



For Administrative Use

Dubai International Private School – Garhoud

Family Code

REGISTRATION BOOKLET 2021-2022 (New Students)

REQUIRED DOCUMENTS FOR REGISTRATION

- Copy of passport with valid Residence Visa for student(s) and one of the parents.
- Copy of student(s) & parent/sponsor Emirates ID (both sides).
- Copy of application form if ID is under process.
- Original Emirates ID of the student(s) & parent must be presented upon registration.
- Copy of Birth Certificate translated to Arabic or English.
- Copy of custody papers (if applicable).
- Most recent report card and last year report card indicating the Grade level completed.
- Letter of good conduct from last year school attended is required for all students joining Grade 9 to 12.
- MAP and CAT 4 results from previous school
- For students applying from:
 - Dubai: a. Authorized leaving certificate and transcript from previous school through the KHDA system.
 - b. Students coming from British schools to Grade 10 – 12 should submit an approved equivalency from MOE.
 - Other Emirates: Original Leaving Certificates and transcripts from previous school legalised from the appropriate Educational Zone.
 - Outside U.A.E: Original Leaving Certificates and transcripts from previous school – translated to English or Arabic – and legalised from the Ministry of Education, Ministry of Foreign Affairs & U.A.E Embassy in the Country of Origin and a letter confirming successful completion of the previous grade.

STUDENT INFORMATION

	Student 1	Student 2	Student 3	Student 4
First Name				
Family Name				
Nationality				
Female/Male				
Date of Birth				
Place of Birth				
Emirates ID#				
Religion				
Applying to Grade				
Previous Schools' Name				
Previous Schools' Curriculum				
Previous Schools' City				
Previous Schools' Country				
FOR ADMIN USE ONLY				
Missing Documents	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

I hereby guarantee that I will submit all the legalised required documents for my children 's registration at Dubai International Private School – Garhoud for 2021-2022 by _____. I understand that the

administration reserves the right to cancel the registration in case required documents are not proper and submitted on time. After that, school cancellation rules apply.

Guardian / Parent 's Name & Signature:

Date: / /

GENERAL REGISTRATION INFORMATION

REGISTRATION HOURS

Monday through Friday: 08:00 am to 12:30 pm all year.

REGISTRATION PROCEDURES

1. All new students from KG to Grade 12 must sit for an entrance assessment & an interview.
2. The application and processing fee of 740 AED per student is:
 - Refundable if the school does not offer the students a place.
 - Non-refundable if the school offers the student a place but the student chooses not to take it.
 - Not deductible from total tuition fees to be paid if the student is offered and accepts a place.
3. The result of the assessment and interview will not be disclosed until all documents have been submitted to the Registrar 's Office.
4. All parents must proceed to the Registration / Accounts Department in School to complete the registration procedure, student information and payment.
5. Parents must sign and approve the recommendation after the entrance assessment (including Special and Academic Support classes).
6. Registration will be cancelled if student fails to attend the school for a period of 3 consecutive weeks of the academic year without prior written notice.
7. Registration for any class is not final until all the proper documentation is available with the administration, the annual tuition fees settled in full as per the procedure for the settlement of school fees (on page 4), the signing of the KHDA parent contract and after the approval of the relevant authority.
8. New Students applying from outside Dubai: Legalised transfer papers must be submitted before joining the school.
9. Grade 10, 11 and 12 students must submit a passport copy with residence visa valid for at least 6 months and the original Emirates ID.
10. I understand that the school may take videos and/or photographs of my child(ren) and may use them in the school's printed publications, as well as on the website or social media platform.

TRANSPORTATION PROCEDURES

1. Registration for all transport service will be suspended one week before and will resume one week after the start of the academic year, pending availability.
2. In case of address change, a 5 working day advance notice and map are required before we can reinstitute the transport service and only if the new location is on designated routes.
3. The administration reserves the right to suspend /deny any student the use of transportation service if he/ she does not abide by the set rules and regulations. The student will be responsible for any damage to the transportation busses.
4. The administration reserves the rights to resolve the seat allocated to the student(s) at registration once the bus route is confirmed.

