



**CHELTENHAM
MUSCAT**

**Fees, Additional Charges and Refund Policy
2023-2024**

Tuition Fees 2023-2024

Grade	Term 1	Term 2	Term 3	Annual Fees
KG 1	1,470	1,470	735	3,675
KG 2	1,680	1,680	840	4,200
Grade 1	1,890	1,890	945	4,725
Grade 2	1,890	1,890	945	4,725
Grade 3	1,890	1,890	945	4,725
Grade 4	2,080	2,080	1,040	5,200
Grade 5	2,100	2,100	1,050	5,250
Grade 6	2,280	2,280	1,140	5,700
Grade 7	2,310	2,310	1,155	5,775
Grade 8	2,488	2,488	1,244	6,220
Grade 9	2,520	2,520	1,260	6,300
Grade 10	2,520	2,520	1,260	6,300
Grade 11	3,240	3,240	1,620	8,100
Grade 12	3,240	3,240	1,620	8,100

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 Muscat.
2. A 5% tuition fee discount is available for the 3rd and subsequent child, (only applicable if payment is made by bank transfer, cheque or cash) at the time of enrolling the 3rd or subsequent child at Cheltenham Muscat or Downe House Muscat.

Admissions Fees

Fees applicable to all new pupils	KG1 to Grade 12
Application Fee A one-off, non-refundable fee for every child applying to Cheltenham Muscat.	150
Assessment Fee 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
Deposit 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.	40% of 1st term's fees

In-term Joiners

Fees for children who start once term has commenced 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 approved by the MOE. The School will endeavour 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.

Term	Invoice Issued	Payment Date
Term 1 - 2023-2024	17 th May 2023	18 th June 2023
Term 2 - 2023-2024	11 th October 2023	30 th November 2023
Term 3 - 2023-2024	6 th February 2024	6 th March 2024
Re-Enrolment Fee - 2024-2025	16 th April 2024	8 th May 2024
Term 1 – 2024-2025	15 th May 2024	16 th June 2024

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 15th May 2024.

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, 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 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.

Additional Charges

Item	Cost
Late Room	OMR 2.5 for every 30 minutes for after the school day
Learning Support – one-to-one support	OMR 12 per lesson
Learning Support – small group support	OMR 6 per lesson
EAL Support – one to one support	OMR 370 per term
EAL Support – small group	OMR 310 per term
Private Lesson - Performing Arts & Drama	OMR 160 for ten 30 minute lessons
Private Lesson - Music	OMR 160 for ten 30 minute lessons
AAL Support – one-to-one	OMR 370 per term
AAL Support – small group	OMR 310 per term
Sports Lessons - group	OMR 80 for ten 30 minute lessons
Sports Lessons - private	OMR 160 for ten 30 minute lessons
Holiday Camp	Prices vary according to the camp programme

Other Charges

School Transportation

School Transportation is available to and from the school. Please contact the school's finance department for confirmation of the costs.

Educational Trips

All class excursions will incur a minimum OMR 5/- charge as a school bus fee plus any additional entrance and activity fees. The charge will increase for residential trips and parents will be notified of these in advance.

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 staff.
2. Parents unable to pay the 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 will 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 with the Ministry of Education system; and
 - g. legal proceedings.
4. All uniform items must be purchased from our official school uniform provider. Contact can be made in person during the school day, by emailing schoolshop@cheltenhammuscat.com or by phoning +968 9389 4650 for further details.
5. Children have the option to purchase a school lunch every day. Please contact catering@cheltenhammuscat.com for further details.

Refunds

1. If fees are paid annually in full before the due date, a refund of 33% of the annual fee will be paid for each term which the pupil does not attend school, provided notice to withdraw the child has been given once term in advance.
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 open from 7.00am - 4.00pm Sunday to Thursday and our Finance Team will be pleased to provide information relating to the Fees Policy. Contact can be made in person during the school day, by emailing finance@cheltenhammusat.com or by phoning +968 2407 3913

Acceptance and Responsibilities

By signing below, every parent indicates that this policy has been read, the responsibilities and obligations of both the school and parents are understood, and its terms accepted.

Cheltenham Muscat Fee Policy 2023 - 2024

I confirm I have read and understand the Cheltenham Muscat Fee Policy 2023-2024 and accept the responsibilities, obligations and terms of both the school and parents.

Child's Full Name: _____

Class: _____

Parent's Full Name: _____

Signature: _____

Date: _____