



Beacon School Private School, Bahrain



Fee Schedule and Procedures 2025-2026

Approved by the Ministry of Education of Bahrain

Dear Parents,

We are pleased to welcome your children to our school and assure you that we will make every effort to provide the best possible services for our students. The following are the financial policies for the academic year 2025-2026. The website is as follows: www.beacon.edu.bh

Please note that the tuition fees can be increased, subject to the Decision of the Ministry of Education of Bahrain.

Fees

Please take some time to familiarize yourself with this fee schedule and procedures and the terms and conditions. **all fees are in Bahrain Dinar (BD). Please also sign and return the Acknowledgement Form, indicating 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 BD 30 is due before the admissions Evaluation Session.
Enrolment Fee	Once a student is accepted, a non-refundable enrolment fee of BD 150 is due. Payment of this fee confirms your acceptance of the offer of the place.
Re-Enrolment Fees	The re-enrolment fee of BD 100 for existing students is deductible from the first instalment of tuition fees. Payment of this fee confirms your acceptance of the offer of the place.

Tuition Fees (Exempted - 0% VAT)

Grade	Annual Tuition Fees Total	1 st Instalment	2 nd Instalment	3 rd Instalment	4 th Instalment
Pre-Nursery	2,250	560	565	560	565
Nursery	3,070	765	770	765	770
KG1 – KG2	3,700	925	925	925	925
G1 – G2	4,000	1,000	1,000	1,000	1,000
G3 – G4	4,250	1,060	1,065	1,060	1,065
G5 – G6	5,075	1,265	1,270	1,270	1,270
G7 – G8	5,560	1,390	1,390	1,390	1,390
G9 – 10	6,125	1,525	1,535	1,525	1,540
G11 – G 12	6,550	1,635	1,640	1,635	1,640

Payment Schedule for the Tuition

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

Instalments	Due date of payment
1st Instalment	1 st week of September 2025
2nd Instalment	1 st week of November 2025
3rd Instalment	1 st week of January 2026
4th Instalment	1 st week of March 2026

Other Fees (10% VAT applicable for the below fees as per The National Bureau for Revenue, Bahrain)

Learning materials will be provided at the school. The cost for these materials is to be paid in the first instalment.

Grade Level	Total
Nursery to KG2	BD 100
Grades 1 to 5	BD 135
Grades 6 to 10	BD 150
Grades 11 to 12	BD 250

Offers

- **Sibling Discount:** A 10% tuition fee discount is available for the tuition fees of the second sibling, and 15% discount applies to the third or more siblings enrolled in Beacon Private School.
- **Full tuition Discount:** A 3% tuition fee discount is available for payment of the full year's fees in a single payment received by June 30, 2025. This discount is only applicable for learners who join the school before January of the same school year.
- After-hours service is available for Pre-Nursery to KG2 learners from 13.30 to 14:35 on Sunday, Monday, Wednesday, and Thursday. After-hours service is not offered on Tuesdays, as it is a short day for all learners. This service, with a cost of BD 2.5 per day, will be invoiced at the end of each term.

RE-ENROLLMENT DEPOSIT

The re-enrolment period for learners who will continue enrolment in BPS for the coming next academic year is notified to parents by the school in December through Edunation. A deposit of BD 100 for each learner is due before the end of December to secure a place for the child in the subsequent academic year. In the case of non-payment within the published time frame, the learner's place will not be reserved. This initial deposit will be deducted from the first instalment.

REFUND POLICY

Registration fees and application fees are non-refundable and non-transferable. Tuition fees are only refundable in exceptional cases, at the discretion and approval of the school management.

- All tuition fees are billed in advance. They should be settled as per the fee schedule agreed by the school and must be paid before the due date.
- Although the school accepts cheques from employers, parents are responsible for prompt payment of all school fees as indicated on the Invoice and it is the responsibility of individual parents to follow the schedules. Parents must bear in mind that the school will not be involved in the collection of tuition fees from companies; it is the parents' responsibility to pay the school all the prescribed fees, as per the due dates.
- If a family would like to communicate the withdrawal of a learner from BPS, this must be done in writing to admissions@beacon.edu.bh two weeks before the end of the current term. BPS fees are reviewed annually and are subject to change. The school will endeavour to give one term's notice of any changes to the fees.
- If a learner leaves the school temporarily (subject to school management approval), fees covering the withdrawal period must be paid to maintain enrolment status.
- Learners who have overdue fees will be refused entry to the school premises and suspended from attending classes and/ or using School facilities. This includes the right for the school to remove the learner's name from the enrolment register and refuse the issuance of transfer certificates and final grade reports.
- The finance team will be pleased to answer all questions related to the Fees Policy. For inquiries, please send an email to accounts@beacon.edu.bh

