



**CHELTENHAM  
MUSCAT**

**Fees, Additional Charges and Refund Policy**

**2022-2023**

**Tuition Fees 2022 - 23**

<b>Grade</b>	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Annual Fees</b>
KG 1	1,400	1,400	700	3,500
KG 2	1,600	1,600	800	4,000
Grade 1	1,800	1,800	900	4,500
Grade 2	1,800	1,800	900	4,500
Grade 3	1,800	1,800	900	4,500
Grade 4	2,000	2,000	1,000	5,000
Grade 5	2,000	2,000	1,000	5,000
Grade 6	2,200	2,200	1,100	5,500
Grade 7	2,200	2,200	1,100	5,500
Grade 8	2,400	2,400	1,200	6,000
Grade 9	2,400	2,400	1,200	6,000
Grade 10	2,400	2,400	1,200	6,000
Grade 11	3,000	3,000	1,500	7,500
Grade 12	3,000	3,000	1,500	7,500

## Discounts

1. A 5% tuition fee discount will be applied to payment of the full year's fees in a single payment (only applicable if payment is made by bank transfer, cheque or cash) at the time of accepting your child's or children's place at Cheltenham.
2. A 5% tuition fee discount is available for the 3<sup>rd</sup> and subsequent child, (only applicable if payment is made by bank transfer, cheque or cash) at the time of enrolling the 3<sup>rd</sup> or subsequent child at Cheltenham or Downe House Muscat.

## Admissions Fees

Fees applicable to all new pupils	KG1 to Grade 12
<b>Application Fee</b>  A one-off, non-refundable fee for every child applying to Cheltenham Muscat.	150
<b>Assessment Fee</b>  A one-off fee for every child applying to Cheltenham Muscat.  (Refundable only if your child is not offered a place at Cheltenham Muscat)	200
<b>Deposit</b>  A non-refundable deposit to guarantee your child's place at Cheltenham Muscat, deducted from the first term's fees.  The non-refundable deposit is payable within 10 working days of receipt of the offer of a place at the school.  We are unable to guarantee your place if the non-refundable deposit is not received within 10 working days of receipt of the offer of a place at the school.	40% of 1st term's fees

## **In-term Joiners**

Fees for children who start after the start of a term will be calculated on a pro-rata basis according to the number of days remaining in the term, but in no case less than a minimum charge of 50% of the first term's fees.

## **Notes**

1. All fees are charged in OMR.
2. Cheltenham Muscat's school fees are reviewed annually and are subject to increases. The school will endeavor to give at least a half term's notice of any changes to the fees.
3. All offers of a place are conditional on SEN or EAL needs being declared during the admission process and before accepting the offer.

## **Payment Dates**

All fees are payable in advance of the start of each term.

<b>Term</b>	<b>Invoice Issued</b>	<b>Payment Date</b>
<b>Term 1 - Autumn Term (2022-2023)</b>	17 <sup>th</sup> May 2022	16 <sup>th</sup> June 2022
<b>Term 2 - Spring Term (2022-2023)</b>	11 <sup>th</sup> October 2022	2 <sup>nd</sup> December 2022
<b>Term 3 - Summer Term (2022-2023)</b>	13 <sup>th</sup> February 2023	13 <sup>th</sup> March 2022
<b>Re-Enrolment Fee (2023-2024)</b>	3 <sup>rd</sup> April 2023	5 <sup>th</sup> May 2023

## **Re-Enrolment Fee**

Parents are required to pay a re-enrolment fee of 20% of the annual tuition fee for the grade their child will be joining at the beginning of the new academic year.

The non-refundable re-enrolment fee is deductible from the first term's fees and should be paid by the 5<sup>th</sup> May 2023.

Please note that your child is not guaranteed a place until the re-enrolment fee has been received and in all cases the place will be released no later than 31st May of the preceding academic year.

## **Late Payment Fee**

There is a late payment fee of 100 OMR in the first month, which will increase to 150 OMR in the second month and 200 OMR in the third month.

Please note the school will accept post-dated cheques by arrangement with the Finance team to avoid any late payment fees.

## **Notice to Withdraw**

Written notice of a parent's intention to withdraw a child from Cheltenham Muscat must be given to the school at least one term in advance.

If no written notice to withdraw is given via the Leaver's Form available from [admissions@cheltenhammuscat.com](mailto:admissions@cheltenhammuscat.com) it will be assumed that the school place is required and the fees for the following term will be payable.

