

Tuition and Fees Policy

Abstract

LSQ Tuition and Fees Policy allows parents and guardians to clearly understand all financial matters related to registering their children at the Lebanese School along with the related fees, payment terms, refund policy and payment methods.

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PURPOSE

The purpose of the Finance Policy is to provide guidelines to parents on all financial matters related to fee types, fees breakdown, fees due dates (payment terms), acceptable methods of payments, as well as late registration, cancellations, refund and other financial matters related to Bus service, ECAs, etc... knowing that all fees are set as per the schedule approved by MOEHE.

FEE TYPES

- **Assessment fee:** A fee amounting to QR 320 is payable once for each new student applying for GR1/EB1 until GR12/ES3. This fee can be paid in cash or bank transfer.
- **Registration fee:** A fee amounting to QR 1,602 is payable once for each new student applying to the school. The amount should be paid within **two working days** from the notice of acceptance sent to parents. Any delay in the fee settlement from the stipulated time above will result in losing the seat. This fee can be paid in cash or bank transfer.
- **Seat reservation:** A fee amounting to QR 2,136 is payable for all students (new and re-registering). The fee can be paid in cash or bank transfer. This fee is deducted from the Tuition fees.
- **Official exam fees:** This fee is added to the annual fees and is payable in full with the third fee payment, and it's as follows:
 - 400 QR applied to KG2-(G1 to G8)-G10-G11-EB3-EB6-EB8-ES2
 - 1,175 QR applied to GR9/EB9
 - 1,228 QR applied to GR12/ES3

- **Annual tuition fees:**

Grades	Tuition Fees	Additional Fees	Total Fees
Preschool	15,300	2,888	18,188
GR1/EB1 to GR5/EB5	17,350	3,488	20,838
GR6/EB6 to GR9/EB9	19,350	4,388	23,738
GR10/ES1 to GR12/ES3	24,250	4,388	28,638

- **Annual additional fees:** Includes books, copy books, uniform, printing, documents, insurance, resources, online resources, others, ...
- **Optional additional fees:**
 - Transport fees: the annual transport fees are QR 6,000 for two-way transport and QR 4,000 for one-way transport. It includes QR 1,000 as transport seat reservation and the balance is split equally as QR 2,500 and QR 1,500 for two ways and one way transport respectively and are added to the 3rd and 5th payments (See Fee due date – payment terms).
 - Remedial sessions fees: for QR 107 per session for students requiring extra sessions.

FEES DUE DATE - PAYMENT TERMS

1) Tuition fees:

The fees due dates are stated on the Fee Invoice accessible through the parents' portal.

The annual fees are split into 5 payments:

- 1st fee payment (for Seat Reservation) is due upon registration or re-registration
- 2nd fee payment (for Academic Fees) is due on 10 June of the academic year
- 3rd fee payment (1st part of tuition fees + official exam fees less seat reservation) is due before the first school day
- 4th fee payment (2nd part of tuition Fees) is due on November 10th of the academic year
- 5th fee payment (final payment of tuition fees) is due on January 10th of the academic year.

2) Transport fees:

The transport fees are included in the Fee Invoice and split into the payments as follows:

- QR 1,000 for transport seat reservation included with 1st fee payment
- QR 1,500 or QR 2,500 for one-way and two-way transport respectively are included with the 3rd payment.
- QR 1,500 or QR 2,500 for one-way and two-way transport respectively are included with the 5th payment.

PAYMENT METHODS

Payments for assessment, registration and seat reservation fees shall be made only in cash at the accounts office in Dafna Campus or via bank transfer to the school's bank account (mentioned below).

Payments for the other fees can be made in cash, bank transfer or cheques submitted at the accounts office in Dafna Campus. Except for the below exceptions (*).

Account name	The Lebanese School
Bank name	Commercial Bank
IBAN	QA17 CBQA 0000 0000 4560 7710 1100 1
Swift Code	CBQQAQA

(*) Exceptions:

- *Students whose parents have not settled the current year's fees on their due date will not be allowed to re-register for the upcoming academic year unless they submit cheques covering the full annual fees at the time of re-registration.*
- *Students whose parents have not settled the fees on their due date will not have their report cards published.*

LATE REGISTRATION

- Any registration before the first term of the academic year, i.e. before 31 December, the full annual tuition and additional fees will be payable upon registration.
- Any registration on or after January 1st of the academic year, the following fees shall be payable upon registration:
 1. Full annual additional fees,
 2. 50% of the annual tuition fees.

REFUND POLICY

The refund policy applied to all grades and fees as follows:

- Assessment and registration fees are paid once upon admission and are non-refundable under any circumstance.
- Seat reservation is paid upon initial registration or re-registration and is non-refundable under any circumstance.
- Annual additional fees are non-refundable under any circumstance after the first school day.
- Any cancellation before the first school day will result in a refund of the additional fees paid as well as part of the tuition fees paid, except for the seat reservation. However, if the items listed under additional fees section have been received no refund will be issued.
- Any cancellation during the first month of the academic year will result in a refund of the tuition fees paid after deducting the seat reservation and fees for the days the student attended.
- Any cancellation after the first month and until 31 December of the academic year will require payment of half the tuition fees.
- Any cancellation after 31 December of the academic year will require payment of the full tuition fees.

In case of eligibility, refunds will be issued to the person or company the payment was received from (in case of corporate payments).

COMMUNICATION

It is advisable upon receiving an email or SMS from LSQ Accounts with regards to any financial matter, that you have doubts about, to contact the accounts department by phone or send an email to accounts@lsq.sch.qa for clarifications. You can use the same email to send proof of payments to, once issued. Thus, keep communication channels open to avoid any inconveniences.