



Durham School for Girls

Fees Policy

Review Period: Annual

Date Last Reviewed: September 2025

Reviewed By: Shwetha Joshi – Head of Finance

VALUES

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MARK VALUES AND QATARI VALUES ARE AT THE HEART OF A
DURHAM GIRL

At Durham School for Girls Doha, we are dedicated to providing an exceptional educational journey for your daughter. To support this partnership and ensure a smooth experience for all families, we have outlined the fee structure and payment guidelines for the 2025-26 academic year below. This policy is designed to provide you with clarity and transparency regarding the fee structure and payments, in line with Ministry of Education regulations.

We encourage you to review these details as we look forward to a successful year ahead.

Parents have 7 days from receiving the offer letter to formally accept the place and complete all payment requirements to register their daughter(s) in DSGD.

Fees mentioned below per student to be paid at the time of admission.

- **QAR 500 – Interview & Assessment Fee** (N/A for EYFS1 & EYFS2) is due at the time of admission interview.
- **QAR 2,500 – Registration Fee**, once the student is accepted by Durham School and an offer letter sent to parents, registration fee should be paid within 7 days to confirm the acceptance of parent to register their daughter(s).
- **QAR 2,000 – Seat Deposit / Re-registration**. For New Students & Current Students– This is deducted from the school fees payable before term starts.

New students must pay this fee on accepting the place. This fee is non-refundable for any reason, even if student does not attend the school.

TOTAL PAYMENT APPLICABLE IN THE ENROLMENT PROCESS ARE NONREFUNDABLE, NON- TRANSFERABLE TO ANY OTHER STUDENT AND CANNOT BE HELD OVER TO NEXT ACADEMIC YEAR

ANNUAL FEES AND INSTALLMENTS

QAR 2,000 – Seat Deposit / Re-registration

For New Students & Current Students-This is deducted from the school fees payable before term starts. For current students, the due date is 1st of March 2025, and deadline is 20 March 2025. New students must pay this fee on accepting the place.

This fee is non-refundable for any reason, even if student does not attend the school.

Additional Charges:

- Curriculum Resources / Books (from Year 7 to Year 12) QAR 500
- IGCSE / AS level exams: applicable for Years 10, 11, 12 and 13 (cost depends on number of exams and subject choice)
- Any other External Examination Costs
- Extra-Curricular activities provided by external companies.

Annual Fees: There are no Sibling Discounts

Year Group in British System	Age on September 2025	Fees for Academic Year 2025-26
EYFS 1	3 Years old	QAR 46,200.00
EYFS 2	4 Years old	QAR 46,200.00
Year 1	5 Years old	QAR 46,200.00
Year 2	6 Years old	QAR 46,200.00
Year 3	7 Years old	QAR 46,200.00
Year 4	8 Years old	QAR 46,200.00
Year 5	9 Years old	QAR 46,200.00
Year 6	10 Years old	QAR 46,200.00
Year 7	11 Years old	QAR 51,975.00
Year 8	12 Years old	QAR 51,975.00
Year 9	13 Years old	QAR 51,975.00
Year 10 (Exam Year)	14 Years old	QAR 51,975.00
Year 11 (Exam Year)	15 Years old	QAR 60,000.00
Year 12 (Exam Year)	16 Years old	QAR 60,000.00
Year 13 (Exam Year)	17 Years old	QAR 60,000.00

Ministry of Education Vouchers: Durham School is part of the MOE voucher system, if parents apply for vouchers and are deemed eligible, any remaining balances must be paid each term before voucher application is made. (students holding Qatari passport only). All required documents are attached in a separate letter along with this policy.

Payment Process and Installments

Tuition fees can be paid annually in one payment or can be divided into two equal payments as per details below. Fees not paid in full by deadline can put a student's place at school at risk.

Delayed payment and right to refuse to re-enroll students

Parents remain responsible for ensuring that all fees due are paid in order to retain school places for their daughter(s) at DSGD. LATE PAYMENT MAY RESULT IN YOUR PLACE BEING GIVEN TO A NEW ADMISSION, AS LATE OR DELAYED PAYMENT OF FEES MAY BE INTERPRETED AS A WISH NOT TO RE-ENROL.

IMPORTANT: Durham School for Girls Doha reserves the right to withdraw the place(s) for the next academic year and to withhold reports or transfer action while fees remain unpaid, or there are persistent delays in payments.

Installment	Description	Amount as per Class	Date of Issue	Deadline
1 st Installment	50% from Annual Fee, deducted seat reservation (2000QAR) Book Fee (Applicable from Year 7- Year 12 incl.) and other additional fee	From EYFS 1 up to year 6 QAR 21,100. From Year 7 up to Year 10 QAR 24,475. Year 11, 12 and Year 13 – QAR 28,500.	Before 1 st day of school	September 19, 2025.
2 nd Installment	50% from Annual Fee	From EYFS 1 up to year 6 QAR 23,100. From Year 7 up to Year 10 QAR 26,000. From Year 11, 12 QAR 30,000.	Before beginning of Term 2	January 23, 2026.
IGCSE/ AS Exams	Applicable for Year 10, 11, 12 and 13	Amount depends on subjects and number of Subjects	Before beginning of Term 2	Will be published one month earlier

Note: Tuition and fees have been approved by the Ministry of Education. Fees are subject to change in line with Ministry Guidelines.

Important Notes on Payments:

Tuition fees include all consumable materials used in school, such as paints, paper, cards and notebooks.