## **How to Pay**

**Bank Transfer** Our preferred method of payment is via online bank transfer. Please include your invoice number and child's full name in the transaction and provide a deposit slip or bank transfer remittance to the School's Finance Department by hand or email to [finance@cheltenhammuscat.com](mailto:finance@cheltenhammuscat.com) clearly stating your child's name and class.

**Cash** payments can be made through the School's Finance Department.

**Cheques** should be made payable to "International School of Excellence LLC". Although the school will accept cheques from employers, it remains the parents' responsibility to ensure that school fees are paid by the payment date.

**Post-dated Cheques:** are accepted by arrangement with the school and should be made payable to "International School of Excellence LLC".

## Additional Charges

Item	Cost
<b>Breakfast Club*</b>	OMR 185 per term/5 days a week
<b>After School Care*</b>	OMR 185 per term/5 days a week
<b>Late Room</b>	OMR 2.5 per every 30 minutes
<b>Learning Support – one-to-one support</b>	OMR 12 per lesson
<b>Learning Support – small group support</b>	OMR 8 per lesson
<b>EAL Support - one-to-one</b>	OMR 370 per term/2 lessons per week/10 weeks per term
<b>EAL Support – small group</b>	OMR 310 per term/2 lessons per week/10 weeks per term
<b>AAL Support - one-to-one</b>	OMR 370 per term/2 lessons per week/10 weeks per term
<b>AAL Support – small group</b>	OMR 310 per term/2 lessons per week/10 weeks per term
<b>Private Lesson - Performing Arts &amp; Drama</b>	OMR 160 per term/1 lesson per week/10 weeks per term
<b>Private Lesson - Music</b>	OMR 160 per term/1 lesson per week/10 weeks per term
<b>Sports Lessons - group</b>	OMR 80 per term/1 lesson per week/10 weeks per term
<b>Sports Lessons - individual</b>	OMR 160 per term/1 lesson per week/10 weeks per term
<b>Athletes Lessons - group</b>	OMR 80 per term/1 lesson per week/10 weeks per term
<b>Martial Arts Lesson - group</b>	OMR 80 per term/1 lesson per week/10 weeks per term
<b>Gymnastics - group</b>	OMR 130 per term/1 lesson per week/10 weeks per term
<b>Language Lessons - group</b>	OMR 80 per term/1 lesson per week/10 weeks per term
<b>Holiday Camp</b>	From OMR 100 per week

\*We are pleased to offer a discount of 20% per term for any child who registers for both the Breakfast Club and After School Care.

## Other Charges

### 1. Educational Trips

It is the school's policy that parents bear the cost of all educational trips. Please refer to the school's Off-Site Visits policy for more details.

### 2. Public and External Examination Fees

It is the school's policy that parents bear the cost of all public and external examination fees that have a cost such as IGCSE and A level examination. These costs will include any administrative fees charged by the examination board.

## Terms and Conditions

1. Tuition fees are inclusive of all books and stationery as deemed necessary by the school.
2. Parents unable to pay their fees by the due date must contact the school's Finance Department before the payment date. Cases of financial hardship will be assessed on a case-by-case basis.
3. Failure to pay school fees could lead to one or more of the following actions:
  - a. withholding of school reports;
  - b. withholding of transfer certificates;
  - c. your child being suspended from school;
  - d. your child failing to successfully complete the school year and the school year having to be repeated;
  - e. withdrawal of your child's school place for the next academic year;
  - f. de-registration of your child from the Ministry of Education system; and
  - g. legal proceedings.
4. All uniform items except those noted on the uniform list as having to be purchased by parents, must be bought through our school shop. Please contact [finance@cheltenhammuscat.com](mailto:finance@cheltenhammuscat.com) for further details.
5. Children have the option to purchase a school lunch every day. Please contact [finance@cheltenhammuscat.com](mailto:finance@cheltenhammuscat.com) for further details.
6. All class excursions will incur a minimum charge as a transportation fee plus any additional entrance and activity fees. The charge will increase for residential trips and parents will be notified of these in advance.

## **Refunds**

1. If fees are paid annually in full before the due date, a refund of the remaining term(s) will be given, provided notice to withdraw the child has been given one term in advance. Please note the 5% annual payment discount will not apply to any refund.
2. A refund of School fees cannot be claimed for casual absences, sickness, holidays, periods of exclusion or other circumstances judged by the school.

## **Enquiries**

The school's Finance Office is available from 7.00am - 4.30pm Sunday to Thursday and our Finance Team will be pleased to provide further information relating to the Fees Policy.

Contact can be made in person during the school day, by emailing [finance@cheltenhammuscat.com](mailto:finance@cheltenhammuscat.com) or by phoning +968 2407 3900