Purpose

1 Under the terms of the Comprehensive Agreement, Qatar will compensate the University for the actual costs of School Fees in Doha for up to three children of UCQ Employees.

The purpose of this policy is to clarify:
   a) what school fees are reimbursed by UCQ; and
   b) how school fees for the children of UCQ Employees are disbursed.

Scope

2 This policy applies to UCQ Employees.

Definitions

3 In this policy:
   a) “Comprehensive Agreement” refers to the Comprehensive Agreement to Establish a Campus of the University of Calgary in Qatar between the State of Qatar and the University of Calgary, 2006.

   b) “UCQ Employee” means an individual employed by the University and working at UCQ. It does not include Local Hires as defined by the Comprehensive Agreement.

   c) “School Fees” means the mandatory annual fees payable in order for a child to attend school in Doha. School Fees include:
      i. application fees;
      ii. registration, placement or reservation fees;
iii. tuition fees;  
iv. capital maintenance fees;  
v. textbook fees; and  
vi. exam fees.

Transportation fees and canteen or snack fees specified in the school’s invoice are not included.

d) “University” means the University of Calgary.

e) “UCQ” means the University of Calgary – Qatar.

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.

References 6  
Comprehensive Agreement: Article 5-2-3-5 (d); Addendum to the Comprehensive Agreement re School Fees (2010)

History 7  
Approved: November 29, 2010 (Executive Committee of the JOB)

Effective: November 6, 2006