On Rules and Regulations:

1. The school shall ensure that every student registered for our transport service shall have an allocated seat.
2. The school shall include every student registered for our transport service in our accident & third-party liability insurance scheme.
3. The school shall strive, from within the known restrictions, to maximize the efficiency of the transport system.
4. The school must adhere to the public rules and regulations of transport as prescribed by the Roads and Transport Authority (RTA) and related authorities.
5. The School reserves the right to allocate collection and drop off points to certain area, streets, compounds, and multiple entry building. Such allocations, if any, would be announced to those registered upon finalization of the transport routes.

The Transport Administration:

1. The transport service operators cannot wait to pick up a student after the time has been allocated to him has passed.
2. Any student who is not collected at the point of delivery shall be returned to school and his parents contacted to collect him/her.
3. There will be restrictions on the motion of our busses due to road/ construction /or similar aspects. The school transport administration reserves the rights to allocate the pickup and /or drop off point and time based on the factors that improve the overall efficiency of the operation & not on personal needs of the user.
4. Parents may track the assigned school bus online through the school portal.

ACCOUNTING PROCEDURES

The information below defines the standards and regulations that govern the registration, cancellation and discount procedure as set forth by the chief Financial Officer of AMSI. The standards are final and cannot be altered or modified.

1- PROCEDURE FOR THE SETTLEMENT OF SCHOOL FEES

- 1.1 Payment of registration and tuition fee shall be tailored over the payment plan that you deem appropriate, provided that there is no remaining balance or delayed payments of fees from previous year. The school procures books, uniform, and other school material early in the year. By providing your signature below, you are delegating the school procure these requires items for your child on your behalf, in the school's timelines for procurements.
- 1.2 **As per KHDA rules:**
For returning students, the school will charge 5% (10% for new students) of the total fee amount, as a registration fee, to be paid within the time frame specified by the school plus and is deductible from the first term of the academic year plus the value of books and school uniform. The registration fee is non-refundable unless the family is moving outside the Emirates of Dubai before the start of the academic year. The school reserves the right to ask proof of this move, such as an acceptance offer from another school outside Dubai.
- 1.3 **If the school fees will be paid by the employer, the parent should provide an official letter from the company starting the same and deposit a security cheque with the full amount as well, to be returned to parents once the company settles the full fee.**

2- ON LATE ENROLLMENT

- 2.1 If new students enrol during the academic year, the school can charge tuition fees starting from the month of enrolment. For example, if a student enrolls in the 3rd week of October, the school can charge tuition fees from the beginning of October; add the value of the books, school uniform, activities and notebook computer for Gr:9 onwards and 1500.00 AED for processing fees.
- 2.2 In case of a late enrolment discount, any other discount does not apply, including sibling discount.
- 2.3 Transportation: Any registration during the month of December shall incur full transportation fee. Any registration during the month of January: Divide the value of the transportation cost by 10 months multiplied by the number of remaining months. Any registration starting from first of February shall incur 5% of the transportation fees, pending availability.
- 2.3 Special classes: any registration to the end of January, shall incur full fees. Any registration starting from the first of February shall incur 50% of the fees.

3- ON ACTIVITY REGISTRATION

These are completed with cash or current/ cheque payment immediately upon registration. Please note that the Accounts Department will issue a final registered participant sheet and cross tally it against actual participants.

- 3.1 Any participants who did not complete the registration procedure will be removed from the activity.
- 3.2 Any registration prior to and through the end of January, shall incur full activity fees.

3.3 Any registration starting from the first of February shall incur 50% of the activity fee.

4- ON TRANSPORTATION REGISTRATION

The fees for any required school serviced transportation must be settled along with the registration fee & upon registration.

5- ON CANCELLATIONS AND REFUNDS

5.1 Registration

Upon cancellation of registration prior to start of the academic year and receiving books and uniform, a cancellation fee of 5% of value of the tuition fee shall be charged to current students (10% to new students) plus 500.000 AED transportation cancellation fee (if applicable).

