



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

Application Fee	A non-refundable and non-transferable Application Fee of OMR 100 is due before the admissions Evaluation Session.
Enrolment Fee (deductible)	Once a student is accepted, a non-refundable Enrolment Fee of OMR 150 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.
Endowment Fee	Once the student is accepted, a one-time, non-refundable Endowment Fee of OMR 500 is due ¹ .
Re-Enrolment Fee (deductible)	A non-refundable re-enrolment fee of OMR 150 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 2025-26, 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	Enrolment / Re- Enrolment Fee	Term 1	Term 2	Term 3
KG 1	2,750	150	950	1,100	550
KG 2	2,800	150	970	1,120	560
Grade 1	3,510	150	1,254	1,404	702
Grade 2	3,510	150	1,254	1,404	702
Grade 3	3,780	150	1,362	1,512	756
Grade 4	3,780	150	1,362	1,512	756
Grade 5	4,050	150	1,470	1,620	810
Grade 6	4,050	150	1,470	1,620	810
Grade 7	4,800	150	1,770	1,920	960

(An additional fee of 1,400 OMR will be charged per child for all grades for students requiring Special Education Needs (SEN) support)

Payment Schedule for the Tuition

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

Instalments	Due date of payment
Term 1	1 Week before AY Start
Term 2	1 st week of December 2025
Term 3	1 st week of March 2026
Re-Enrolment fee for August 2026 - 27	1 st week of January 2026

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

Transport (per year) Paid in two termly instalments	Short distance One-way - 300 Two-way - 600	Long distance One-way - 350 Two-way - 700
Breakfast and Lunch (per year)² Paid in two termly instalments	Breakfast and Lunch – 450	
Uniform sets² (Items may be purchased individually when needed)	65 – (KG 1 to Grade 1) 75 – (Grade 2 to Grade 6) 95 – (Grade 7)	

2. Meals and uniform fees are compulsory.

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

Offers

- For the academic year 2025-26, 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 Sibling discounts of 10% to the first sibling, 15% to the second sibling and 20% to the third Sibling on their Term 3 fees.
- A 5% discount will be offered on the tuition fee if full payment is made in advance on the registration day. This discount is applicable only for payments made before the Term 1 payment due date.

Payment Options

1. Full payment in advance

- **Pay at School with POS Machine** - Oman Locally issued Credit/Debit cards are only accepted for payment at the school (Unfortunately, we are unable to accept cash payments & the American Express Cards (Amex).

- **Bank Transfer**

Bank Transfer details

Account Name	Al Tamkeen International School L.L.C
Account Number	10650548693001
Bank	National Bank of Oman
Branch	Corporate Branch, Al Ghubrah, Muscat, Oman
Swift Code	NBOMOMRXXXX

If paying by bank transfer, a copy of the completed transaction document must be sent to accounts@rgsgm.edu.om

- **Edu Pay**

Parents can make payments through an online payment link provided via a secure payment gateway. This link is accessible on the RGS Muscat website (Please click Link - [Edunation](#)) An instructional video on how to use the payment system will be shared with the IT department for distribution and published in Website. For any clarifications or assistance, the IT team will be available to support parents

2. Termly payment

- **Post-dated Cheques**

Postdated cheques for termly payments are to be submitted on the registration day. All cheques must be made payable to "Al Tamkeen International School LLC".

- Postdated Cheques will be deposited to the Banks on the due date.
- Please note that any returned cheque will incur a fine of 200 OMR on parent.

Contact details and office location

For further information, please contact:

- **Telephone Enquiries**
(+968) 2102 7607
- **Admission Enquiries**
admissions@rgsgm.edu.om

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 and 5% VAT will be added to all other services, except for TF.
2. An additional fee of 1,400 OMR will be charged per child for all grades for students requiring Special Education Needs (SEN) support. This fee will be distributed as 40% for the first two terms and 20% for the last term.
3. Students will be approved in the system by the Finance Team only after completing the required financial documentation.
 - **For the full payment option**, approval will be granted once the full payment has been received.
 - **For the termly payment option**, all postdated cheques must be submitted before approval.If the required payments or documentation are not completed, the student's seat will be held temporarily upon payment of a non-refundable enrolment or re-enrolment fee of 150 OMR.
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. The tuition fees cover only educational books and stationery. All other services will incur additional charges.
6. 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.
7. 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.
8. The students cannot re-enrol for the new academic year unless they have cleared the pending tuition fees from the previous year.
9. 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.
10. 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.
11. **In the event of late enrolment, 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.
12. **Withdrawal**
 - Admission fees are not refundable.
 - Students who withdraw from the first school day to October 31st shall pay 1/3 of the tuition fees, half service fee, plus the admission fees.
 - Students who withdraw from November 1st to December 31st shall pay 1/2 of the tuition fees, half service fee, plus the admission fees.
 - Students who withdraw from January 1st to February 28th shall pay 2/3 of the tuition fees, full-service fee plus the admission fees.
 - Students who withdraw after March 1st 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.
13. **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.
14. The school has the right to adjust this document and will advise parents/guardians of any changes.
15. **Signing of the Acknowledgement Form or completing the online registration, payment, or seat reservation, parent or guardians:**
 - Grant the school permission to post students' photos on social media and publications unless written withdrawal is submitted.
 - Agree to all terms and conditions set by the school.

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