Items NOT included in fees

- School Uniform
- School Lunches
- Some School Trips or excursions
- Books (from Year 7 to Year 12) QAR 500
- IGCSE / AS level exams: applicable for Years 10, 11, 12 and 13 (cost depends on number of exams and subject).
- Any other External Examination Costs
- Extra-Curricular activities provided by external companies.
- Academic support – charges applicable as per MoE published Fee schedule.
- Lanyard Replacement Costs QAR 50
- Lost or Damaged Books or Learning Materials including Electronic Equipment and school property will be charged based on the cost determined by the school. Library books not returned in time will be charged at QAR 100 per book

PAYMENT OPTIONS (No cash payments are accepted)

IF PAYMENT NOT RECEIVED BY DUE DATE OR DURING THE TRANSFER PERIOD BETWEEN SCHOOLS ALLOWED BY THE MOE, PARENTS WILL BE REQUIRED TO DEPOSIT CHEQUES FOR THE PAYMENT WITH THE SCHOOL. IF THIS IS NOT DONE, THE SCHOOL HAS THE RIGHT TO ASK FOR THE STUDENT TO BE WITHDRAWN.

On all payments, please ensure your daughter's name is clearly detailed.

1. School Portal Visit <https://payment.durhamqatar.com/> , please enter manual Student QID, Name and Class and follow all steps required.

2. Bank Transfer Kindly send a copy of the transfer receipt include the swift number and student full name to our accountant nabdullatif@durhamqatar.com.

- **Bank Name:** The Commercial Bank (P.S.Q.C.)
- **Swift Code:** CBQAQAQA
- **Acc. Number:** QA60CBQA000000468008160022001
- **Acc. Name:** MDRSH DRM AL DWHH LLBNAT

3. Visit our accountant During school hours from 7:15 am – 2:15pm. In our new reception area beside the main gate all parents, both male and female, may be attended for reception, finance and admissions.

Late Registration

- Any new registration before September 30, 2025, parents should pay full amount of 1st instalment.
- Any first-time registration or transfer to DSGD after September 30, 2025, the amount will be calculated by Account department depending on the joining date.
- Any transfer to DSGD or first-time registration from abroad to Qatar from the beginning of Term 2 until Feb 5, 2026, Full 2nd instalment is required.
- Any registration or transfer to DSGD after one month from beginning of each term, eligibility of MOE voucher must be confirmed by Ministry of Education.

Withdrawal Procedure and Information

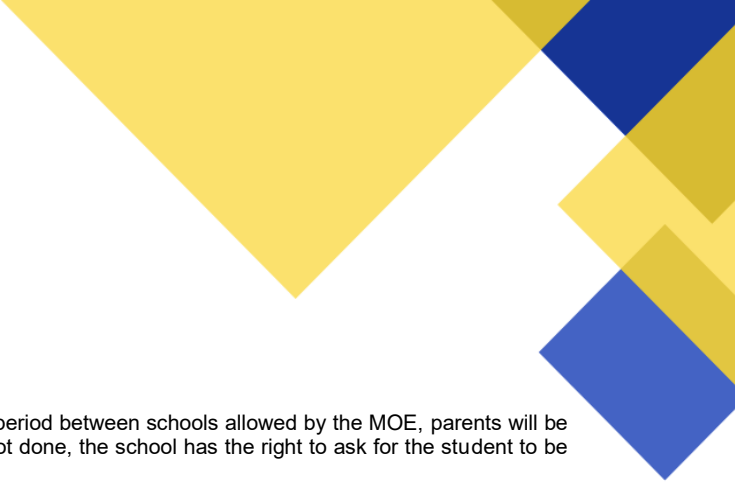
Any parent who has concerns or is considering withdrawing their daughter from DSGD should first make sure that they have spoken to the Head of Primary / Head of Secondary and/or the principal to discuss the reasons and to find a solution that is best for their child. This means that they must attend / participate in the Exit Interview.

Refunds & Transfers:

- Total payment applicable in the enrolment process is non-refundable, non-transferable to any other student and cannot be held over to next academic year.
- Additional fee & books fee not refundable after September 30, 2025.
- Refunds will be made by way of Bank Transfers within 40 days after DSGD receives the completed withdrawal form.

Withdrawal Policy:

- Any withdrawal before 1st day of term one (25-26), 1st instalment will be refundable after deducting the seat reservation (2000QR).
- Any withdrawal during the first month of term 1, 1st installment will be refundable EXCEPT seat reservation (2000QR), book fees and one months fee after deducting the number of days of school attended (This will be calculated by Finance Department).
- Any withdrawal later than one month from the first day of term One DSGD has the right to the full Fees for Term 1. Parents must pay this amount before transferring the student, the school has the right to hold transfer the student's name on NSIS System to other school until payment clearance from finance department is received, so the student will not be able to register and attend in any other school in Qatar.
- End of term One break: 2nd instalment will be refundable.
- Any withdrawal during term Two, DSGD has the right to the full fees for Term 2. Parents must pay this amount before transferring the student, the school has the right to hold transfer the student's name on NSIS System to other school until payment clearance from finance department is received, so the student will not be able to register and attend in any other school in Qatar.



General Terms

1. If payment for term 1 is not received by due date or during the transfer period between schools allowed by the MOE, parents will be required to deposit cheques for the payment with the school. If this is not done, the school has the right to ask for the student to be withdrawn.
2. The school has the right to refuse re-enrolment to any student who does not complete full payment of annual fee before 20th of February 2026.