PAYMENT OPTIONS

Fees may be paid through the following methods:

Bank Transfer*, Direct Bank Deposits*, Credit or Debit card, Benefit Pay*

Bank Transfer Details

Beneficiary Name: Beacon Private School S.P.C

Bank Name: Bank of Bahrain and Kuwait

A/C No.: 100000410189

Swift Code: BBKUBHBMXXX

IBAN: BH97BBKU00100000410189

- For bank transfers and direct bank deposits, a copy of the deposit slip or bank transfer should be sent to the finance office at: accounts@beacon.edu.bh with the invoice number and name of the learner.
- Please note that when payments are made via bank transfer and the corresponding payment details are not shared with the Accounts Department via email or official communication, it becomes challenging for the Accounts Team to correctly allocate the fees to the respective students. In such cases, the responsibility for any misallocation or delays in fee posting lies with the parents/guardians, not with the School's Accounts Department.

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 BHD and apply to each student, and 10% VAT will be added to all other services, except for TF (Tuition Fees).
2. Students will be approved in the system by the Finance Team only after completing the required financial documentation.
3. The school's fee collection window is open from **7:15 AM to 2:30 PM, Sunday to Thursday**
4. If the required payments or documentation are not completed, the student's seat will be held temporarily upon payment of a non-refundable fee for a new Student. The application fee is BHD 30/- & an enrolment fee is BHD 150 & for existing students re-enrolment fee of 100 BHD.
5. Tuition Fees are invoiced in four instalments. They should be settled according to the Payment Schedule unless the full year is paid in advance.
6. Cash Payment & Other Currency Notes are not accepted., All fees are non-refundable once paid
7. It only covers tuition fees. All other services will incur additional charges Plus 10% Vat.
8. 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.
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 day 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 & Other Service 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 the start of the next term will result in the student not being allowed to attend school.
13. No certificates or transcripts will be given to any student, and the student will not be allowed to attend graduation ceremonies if all the due fees are not paid & he/she will be forbidden to sit for the examinations. If the parent does not pay on time, there will be a fine of 7.5% open for increase according to the delay in payment. In the case of a bouncing cheque, a fine is added to the value of the cheque, and the cheque issuer will bear the consequences.
14. If there is a delay of 2 weeks from the payment due date of tuition fees, the student's name will be blocked in the MOE system, MOE will be notified, and legal action will be taken.
15. **In the event of late enrolment, the following fee structures apply:**
 - If a student is admitted in the first half of a semester, a full semester's fees will be charged. & Full-Service Fees
 - If a student is admitted in the second semester, 60% of the annual fees will be charged. & Full-Service Fees
16. **Withdrawal**
 - Admission fees are not refundable.
 - Students who withdraw on or after the first day of the **1st Term** will be required to pay the full **1st Term tuition fees, 50% of the service fee, and the full admission fees.**
 - Students who withdraw during the **2nd Term** will be required to **pay 100% of the tuition fees, 100% of the service fee, and the full admission fees.**
 - 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.



17. Parental liability

- The signing of the Acknowledgement Form by the father or mother means that the father or mother is eligible to sign and is 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 changes of information.

18. The school has the right to adjust this document and will advise parents/guardians of any changes.

19. 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 a 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 email or phone numbers above.

**Acknowledgement Form**

I have read the Beacon Private School, Fees Schedule and Procedures, including the terms and conditions & agree to comply with them. As the parent/guardian of the students 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

Full Name of Student: _____

Gender: _____ Date of Birth: _____ Nationality: _____

CPR/ID Number: _____

Current Grade: _____ Applying for Grade: _____

Previous School Attended: _____

Parent/Guardian Information

Father's Name: _____

Occupation: _____ Nationality: _____ Mob Number: _____

Email: _____

Mother's Name: _____

Occupation: _____ Nationality: _____ Mob Number: _____

Email: _____

Address Details

Residential Address: _____

City: _____ Country: _____

Emergency Name & Number: _____

Signature's

Signature of Parent/Guardian: _____ Date: _____

Name of Parent/Guardian: _____

Admission Representative Signature: _____ Date: _____

Admission Representative Name: _____