



M.E.S INDIAN SCHOOL, DOHA-QATAR

FEE PAYMENT POLICY

1. **Fee Payment:** Fee shall be paid in advance at the beginning of each term. Fee will be collected in the fee counters or Online payment through Doha Bank/Commercial Bank. No student shall be allowed to attend classes without fee payment at the beginning of the first term/new academic year. Fee Defaulters shall provide a Post-dated cheque (Own Cheque).

Term 1 - April to July, Term 2 - August to November, Term 3 - December to March

PDC: Date on the post-dated cheque shall be as follows:

Sl. No.	Term Wise Schedule	PDC dates
1.	Term 1 - April to July	on or before 15 th April
2.	Term 2 - August to November	on or before 15 th August
3.	Term 3 - December to March	on or before 15 th December

2. Children in lower classes should not be entrusted with payment of fees. All types of payments should be made by the parents, and the receipt should be obtained immediately. School will not be responsible for the loss of money. Parents proceeding on long leave or vacation are requested to pay the fee due for the period of absence of their wards before they proceed on leave.
3. The following fees are included in the institutional fee structure:
- **Tuition fees** for academic instruction as per the service provided.
 - **E-learning Fees** for computer-based and AI-supported education. Access to electronic and digital learning resources.
 - **Stationery Fee:** Cost of all stationery and academic materials provided by the institution.
 - Compliance with this fee structure is mandatory for all enrolled students, as per the undertaking signed & agreed by the parents.
 - The prescribed fees shall be collected for the registration of Classes IX and XI and for the conduct of Board Examinations of Classes X and XII, in accordance with the CBSE guidelines and the school norms.
4. **Refund of Fee**
- **Fee once paid will not be refunded at any cost as per policy except in the following cases.**
 - For newly admitted students who have paid the fees but applied for a refund without attending the academic year:
 - **Before the commencement of the academic year:** The Admission Fee and Level Determination Fee are non-refundable.
 - **After the commencement of the academic year:** Fees will be charged up to the month of official withdrawal notification from parent. The Admission Fee and Level Determination Fee remain non-refundable.
 - **Fees shall be paid up to the end of month in which the student/parent has applied for Transfer certificate.**
5. **Miscellaneous / CBSE registration charges and examination fee shall be paid by the parents.**
6. **Attendance:** Students should have 75% attendance to qualify for assessment & promotion. Attendance will be marked only upon timely remittance of the term fee. Students who are consecutively absent for 30 days will be removed from the school's roll.
7. **Payment of fees for those admitted during the middle of the academic year:**
- 7.1 **KG to class X:** from the month in which admitted.
- 7.2 **Class XI & XII:** from the month in which the student last attended the previous school as indicated in the countersigned Transfer Certificate issued by that school and the Migration Certificate.
- 7.3 **Provisional admission to XI & XII** - fee to be paid from April.

Note:

Students promoted from class XI to XII are entitled to pay fee for the full academic year, i.e. from April to March.