

## 1. Policy Statement

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School Fees are charges directly associated with the education of students and comprise of tuition fees and includes learning resources, timetabled sports resources, art and craft materials etc. All tuition fees are payable in advance of attendance, and are charged in accordance with the fee structure established by Muscat International School by Amity (MIS by Amity)

Additional fees are charged for transport, school uniform, external examinations, digital tools, school trips and excursions, after school programme, meal plan and extracurricular activities and activities.

## 2 Aims

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MIS by Amity offers its pupils a vibrant and challenging learning environment, and a distinctive British school ethos which reflects the values and dynamic culture of Oman education to all enrolled children.

This school fee policy aims to:

- Outline to families the expectations, responsibilities and arrangements for the collection of school fees
- To ensure a robust, non-discriminatory and fair approach to the method by which we deal with parents who have not paid their child's school fees on time.

## 3.Practice and Procedure

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### 3.1 Registration fees

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The School shall collect a one-time non-refundable registration fee of OMR 300/-

### 3.2 Tuition Fees

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Tuition fees are due on or before (10 working days before) the start of term. An invoice will be issued upon admissions confirmation. To confirm enrollment, parents must ensure fees are paid. Parents have the option to pay full year tuition in one payment or can pay term-wise.

If a student enrolls during the academic school year, the tuition fee will be collected as soon as the student has an accepted school place. The Tuition fees are adjusted on a pro-rata basis according to the student's start date.

Parents are responsible for the timely payment of all fees before their child joins classes, irrespective of arrangements with an employer.

### 3.3 Tuition Fee Mode of Payment

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➤ Bank Transfer/ Cash Deposit

Account name:	Muscat Education Services LLC
IBAN Code:	OM670370000102052629001
Account Number:	0102-052629-001
SWIFT Code:	AUBO OM RU ALH
Bank Name:	Ahli Islamic

- Personally at the cashier's office located in the school's main entrance lobby with cash, cheque (OMR only) and credit card during working hours
- All transfers should be made in OMR and the remitter must accept any bank and foreign exchange charges.

### 3.4 Student Withdrawals

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All students withdrawing from the school must submit notification of their withdrawal in writing to the school Admissions Officer. A 30-day notification period is required to ensure all necessary documents are ready.

### 3.5 Refund of tuition fees

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1. The refunds process will take a minimum of 30 working days from the date of receiving complete/signed withdrawal form along with necessary supporting documents.
2. If the student attended school for a period of one week to a maximum of three weeks during the term, the school will retain the value of a full month from the tuition fees.
3. If the student attended school for more than three weeks up to a maximum of six weeks during the term, the school will retain the value of full two months from the course fees.
4. If the student attended school for a period of more than six weeks during the term, the school will retain the value of the full term fees.

### 3.6 Non-payment of tuition fees

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Non-payment of school fees may result in the withholding of examination report cards, transfer certificates and/or re-registering a student until all the outstanding dues are settled, as well as stop access for all digital resources and temporary suspension from school.

Parents should expect to receive 2 notification emails, one week apart to their registered email address before the pupil is suspended.

### 3.7 Re-Enrolments

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Students who wish to re-register for the following year will be requested to pay a non-refundable OMR 450 deposit during the third term but this will be adjusted against the fees of the following year.

MIS by Amity holds the right not to re-register students or roll over to the next academic year if there is an outstanding tuition fee to be settled.

Nonpayment of fees before the start of the academic year may result in school places being offered to other families.

Any subsidies (inaugural/corporate) are subject to change in the new academic year.

### 4. Monitoring and Review

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This policy will be reviewed and checked annually by the Finance Manager and Principal

### 5. Approved by

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Principal on behalf of the School: \_\_\_\_\_