



Downe House
Muscat

Fees, Additional Charges and Refund Policy 2022-2023

Tuition Fees 2022-23

Grade	Term 1	Term 2	Term 3	Annual Fees
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	2,600	2,600	1,300	6,500
Grade 10	2,600	2,600	1,300	6,500
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 Downe House.
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 Downe House or Cheltenham Muscat.

Admissions Fees

Fees applicable to all new pupils	Grade 5 to Grade 12
Application Fee A one-off, non-refundable fee for every child applying to Downe House Muscat.	150
Assessment Fee A one-off fee for every child applying to Downe House Muscat. (Refundable only if your child is not offered a place at Downe House Muscat)	200
Deposit A non-refundable deposit to guarantee your child's place at Downe House 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 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. Downe House 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.

Term	Invoice Issued	Payment Date
Term 1 - 2022-2023	17 th May 2022	16 th June 2022
Term 2 - 2022-2023	11 th October 2022	2 nd December 2022
Term 3 - 2022-2023	13 th February 2023	13 th March 2022
Re-Enrolment Fee - 2023-2024	3 rd April 2023	5 th 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 5th 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 OMR 100 in the first month, which will increase to OMR 150 in the second month and OMR 200 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 Downe House 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@downehousemuscat.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@downhousemuscat.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 "Next Generation International School 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 "Next Generation International School LLC".

Additional Charges

Item	Cost
Breakfast Club*	OMR 185 per term/5 days a week
Late Room	OMR 2.5 per every 30 minutes
Learning Support – one-to-one support	OMR 12 per lesson
Learning Support – small group support	OMR 6 per lesson
EAL Support	OMR 370 per term
EAL Support – small group	OMR 310 per term
AAL Support – one-to-one	OMR 370 per term
AAL Support – small group	OMR 310 per term
Private Lesson - Performing Arts & Drama	OMR 160 per term/1 lesson per week/10 weeks per term
Private Lesson - Music	OMR 160 per term/1 lesson per week/10 lessons per term
Sports Lessons - group	OMR 80 per term/1 lesson per week/10 weeks per term
Sports Lessons - individual	OMR 160 per term/1 lesson per week/10 weeks per term
Athletes Lessons - group	OMR 80 per term/1 lesson per week/10 weeks per term
Martial Arts Lesson - group	OMR 80 per term/1 lesson per week/10 weeks per term
Gymnastics - group	OMR 130 per term/1 lesson per week/10 weeks per term
Language Lessons - group	OMR 80 per term/1 lesson per week/10 weeks per term
Holiday Camp	From OMR 100 per week

Other Charges

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 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 uniform@downhousemuscat.com for further details.
5. Children have the option to purchase a school lunch every day. Please contact info@downhousemuscat.com for further details.
6. All class excursions will incur a minimum charge of OMR5/- 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 7.30am - 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@downehousemuscat.com or by phoning +968 9855 5482.