

**UCQ
School Fees**

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- iii. tuition fees;
- iv. capital maintenance fees;
- v. textbook fees; and
- vi. exam fees.

Transportation fees and canteen or snack fees specified in the
 V F K R R O T V L R O Y R L U E H D U H

- d) University of PH D U H University of Calgary.
- e) 3 8 & 4 ' P H D Q V W K H 8 Q L Y H Q A L W \ R I & D O J

Policy Statement

- 4 4.1** UCQ will pay the actual School Fees for up to three children of UCQ Employees subject to the following conditions:
- a) the school is in Doha; and
 - b) the child is between the ages of 3 and 18;
 - c) the total does not exceed the School Fees payable at the Qatar Canadian School (or Qatar Academy for those grades not available at Qatar Canadian School).

4.2 UCQ will pay eligible School Fees directly to the school upon receipt of the original invoice.

4.3 If a child is eligible, that is between the ages of 3 and 18, for only part of a school term, the amount payable by UCQ will be pro-rated accordingly.

4.4 UCQ Employees are responsible for all additional fees charged by the school or fees in excess of allowable School Fees.

Responsibilities

- 5** *Approval Authority*
- ensure appropriate rigour and due diligence in the development or revision of this policy.

UCQ Employees

- submit invoice to UCQ; and
- be aware of eligibility requirements.

Implementation Authority

- ensure that University staff are aware of and understand the implications of this policy;
- monitor compliance with the policy;
- regularly review the policy to ensure consistency in practice; and
- sponsor the revision of this policy when necessary.