



UNIVERSITY OF
CALGARY
QATAR

جامعة
كالغاري
قطر

Departmental Policy

Departmental Procedure
Instructions/Forms

UCQ School Fees

Classification Human Resources	Table of Contents Purpose 1 Scope 2 Definitions 3 Policy Statement 4 Responsibilities 5 References 6 History 7
Approval Authority Associate Vice-President (Human Resources)	
Implementation Authority Director, Human Resources	
Effective Date November 6, 2006	
Latest Revision November 29, 2010	

- 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	<p>4.1 UCQ will pay the actual School Fees for up to three children of UCQ Employees subject to the following conditions:</p> <ul style="list-style-type: none"> 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). <p>4.2 UCQ will pay eligible School Fees directly to the school upon receipt of the original invoice.</p> <p>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.</p> <p>4.4 UCQ Employees are responsible for all additional fees charged by the school or fees in excess of allowable School Fees.</p>
Responsibilities	5	<p><i>Approval Authority</i></p> <ul style="list-style-type: none"> • ensure appropriate rigour and due diligence in the development or revision of this policy. <p><i>UCQ Employees</i></p> <ul style="list-style-type: none"> • submit invoice to UCQ; and • be aware of eligibility requirements. <p><i>Implementation Authority</i></p> <ul style="list-style-type: none"> • 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	<p><i>Approved:</i> November 29, 2010 (Executive Committee of the JOB)</p> <p><i>Effective:</i> November 6, 2006</p>