

Dear Parent/Guardian

The administration of A'Takamul International School has pleasure to admit your son/ daughter as one of its students in the present school year

Please, complete and fill out the admission form in both Arabic and English and attach the required formal documents no later than **two days after acceptance**, so that the administration can quickly complete the procedures of registration and reserve a seat.

1. Admission and Registration Policy

As of the beginning of school year on 15/9/, student's age shall be identical to scale of ages enforceable by the Ministry of Education:-

KG1: (3 and a half years and above)	KG2: (4 and a half years and above)	GR1: (5 and a half years and above)	GR2: (6 and a half years and above)	GR3: (7 and a half years and above)	GR4: (8 and a half years and above)	GR5: (9 and a half years and above)
GR6: (10 and a half years and above)	GR7: (11 and a half years and above)	GR8: (12 and a half years and above)	GR9: (13 and a half years and above)	GR10: (14 and a half years and above)	GR11: (15 and a half years and above)	GR12: (16 and a half years and above)

2. Formal Documents Required for Registration

Original Birth Certificate and copy	A copy of civil ID for both student and father	Five photos (name on back of each photo's)	A copy of Certificate of Nationality (for Kuwaitis)	KD one hundred as registration fees (non-refundable)
Original and a copy of passport to identify the page of residence (for Non-Kuwaitis)	A copy of the test 3 reports	Certificate of transfer from the previous school (after obtaining a certificate of "To Whom It May Concern" from A'Takamul International School)	Health file from the previous school or (to complete the health file for the students of kindergarten)	Certificate of release from the previous school; certificate of good conduct from the previous school

3. Procedures of Withdrawal

To give a written notice to the Registrar of student affairs about withdrawal request	To hold interview with the officer responsible for the academic Grade before completing the procedures of withdrawal	To pay all financial accruals; return the textbooks; deliver any trusts in order to obtain release certificate	To get a certificate of "To Whom It May Concern", from the transferee school, indicating admittance	To refer to the registration officer to prepare certificate of transfer and the health file.
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4. School Day Schedule

1. Kindergarten 7:30am - 12:45pm
2. All Academic Grades (Preliminary- Intermediary/High) 7:30am - 2:20pm

5. Attendance and Absence

1. In case any student exceeds the absence period allowed without informing the administration of School, he shall be automatically dismissed in accordance with the circular of the Ministry of Education.
2. Every student shall come before the school day begins; no student shall be allowed to leave school before the end of school day except in special cases for which reference can be made to the administration of the School.

6. For Expatriate Students (Non-Kuwaitis)

1. In case of annual renewal of residence, the parent shall automatically provide (Registration Division) with a copy of his passport "residence page" and of civil ID; if he failed to do same, his registration with the School shall be deemed cancelled.

FINANCIAL POLICIES

a. A Circular on Fees and Payments Attached to the Booklet

b. Discount:

1. The second brother shall be granted a discount at 5%, the third at 10%, the fourth at 15%, while the fifth child at 20%, taking into account that the biggest amount of discount shall be granted to the youngest.
2. In case the student withdraws during the academic year, the parent shall be deprived of the said discount
3. As to students for whom their parents' work entities pay fees:
 - The School shall be provided with formal letter from work entity indicating a commitment to pay the prescribed fees for those students.
 - In case of non-payment of the required amount in full by the work entity, the parent shall pay the remaining amount.
4. As for the children whose sibling withdraws, the rate of discount shall be reset in accordance with Article (1).

c. Withdrawals:

In case of withdrawal, the following procedures shall be enforced in accordance with the policy of the General Department of Private Education:

1. Non-refundable registration fee (KD 100)
2. If student withdraws during the period from 1/9/ to 30/11, parent shall pay the first installment in full and the registration fee shall not be calculated as part thereof.
3. If student withdraws during the period from 1/12/ to 31/1, parent shall pay the first and second installments in full.
4. If student withdraws during the period from 1/2 and later on, parent shall pay the whole school fees.

d. Transportation Fees:

1. Shall be paid at the beginning of the school year
2. The appointments of registration and pay office shall start from 7.30am- 1.00pm.

Policy of Prayer

As the School is keen to deepen the Islamic values, it imposes prayer on students in accordance with the policy followed in the State of Kuwait without any fanaticism to any belief. So, every student shall perform this religious duty in order to achieve its supreme object as the School deems this matter as a prerequisite for admission to the School.

Other Behavioral Policies:

1. It is of necessity to maintain School property, or the School will regrettably have to enforce regulations against any defaulter.
2. In case a student commits any behavioral fault (in the bus), the School shall have full right to take necessary actions.
3. Mobiles and electronic devices are banned in school.

Security Policy:

1. Parents visiting the School for any reason shall deliver his civil ID to the security officer and take a visiting card.
2. No parent shall be allowed to wander about the School's spaces and areas or to go up to the classes during the school day.

Note: *In case of commitment to the above-mentioned policies, the School shall have the right to take the appropriate actions pursuant to the penalty procedures enforceable by the School.*

Parent's Name: _____ Signature: _____ Date: _____