

## ADMISSION POLICY

### RECEIVING A NEW APPLICATION:

- Receiving the application with the needed supporting documents below:
  - o 4 Photographs for the child
  - o Copy of the child's Birth certificate.
  - o Copy of the child's Vaccination report
  - o Copy of his/her previous school report (attested from the Ministry of Education and Ministry of Foreign affairs in your country)
  - o Copy of Qatar ID for the child and both parents
  - o Copy of the Passport for the child and both parents
- Any application with missing documents is not accepted, and assessment will not occur.
- The student will be registered in the grade following his/her current grade provided that the latest school report for the current academic year was submitted and the final end-of-year report to be submitted by August.

Suppose a student fails the end-of-year exams and needs to provide a complete report. In that case, he/she will be repeating the same grade based on the non-objection letter from the student's parent as per the directives of the Ministry of Education and Higher Education. If you fail to bring the final report on time, your son/daughter's name will not be included in the class list for the next academic year.

- Assessment fees must be paid before the assessment (nonrefundable). Payment is made by card or bank transfer only.

### Accepting the Student:

- The seat will be offered when the student passes the assessment.
- Payment of Registration fees (nonrefundable) and deposit for term 1 to be paid within three days of the assessment.
- Once the Academic year starts, the seat reservation for the student is valid for the first two weeks only. Parents are advised to inform the school about late attendance in written form with the joining date mentioned and pay the total term fees in advance. Students failing to do so may not be accommodated if schools have no vacant places.
- Students are not to attend a school without a valid residence permit.



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#### Withdrawal Policy:

- If withdrawal should occur for any reason, parents need to sign a withdrawal form one month after leaving school. The deposit will not be refunded if the withdrawal is made without informing the registration department before the mentioned period.
- If parents submit the necessary documents confirming the terminal of employment, then tuition fees can be refunded partially according to the attendance period. (registration fees nonrefundable).

#### Transfer to another school in Qatar:

- o Transfer to another school in Qatar, parents must sign a transfer form and submit it to the registration department between 15 Jan – 28 Feb each year.
- o Vacancy Letter is needed from the other school to transfer the student through the Ministry of Education System.
- o Transfer will occur after all due payments are paid.

Gheras International Schools are licensed by the Ministry of Education and Higher Education and follow its directives and regulations.

\_\_\_\_\_

Date

\_\_\_\_\_

Student Name

\_\_\_\_\_

Grade

\_\_\_\_\_

Parent's Name

\_\_\_\_\_

Parent's signature