

Al Maha Academy for Boys W.L.L

A Subsidiary of Ta'allum Group W.L.L

POLICY
34

Fee Policy - for the Academic year 2025-2026

Our Schools are fully Accredited by:

WASC (Western Association of Schools and Colleges)



Our Branches:

- Al Jazeera Academy WLL
- Al Maha Academy for Boys WLL
- Al Maha Academy for Girls WLL
- Tarbeya Center for future Leaders WLL
- Sana al Shams Center for People with Disabilities WLL

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Approvals

The signatures below confirm that this policy has been reviewed, accepted, and acknowledged by the signatories. By signing, they affirm their understanding of all the requirements outlined within the policy and their commitment to ensuring its implementation.

	Name	Signature	Position	Date
Prepared and reviewed by	Mr. Mohamed Riyas	Approved	Finance Manager	28 th Jan 2025
Reviewed by	Mr. Anthony Hamilton	Approved	Principal- AJA	29 th Jan 2025
Reviewed by	Ms. Nadia Waja	Approved	Principal- AMAG	30 th Jan 2025
Reviewed by	Mr. Shuja Uddin	Approved	Principal-AMAB	30 th Jan 2025
Reviewed by	Dr. Mohammad Saefan	Approved	Education Director	30 th Jan 2025
Approved by	Mr. Ahmed Al Mannai	Approved	CEO	2 nd Feb 2025

Ta'allum Vision, Mission and Motto

Ta'allum Group's Vision

We aspire towards being a progressive institution of learning experiences by offering a quality education based on an Islamic ethos that aims to serve humanity.

Ta'allum Group's Mission

To establish premier educational institutions which are committed to a unique brand of holistic education.

Our goal is to help every child to learn and acquire Islamic knowledge alongside building a solid foundation in all academic subjects. This will help them develop and gain true Islamic values and thereby make a valuable, correct moral and social contribution to the community in which they live.

Ta'allum Group's Motto

‘Creative learners today, our future leaders tomorrow’

Fee Policies and Procedures for the AY 2025-2026

New Student Assessment Fee, Registration Fee and Seat Reservation Fee

	EYFS (KG 1 & KG 2)	Year 01 - Year 12	Terms & Conditions
New Student Assessment Fee	Free	525	Non-Refundable, not part of Semester fees and must be paid prior to the initial assessment date for new students.
New Student Registration Fee	2,100	2,100	Non-Refundable, not part of Semester fees and must be paid after passing the initial assessment to confirm the Seat for new students.
Seat Reservation Fee for Existing Students	2,000	2,000	Non-Refundable, Applicable only for existing Students to reserve their seat, this will be deducted from 1st semester fee.

School Annual Tuition Fee: (Mandatory)

As approved by Ministry of Education and Higher Education (MOEHE), this payment is mandatory for all active students. The annual tuition fee is to be paid in two equal installments as outlined below.

Year / Level	Semester One	Semester Two	Total Annual Tuition Fee
Nursery	13,725	13,725	27,450
Reception	14,700	14,700	29,400
Year 1 – Year 4	17,975	17,975	35,950
Year 5 & Year 6	20,250	20,250	40,500
Year 7 – Year 9	25,150	25,150	50,300
Year 10	28,950	28,950	57,900
Year 11	31,750	31,750	63,500
Year 12	34,050	34,050	68,100

Learning Support Fee: (Optional)

The learning support fee applies only to students utilizing the service, which is designed to assist those with learning difficulties in adapting to the standard learning system. The Head of Learning Support will evaluate the student's performance and advise parents if learning support is deemed necessary.

In accordance with MOEHE regulations, the learning support fee is set at **QAR 100 per hour**, with a maximum of 5 hours per week.

Student Tablet (Electronic Bag)

As part of the initiative to enhance the e-learning system, and as approved by the Ministry of Education and Higher Education (MOEHE), **tablets are mandatory** for students from Year 3 onwards.

Please note that Ta'allum Academies no longer sell tablets (E-Books). Parents are free to purchase tablets from any supplier, provided the devices meet the specifications approved by the school.

