % attendance, Admin staff will monitor student's attendance, early pick up and later arrive, failing to follow the school rules or disciplinary issues, issues pertaining to attendance – these may all result in your child's exclusion from school.
6. Inappropriate or unacceptable behaviour from Parents who do not represent our school values or rules.

**As part of the admissions procedures for ensuring a place at Durham School for Girls Doha, it is a compulsory step to acknowledge and read the new Admissions and Fees Policy for 2024-2025. This will be a yearly requirement to enrol or re-enrol your daughter(s), so please check monthly the updated policy on our website, the parent portal and sent yearly by email to the addresses you have registered with the school. Your agreement is implicit unless we receive written notification to the contrary.**