



# **Royal Grammar School Guildford, Muscat**



## **Fee Schedule and Procedures**

**Approved by the Ministry of Education of the Sultanate of Oman**

## Fees

Please take some time to familiarize yourself with this fee schedule and procedures and the terms and conditions. **Please also sign and return the Acknowledgement Form, available on the website, as an indication of your acceptance and compliance with the schedule, procedures, and terms and conditions below.**

### Admission Fees

<b>Application Fee</b>	A non-refundable and non-transferable Application Fee of OMR 100 is due before the admissions Evaluation Session <sup>1</sup> .
<b>Enrolment Fee (deductible)</b>	Once a student is accepted, a non-refundable Enrolment Fee of OMR 350 is due. This fee is deducted from the Tuition Fee for the First Term. Payment of this fee confirms your acceptance of the offer of the place.
<b>Endowment Fee</b>	Once the student is accepted, a one-time, non-refundable Endowment Fee of OMR 500 is due <sup>1</sup> .
<b>Re-Enrolment Fee (deductible)</b>	A non-refundable re-enrolment fee of OMR 350 for each student is due each year to secure a seat for the following academic year. It should be paid according to the Payment Schedule. This fee is deducted from the Tuition Fee for the First Term of the following year.

1. For 2024-25, the Endowment Fee of OMR 500 is reduced to **Zero OMR** as part of our **Founding Family Incentive**. Please move quickly to take advantage of this offer during this academic year.

### Tuition Fees (Exempted - 0% Vat)

Grade	Annual Tuition Fee	Term 1	Term 2	Term 3
Foundation 1	3,300	1,320	1,320	660
Foundation 2	3,300	1,320	1,320	660
Grade 1	4,050	1,620	1,620	810
Grade 2	4,050	1,620	1,620	810
Grade 3	4,050	1,620	1,620	810
Grade 4	4,050	1,620	1,620	810
Grade 5	4,050	1,620	1,620	810
Grade 6	4,050	1,620	1,620	810

### Payment Schedule for the Tuition

This payment schedule applies to students joining the school in September.

Instalments	Due date of payment
<b>Term 1</b>	1 <sup>st</sup> week of September 2024
<b>Term 2</b>	1 <sup>st</sup> week of December 2024
<b>Term 3</b>	1 <sup>st</sup> week of March 2025
<b>Re-Enrolment fee for August 2025 - 26</b>	1 <sup>st</sup> week of January 2025

### Other Fees (5% Vat applicable for the below fees)

<b>Transport (per year)</b> Paid in two termly instalments	<b>Short distance</b> One-way - 300 Two-way - 600	<b>Long distance</b> One-way - 350 Two-way - 700
<b>Breakfast and Lunch (per year)<sup>3</sup></b> Paid in two termly instalments	<b>Breakfast and Lunch – 450</b>	
<b>Uniform sets<sup>3</sup></b> (Items may be purchased individually when needed)	<b>(Foundation 1 to 2) and (Grade 1)</b> Uniform set - 65	<b>(Grade 2 to Grade 6)</b> Uniform set - 75

2. Meals and uniform fees are compulsory.

\* All the above-mentioned service fees are subject to change.

## Offers

- For the academic year 2024-25, the Endowment Fee of OMR 500 has been reduced to Zero OMR as part of our Founding Family Incentive. We encourage you to act swiftly to benefit from this offer within the current academic year.
- Special discounts of 10% will be applied to the last term fee for the first sibling, and a 15% discount will be applied to the last term fee for the next sibling.
- A 5% discount will be provided for full payment in advance on the registration day.

**Please contact us for the payment option that meets your needs best and to get details of the Founding Family Incentive, or for any other offers.**

## Payment Options

### 1. In person - in the School Office

Credit/Debit cards are accepted for payment in the school Office (Unfortunately, we are unable to accept cash payments & the American Express Cards (Amex).

### 2. Bank Transfer

#### Bank Transfer details

<b>Account Name</b>	Al Tamkeen International School L.L.C
<b>Account Number</b>	10650548693001
<b>Bank</b>	National Bank of Oman
<b>Branch</b>	Corporate Branch, Al Ghubrah, Muscat, Oman
<b>Swift Code</b>	NBOMOMRXXX

If paying by bank transfer, a copy of the completed transaction document must be sent to [accounts@rgsgm.com](mailto:accounts@rgsgm.com).

## Contact details and office location

**For further information, please contact:**

- **Telephone Enquiries**  
(+968) 2102 7600
- **Admission Enquiries**  
[admissions@rgsgm.com](mailto:admissions@rgsgm.com)

## Terms and Conditions

Please read these terms and conditions carefully and ensure the **Acknowledgement Form** is signed and submitted.

1. All fees listed above are in OMR and apply to each student.
2. A 5% VAT will be added to all other services, except for tuition fees.
3. The service fees mentioned above are subject to change, while the tuition fee will remain consistent.
4. Tuition Fees are invoiced in three instalments. They should be settled according to the Payment Schedule unless the full year is paid in advance.
5. Educational books are included in the Tuition Fees.
6. Fees for Transport, Lunches and Uniforms are shown above.

