



SCHOOL FEES COLLECTION POLICY

(Aligned with Ministry Regulations 2026)

Phoenix Private School, Doha – **For Parents**

Effective Date: March 2026

Approved By: Principal

Next Review Date: March 2027

1. Mission, Vision, and Values

Mission:

To develop future leaders who are able to make positive changes throughout the world. We challenge today to create a better tomorrow.

Vision:

To prepare a generation of Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

Values:

- Perseverance
- Honesty
- Originality
- Enrichment
- Nurturing
- Inspiration
- eXcited to learn

2. Purpose

This policy ensures:

- Compliance with Ministry of Education and Higher Education regulations.
- Fair, transparent, and structured fee collection processes.
- Financial sustainability of the school to maintain high-quality education.

The school is committed to working in partnership with parents while ensuring all regulatory requirements are met.

3. Fee Payment Schedule

- School fees are divided into 3 termly installments (40:30:30 ratio Term 1, Term 2 and Term 3 respectively) across the academic year.
- Fees are due by the first day of the start of each term.
- Payments are required while the student remains enrolled and registered.
- Parents are required to provide payment guarantees and commit to an agreed payment plan upon enrolment.

Payment Methods:

- Post-dated cheques
- Bank transfer
- Cash Payment
- Agreed structured payment plans(installments)

4. Parent Financial Commitment

Upon enrolment, parents/guardians must:

- Sign the **School Fee Payment Agreement**.
- Commit to an agreed payment plan or instalment structure.
- Ensure timely payment of all due instalments.

Parents remain responsible for fees **incurred during the student's enrolment period**.

5. Late Payment Procedures (Ministry-Aligned)

In accordance with Ministry guidelines, the school will follow a structured process:

Stage 1 – First Written Warning

- Issued upon missed payment.
- Parent given **30 days** to settle outstanding fees.

Stage 2 – Second Written Warning

- Issued if payment is not received.
- Additional **30 days** granted.

Documentation

All communications and notices will be:

- Documented
- Stored in the student's official file

6. Legal Action and Recovery

If non-payment continues after the second warning:

The school will:

- Initiate **legal proceedings** to recover outstanding fees.
- This will be done **without impacting the student's education**.

7. Re-enrolment and Registration

The school reserves the right to:

- **Refuse re-enrolment for the following academic year** if fees remain unpaid.

8. Student Transfers

- In the case of a transfer to another school, The Phoenix Private School will share financial information, with the receiving institution.
- A financial clearance from our accounts department is required before transferring your child to any new school. This clearance is a mandatory prerequisite for the enrolment of any student in another educational institution. This procedure is in accordance with the rules and regulations of the Ministry of Education and Higher Education.

9. Support for Families

The school is committed to supporting families. Parents experiencing financial difficulty are encouraged to:

- Contact the Finance Office early
- Agree on a **payment plan**

10. Fee Enforcement Process Overview

1. Instalment Due
2. First Warning (30 days)
3. Second Warning (30 days)
4. Continued Non-payment → Legal Action
5. Possible Non-renewal for next academic year

10. Parent Agreement (Summary)

By enrolling their child, parents agree that:

- Fees will be paid as per the agreed schedule
- Delays will follow the formal warning process
- Continued non-payment may result in legal action

11. Commitment Statement

Phoenix Private School is fully committed to:

- Upholding **Qatar Ministry regulations**
- Protecting student dignity and access to education
- Maintaining a professional and transparent partnership with parents