

TUITION AND FEES POLICY

POLICY INFORMATION

Policy Owner	Finance Director
Applicable To	Parents and Students
Last Updated	2026
Next Review Date	2029

Policy Review and Amendment

The Lebanese School Qatar reserves the right to review, amend, or update this policy at any time to ensure alignment with school needs, applicable regulations, accreditation requirements, and best educational practices. Any approved revisions shall take effect from the date of publication unless otherwise specified.

1. PURPOSE

The Tuition and Fees Policy serves to provide clear and comprehensive guidelines to parents regarding all financial matters. This includes details on fee types, fees breakdown, fees due dates (payment terms), and acceptable methods of payments. It also outlines procedures related to late registration, cancellations, refund and other financial matters related to Bus Transport service, Extra Curricular Activities (ECAs), etc... All fees are determined in accordance with the schedule approved by the Ministry of Education and Higher Education (MOEHE).

2. FEE TYPES

- **Assessment fee:**
A one-time fee of QR 320 is payable for each new student applying for GR1/EB1 through GR12/ES3. Payment can be in cash or via bank transfer.
- **Registration fee:**
A one-time fee of QR 1,602 is payable for each new student upon acceptance. The fee must be settled within **two working days** from the notice of acceptance sent to parents. Failure to pay within the stipulated time will result in losing the seat. Payment can be made in cash or via bank transfer.
- **Seat reservation:**
A fee of QR 2000 is payable by all students (new and re-registering). This fee is deducted from the tuition fees and can be paid in cash or via bank transfer.
- **Official exam fee:**
Added to the annual fees and payable in full with the **Third Payment**.
 - 400 QR applied to KG2-(GR1 to GR6) and GS
 - 430 QR applied to EB1 to EB6
 - 575 QR applied to GR7, GR8, GR10, GR11, EB7, EB8, ES1 and ES2
 - 1,175 QR applied to GR9/EB9
 - 1,228 QR applied to GR12/ES3
 - 4,000 QR applied to IB DP2
- **Annual tuition fees:**

Grades	Tuition Fees	Annual Additional Fees	Total Fees
Nursery/PS to KG2/GS	16,171	2,888	19,059
GR1/EB1 to GR5/EB5	18,337	3,488	21,825
GR6/EB6 to GR9/EB9	20,451	4,388	24,839
GR10/ES1 to GR12/ES3	25,630	4,388	30,018
IB DP1 IB DP2	28,595	4,388	32,983

Annual additional fee (Books, academic and uniform fees):

Covers costs of books, copy books, uniform, printing, documents, insurance, resources, online resources, online applications, others, ... and it's nonrefundable after the start of the academic year.

• **Optional additional fee:**

○ **Transport fees:**

1. QR 6,000 annually for two-way transport and
2. QR 4,000 annually for one-way transport.

Includes a QR 1,000 as transport seat reservation fee. The remaining balance is split equally across the 3rd and the 5th payments (QR 2,500 for two way and QR 1,500 for one way).

○ **Remedial sessions fee:**

QR 107 per session for students requiring specific additional academic support.

3. FEES DUE DATE - PAYMENT TERMS

Tuition Fees:

The due dates for tuition fees are specified and stated on the Fee Invoice, accessible through the parents' portal. Annual fees are split into Five Payments:

- 1st payment (Seat Reservation): Due upon registration or re-registration
- 2nd payment (Annual Additional Fees): Due on 10 June of the academic year
- 3rd payment (Tuition fees [1st installment – seat reservation portion] + official exam fee): Due before the first school day
- 4th payment (Tuition fees [2nd installment– seat reservation portion]): Due on 10 November of the academic year
- 5th payment (Tuition fees final installment): Due on 10 January of the academic year.

Transport Fees:

Transport fees are included in the Fee Invoice and divided as follows:

- QR 1,000 (Transport seat reservation): Included with 1st payment.
- QR 1,500 (one way) or QR 2,500 (two way): Included with the 3rd payment.
- QR 1,500 (one way) or QR 2,500 (two way): Included with the 5th payment.

4. PAYMENT METHODS

• **Assessment, registration and seat reservation fees**

Payable only via bank transfer or cash at the accounts office in Dafna Campus.

• **Other Fees (Tuition, Transport, Annual Additional Fees)**

Payable via bank transfer, cheques or cash at the accounts office in Dafna Campus. Exceptions apply as noted in the policy (*).

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

(*) Exceptions:

Re-registration Restrictions:

Students whose parents have not settled the current year's fees by the due date will not be permitted to re-register for the upcoming academic year unless cheques covering the full annual fees are submitted at the time of re-registration.

5. LATE REGISTRATION

- **Registration before 31 December:**

Students registering before the end of the first term of the academic year (i.e. before 31 December) are required to pay the tuition and annual additional fees in full upon registration.

- **Registration on or after January 1st:**

Students registering on or after 1 January of the academic year, are required to pay the following upon registration:

- Full annual additional fees,
- 50% of the annual tuition fees.

6. REFUND POLICY

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

- **Assessment and registration fee:**

These are one-time payments and are non-refundable under any circumstance.

- **Seat reservation fee:**

Payable upon registration or re-registration and is non-refundable under any circumstance.

- **Annual additional fees:**

Non-refundable after the first school day of the academic year.

- **Cancellation before the First School Day:**

Parents are eligible for a refund of the additional fees and partial refund of the tuition fees paid (excluding the seat reservation).

N.B. If the items listed under the annual additional fees section have been received by the student or parent, no refund will be issued for this specific fee.

- **Cancellation during the First Month of the Academic Year**

Parents are eligible for a refund of the tuition fees paid after deducting the seat reservation fee and the fees corresponding to the days attended by the student.

- **Cancellation after the First Month and until 31 December**

Parents are required to pay 50% of the annual tuition fees.

- **Cancellation after 31 December**

Parents are required to pay the full annual fees.

Refund issuance:

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

7. COMMUNICATION

Upon receiving any email or SMS from LSQ Accounts regarding financial matters, parents are strongly advised to contact the Accounts Department if any clarification is needed. Communication can be made:

- By phone, or
- By email at accounts@lsq.sch.qa

Parents should also use the same email address to send proof of payment once issued.

Maintaining open and timely communication with the Accounts Department helps ensure smooth processing of financial matters and prevents unnecessary inconveniences.

In the event of any discrepancies between this Tuition and Fees Policy and the Registration Terms and Conditions, the Registration Terms and Conditions shall take precedence and will be considered as the binding reference.