7. Additional services are liable for additional fees including:
  - All specialist or external examinations e.g. IGCSE and A-Level exams
  - Additional specialist learning or language support
  - Pre- and after- school care
  - Specialist extra-curricular activities
  - Off-campus school trips
8. Fees are reviewed annually and may be subject to increase, subject to approval from the Ministry of Education. The school will endeavour to give notice of half a term before any changes to the fees.
9. Accepted students must attend school within the first four days of the official start of the school year. Parents must inform the school in writing in advance if their child will be absent on the first days of school. On the fifth day of absence without notifying the school, the child will be removed from the school registration and the seat will be given to another child.
10. The students cannot re-enrol for the new academic year unless they have cleared the pending tuition fees from the previous year.
11. Tuition and Service Fees that have already been paid for any term are non-refundable if the student attends any classes in that term, and there will be no discount for delayed enrolment during any term.
12. Failure to pay fees according to the Payment Schedule would result in the temporary or permanent loss of the place in the school. If payment is not settled within the 'Due Date of Payment,' a formal warning will be issued one week after the due date. If the payment is not settled within the same term, the report will not be issued. Failure to pay before starting of next term will result in the student not being allowed to attend school.
- 13. In the event of late enrollment, the following fee structures apply:**
  - Students joining between Term 1 and Term 2 are liable to pay 100% of the tuition fee and service fee.
  - Students joining between Term 2 and Term 3 are liable to pay 80% of the tuition fee and 2/3 of the service fee.
  - Students joining during Term 3 are liable to pay 50% of the tuition fee and 1/3 of the service fee.
- 14. Withdrawal**
  - Admission fees are not refundable.
  - Students who withdraw from the first school day to October 31<sup>st</sup> shall pay 1/3 of the tuition fees, half service fee, plus the admission fees.
  - Students who withdraw from November 1<sup>st</sup> to December 31<sup>st</sup> shall pay 1/2 of the tuition fees, half service fee, plus the admission fees.
  - Students who withdraw from January 1<sup>st</sup> to February 28<sup>th</sup> shall pay 2/3 of the tuition fees, full service fee plus the admission fees.
  - Students who withdraw after March 1<sup>st</sup> shall pay the tuition fees and service in full.
  - If a student withdraws from school temporarily, fees covering the period of withdrawal must be paid.
  - Written notice of permanent withdrawal of a student should be given one term in advance. If the period of notice is not observed, then the fees for the following term are liable for payment.
- 15. Parental liability**
  - The signing of the Acknowledgement Form by the father or mother means that the father or mother is eligible to sign and are committed to all the terms and conditions in this document.
  - In case a sponsor/guardian does not complete the tuition payment, the father is the responsible party to complete the tuition payment.
  - In case of divorce, please provide the final custody documents.
  - The official communication tools used between parents and the school is the email address provided to us.
  - The parent is responsible for providing all information and documents. It is the responsibility of the parents to keep the school updated about any change of information.
  - Parents experiencing financial hardship may be able to apply for a bursary or scholarship, subject to approval from the Head of School.
16. The school has the right to adjust this document and will advise parents/guardians of any changes.
- 17. Signing of the Acknowledgement Form indicates that the school has permission to post students' photos on social media and school publications. Parents/guardians should notify the school in writing if they wish to withdraw this permission.**
- 18. Signing the Acknowledgement Form or acceptance of the schedule and procedures through online registration services, payment of seat reservation or any other fees by the parent, means that the parent/guardian has agreed to all the terms and conditions.**

The Admissions Team will be pleased to answer any questions related to fees. If you have an inquiry, please contact us on the emails or phone numbers above.

## Acknowledgement Form

I have read the **RGSG Muscat Fees Schedule and Procedures, including the terms and conditions** and agree to comply with them. As the parent/guardian of the student(s) below, I am responsible for the payment of the fees for the period that my child/children is/are enrolled at the school:

**Name, Civil ID or passport, and requested Grade for Sept. of student(s):**

Name	<input type="text"/>	Grade	<input type="text"/>
Civil ID/Passport	<input type="text"/>		
Name	<input type="text"/>	Grade	<input type="text"/>
Civil ID/Passport	<input type="text"/>		
Name	<input type="text"/>	Grade	<input type="text"/>
Civil ID/Passport	<input type="text"/>		
Name	<input type="text"/>	Grade	<input type="text"/>
Civil ID/Passport	<input type="text"/>		

**Name, Civil ID or passport of parents/guardians:**

Name of father/guardian	<input type="text"/>		
Civil ID or passport	<input type="text"/>		
Telephone number	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>
Name of mother/guardian	<input type="text"/>		
Civil ID or passport	<input type="text"/>		
Telephone number	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>

Please complete this Acknowledgement Form and return it to the school office, or email it to the head of Admissions, [admissions@rgsgm.com](mailto:admissions@rgsgm.com).