



Royal Grammar School Guildford, Muscat



School Fee Agreement and Terms of Service Contract

Approved by the Ministry of Education of the Sultanate of Oman

Fees standard

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.
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.

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
Grade 8	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	Last Week August 2026
Term 2	1 st week of December 2026
Term 3	1 st week of March 2027
Re-Enrolment fee for August 2027 - 28	1 st week of January 2027

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

Transport (per year) Paid in two termly instalments	Short distance One-way - 450 Two-way - 650	Long distance One-way - 550 Two-way - 750
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 2) 75 – (Grade 3 to 6) 95 – (Grade 7 to 8)	

1. Meals and uniform fees are compulsory.

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

Fees Term 2 to 3 (Late Enrolments)

Students are accepted to join from Term 2 & 3, and the Following schedule is applicable for late joiners.

Admission Fees

Application Fee	A non-refundable and non-transferable Application Fee of OMR 100 is due before the admissions Evaluation Session.
------------------------	---

Tuition Fees for later enrolment from term 2 & 3 (Exempted - 0% Vat)

Grade	Late Enrolment from Term 2			Late Enrolment from Term 3	
	Annual Tuition Fee	Term 2	Term 3	Annual Tuition Fee	Term 3 (Final Pay)
KG 1	2,200	1,540	660	1,375	1,375
KG 2	2,240	1,568	672	1,400	1,400
Grade 1	2,808	1,966	842	1,755	1,755
Grade 2	2,808	1,966	842	1,755	1,755
Grade 3	3,024	2,117	907	1,890	1,890
Grade 4	3,024	2,117	907	1,890	1,890
Grade 5	3,240	2,268	972	2,025	2,025
Grade 6	3,240	2,268	972	2,025	2,025
Grade 7	3,840	2,688	1,152	2,400	2,400
Grade 8	3,840	2,688	1,152	2,400	2,400

(An additional fee of OMR 1,120 will apply for Term 2 per child, and OMR 700 for Term 3 per child, across all grades, for students requiring Special Educational 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 2	At the time of enrolment
Term 3	For Term 2 joiners, the fees will be due in the first week of March 2027. For Term 3 joiners, the fees are payable at the time of enrolment.

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

	Late Enrolment from Term 2		Late Enrolment from Term 3	
	Short distance	Long distance	Short distance	Long distance
Transport Paid at once at the enrolment	One-way - 300 Two-way - 440	One-way - 370 Two-way - 500	One-way - 150 Two-way - 220	One-way - 200 Two-way - 250
Breakfast and Lunch Paid at once at the enrolment	Breakfast and Lunch for Term 2 Joiners – 300 Breakfast and Lunch for Term 3 Joiners – 150			
Uniform sets2 (Items may be purchased individually when needed)	65 – (KG 1 to Grade 2) 75 – (Grade 3 to 6) 95 – (Grade 7 to 8)			

1. Meals and uniform fees are compulsory.

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

Offers for late enrolment

- Special Sibling discounts of 10% to the first sibling, 15% to the second sibling and 20% to the third Sibling on the tuition fee relevant to the period and applied in their last term fees..
- No Referral discount is applicable for late joiners.
- No full payment discount is applicable for late enrolments.

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 cannot accept cash payments & American Express Cards (Amex).
- **Bank Transfer**

Bank Transfer details

Account Name	Al Tamkeen International School L.L.C
Account Number	10650548693001
IBAN Number	OM080180010650548693001
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 slip must be emailed to accounts@rgsgm.com.

Any misallocation or delay in fee posting will be the responsibility of the parent/guardian if the transfer copy is not shared as required above.”

- **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 the parent's end.

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 **School Fee Agreement and Terms of Service Contract** 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 like CCA's, Trips and etc.
6. Fees are reviewed annually and may be subject to change, 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 the service fee, plus the admission fees.
 - Students who withdraw from November 1st to December 31st shall pay 1/2 of the tuition fees, half the 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 School Fee Agreement and Terms of Service Contract 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. **School Fee Agreement and Terms of Service Contract or completing the online registration, payment, or seat reservation, parent or guardian:**
 - Grant the school permission to post students' photos on social media and publications unless a written withdrawal is submitted, and 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.

School Fee Agreement and Terms of Service Contract

I have read the RGSG Muscat School Fee Agreement and Terms of Service Contract, 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:

Academic Year: _____ Date of Application: _____

Student Information:

Name:
Civil ID/Passport:
Grade:

Name:
Civil ID/Passport:
Grade:

Name:
Civil ID/Passport:
Grade:

Name:
Civil ID/Passport:
Grade:

Parent/Guardian Information

Name of father/guardian:
Civil ID or passport:
Telephone number:
Signature:
Date:

Name of mother/guardian:
Civil ID or passport:
Telephone number:
Signature:
Date:

Please complete this Agreement and Terms of Service Contract Form and return it to the school office, or email it to the school, admissions@rgsgm.edu.om

FOR OFFICE USE ONLY - Admission Department

Admission Representative Name: _____

Admission Representative Signature: _____

Date: _____