For the convenience of parents, Ta'allum Academies have partnered with INNOVATIX SYSTEM SERVICES WLL to offer DELL Latitude 7320 Tablets to students at a highly competitive price.

Books and Learning Resources Fee (in QAR)

EYFS (KG 1 & KG 2)	EYFS (KG 1 & KG 2)	Year 1 - Year 10	Year 11 & Year 12
Books & Learning Resource Package	578	1,155	Pay Only for Books Purchased

School Uniform:

All students are required to wear school uniforms in the **approved design and color**. In compliance with MOEHE regulations, parents have the option to purchase uniforms from the school's designated supplier or from an external source, provided they adhere to the approved design and color specifications.

For your convenience, a uniform shop is available on the school premises, offering parents the opportunity to purchase the necessary uniforms directly.

Property Damage Charges:

Damage to property, whether intentional or accidental, is considered a serious offense as it reflects a lack of respect for others' belongings and undermines the values of the school community. Students responsible for such behavior, along with their parents, will be held accountable by covering the cost of repair or replacement of the damaged property. Additionally, the school management will impose appropriate disciplinary measures to address the student's behavior.

Payment Methods of Tuition and Other Fees

Tuition and other fees can be paid using one of the following methods:

- Through Ta'allum APP
- By Cash or Cheque
- By Bank direct transfer **
- By MOE Education Voucher (Applicable only for Qatari Students)

** Copy of the bank transfer conformation should be delivered to the Accounts Office by hand or via email to payboys@amab.com.qa along with the student's name and parent's mobile number as a reference.

School's Bank Account Details:

Account Name: AL MAHA ACADEMY FOR BOYS
Bank Name : Qatar Islamic Bank - CORPORATE BRANCH, DOHA
IBAN Number : QA21 QISB 0000 0000 0110 6035 7003 8

Terms & Conditions for Tuition and Other Fees Payment

Fee Types	Terms and Conditions
New Student Assessment Fee	This Non-Refundable fee is due immediately upon parents' acceptance for the initial assessment of a new student.
New Student Registration Fee	This non-refundable fee is due immediately after the student passes the initial assessment to confirm the seat.

Seat Reservation Fee for Existing Students	This non-refundable fee is required once seat reservations for the next academic year begin. It will be deducted from the first semester's tuition fee.
1 st Semester tuition fee	Must be paid in full within one month from the start of Semester One.
2 nd Semester tuition fee	Must be paid in full before the end of February 2026
Books and Learning Resources Fee	Must be Paid along with the 1st semester fee
Payment by Educational Voucher for Qatari Students	Parents must bring vouchers from their workplace within one month of the start of the academic year. For further details, parents should coordinate with the Voucher Collection Officer in the school's Accounts Office.
	Parents are responsible for paying the difference between the tuition fee and the voucher coverage immediately at the beginning of each semester.
	As per Circular No. 40 of 2024 from MOEHE, in cases where a student repeats the same grade despite passing upon the request of the parent, they will not be eligible for an educational voucher for the repeated grade.

Payments by Postdated (PDC) Cheques

The school accepts postdated cheques for semester payments under the following conditions:

- **Semester 01 Payment:** The cheque for Semester one should be dated no more than 30 days from the start of the semester and must be submitted on or before the semester's starting date.
- **Semester 02 Payment:** The cheque for Semester two should be dated February 28 of the academic year and must be submitted on or before February 1.

Procedure for Return cheques:

In the event of returned (Bounced) cheque, the following actions will be taken:

- Parents will be notified via a call or a message through the **Ta'allum App**, informing them to pay the amount within three working days.
- If the payment is not made within the three-day period, the cheque will be re-deposited into the bank account.

- If the cheque is returned for a second time, it will be forwarded to the legal department for the necessary legal action. Once legal action is initiated, parents must pay the cheque amount in PUBLIC PROSECUTION only as per the legal procedure.
- During the follow-up period for returned cheques, the Academy will implement the following measures to address the unpaid fees:
 - Withholding the student's academic report for the unpaid semester.
 - Restricting registration for the next academic year.
 - Refraining from issuing any certificates or letters confirming the student's enrollment period at the Academy.
 - Future payments via cheques will no longer be accepted.