5.2 Tuition

After the start of school year and receiving books and uniform:

- 5.2.1 If the student attends school for two weeks or less, one month's fee will be deducted.
- 5.2.2 If the student attends a period ranging between two weeks and one month, two months fees will be deducted.
- 5.2.3 If the student attends for more than a month, the full terms fee will be deducted.
- 5.2.4 All deliverables are non-refundable, examples: books, school uniform, notebook computer, activities.
- 5.2.5 All non-mandatory activity fees are non-refundable within a week from commencement.
- 5.2.6 Fees for after school academic support are non-refundable for sessions taken or skipped.

Refunds and cheque withdrawals cannot be made during July and August and will be processed as of the first week of September.

Guardian / Parents Initials & Signature:

5.3 All non-regular Subjects: I.E in English, French

The parents shall be entitled to a refund for the special subject fees in question, as per the following:

Refund Structure

- 5.3.1 Until the end of November, divide the value of the special tuition fees by 10 months, and then multiply that by the number of studied months. The balance shall be refunded to parents.
- 5.3.2 As of the first of December, parents are not entitled to a refund.

Refund Procedure

- 5.3.3 Withdraw the third payment (PDC) if available and deduct the amount to be refunded without charging 200.00 AED (Cheque withdrawal charges).
- 5.3.4 Reconcile the amount to be refunded with any returned cheque, if available, after charging 350.00 AED.

5.4 Transportation

Refund Structure

- 5.4.1 Divide the transport cost by 10 months, multiply by the number of months the service was used and add one month processing fees. The balance shall be refunded to parents.
- 5.4.2 Parents shall not be entitled to any refund whatsoever for cancellations made post the end of January.

5.5 Activities

Refund Structure

5.5.1 For any cancellation, from the date of enrolment through the first week of the activity, parents shall be entitled to a refund with a one-month activity charges fee after which there will be no refunds.

IMPORTANT NOTES:

1. A student who is suspended from the date any activity as deemed necessary by the academic administration, or expelled from school for any reason whatsoever, shall not be entitled to any refund.
2. No refund shall be made to the parents unless their account is fully settled, and there are no outstanding payments due in the form of post-dated cheque(s) or other.
3. Refunds will be made to the entity that settled the amount to the school.
4. Any refund cannot include the value of books, school uniform, activities or the notebook computer for Gr:9 onwards. They are non-returnable after they are delivered.
5. The application and processing fee of 740 AED is non-refundable and is applied to every new student.
6. **Procedure:** Cancellation request should be submitted in writing and must carry a valid reason. The Accounts Department will consider the date of the submitted written request in their calculation.
7. Returning students are not permitted to attend class in the following year unless bills of every nature of the prior year arrears have been paid.
8. Students diploma/certificates, school reports, transcripts and /or Leaving Certificates will be released upon completion of school clearance.

6- ON DISCOUNTS

- 6.1 The Accounts Department will apply only the standard sibling discount in case of the registration of one or more sibling at any of its campuses in the UAE.
- 6.2 The sibling discount is applicable only after the parents have fully reimbursed the school for any outstanding invoices or outstanding accounts and is only granted to zero balance accounts.
- 6.3 For students who receive a scholarship, a respective amount will be deducted from the tuition fees of the student if payment was made in full then the amount will be deducted from the tuition fees of the next academic year.
- 6.4 In case of a late enrolment discount, any other discount does not apply, including sibling discount.

7- ON RETURNED CHEQUES AND UNSECURED PAYMENTS (CHEQUE WITHDRAWAL)

7.1 Any returned cheque shall be reimbursed in cash and not replaced by another cheque. Bank charges of 350.00 AED shall be added to the settled amount to be also collected in cash.

7.2 Any discount (if applicable), including sibling discount, will be void in case of a returned cheque.

7.3 A 200.00 AED processing fee shall be charged to the parents every time they request that their cheque be withdrawn prior to the deposit due date. This fee shall be settled in cash along with a withdrawal request letter. (The Request letter must be dated at least 15 working days before the cheques due date).