# SCHOOL FEES COLLECTION POLICY

# (Aligned with Ministry Regulations 2026-2027)

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

**Effective Date:** August 2026

**Approved By:** Principal & Governing Body

**Next Review Date:** August 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