Actions Against Unpaid Fees

The Academy applies strict measures to address unpaid fees.

- The Academy holds the authority to block students in the MOE (NSIS) system, preventing them from registering in other schools.
- Student transcripts and report sheets will not be issued until all overdue amounts are fully settled.
- Students in Years 10, 11, and 12 will be prohibited from registering for external exams.
- The Academy reserves the right, in consultation with the Ministry of Education (MOE), to prevent students with outstanding balances from entering classrooms.
- Seat reservations for the next academic year will not be confirmed for students with unpaid fees, as seat allocation operates on a first-come, first-served basis with no guarantee of confirmation if dues remain unsettled.
- The Academy reserves the right to accept new students from the waiting list in place of students who have not paid their overdue fee.

Procedures for Company sponsored Students

The Academy will no longer directly follow up with sponsoring companies, **except for the Ministry of Foreign Affairs, Emiri Diwan, and Qatar Energy**. Parents are responsible for paying the fees in accordance with the stated terms and conditions and get the reimbursement from their respective companies based on the official receipt provided by the Academy.

Refund Terms and Conditions

In compliance with MOEHE regulations, registration and reservation fees are non-refundable under any circumstances once the academic year begins. Refunds for students who have paid in advance will be processed under the following conditions:

- **Students with zero attendance** are eligible for a full refund, after deducting the reservation fee, provided the Registration and Finance Departments are notified in writing of the withdrawal within the first 30 days of the semester.
- **Refunds for students who have attended classes below 15 days** will be processed after deducting the reservation fee and fees for the number of days attended, if the parent submits the withdrawal form to the Registrar within 15 calendar days from the semester's start date. (one academic year is equivalent to 10 months from September to June)
- **If the withdrawal form is submitted between 15 and 30 days** after the semester starts, refunds will be issued after deducting one month's fee and the reservation fee.
- **No refunds will be granted** if the Registration and Finance Departments are not notified in writing within the first 30 days of the semester.
- Book fees are non-refundable once the student has attended class and received the books. For refunds related to unused or uncollected books, confirmation from the Academy's Resource Coordinator is mandatorily required.
- **Tuition fees for expelled students** are refunded on a prorated basis, based on attendance at the time of the expulsion decision, with applicable terms and conditions.
- Excess payments can be refunded or transferred to a sibling's account upon written parental request, after deducting the reservation fee for the next academic year, or the full amount will be transferred to the next academic year.
- Refunds (if any) will only be processed after parents sign the withdrawal form, which must also be approved by the Department Head and Principal.

Student Withdrawal Terms & Conditions

- **As per Circular No. 23 of 2024 issued on July 2, 2024, by MOEHE**, for Qatari students only, if a student benefiting from an educational voucher is transferred to a public school during the semester for which the voucher was issued, the **parent is required to return the voucher amount to the Ministry of Education**.
- The same refund terms apply to students with outstanding balances. Parents must settle outstanding fees as outlined in the refund policy.
- Students will only be released from the MOE system to enroll in another school from the Finance Department upon zero balance confirmation.

- Students temporarily withdrawing for a short period (subject to Department Head and Principal approval) must pay full fees for the temporary leave period.
- The Academy reserves the right to pursue legal or other actions for non-payment of fees as per policy.

New Students Registration Terms & Conditions

- The new student registration system is fully automated, with parents receiving email and SMS notifications for each registration step. Payments for assessments and registration can also be made through the automated system.
- Each new registration is treated individually; registration fees strictly will not be transferred between siblings or family members if the registered student does not attend the school.
- No registration fee is required for the first transfer within Taallum Academies. Subsequent transfers will be treated as new registrations, requiring the full registration fee.

Special Note on application of fee Increment

The Academy has applied for a tuition fee increase for the academic year 2025-2026, subject to MOE approval.

Parent Acknowledgement

I, the below signed, accept the above rules and agree to comply with them along with all other Academy rules and regulations for the period that my child/children is/are enrolled at the Academy.

Parent's Name, Signature & QID No:

SN	Name of Students	Student's QID	Student Class
1			
2			
3			