

## REGISTRATION BOOKLET 2020-2021 (New Students)

### REQUIRED DOCUMENTS FOR REGISTRATION:

1. Copy of passport with valid Residence Visa for students and parents. For decree owners: A copy of the decree issued by His Highness the President of the State or his deputy.
2. Copy student(s) & parent/sponsor Emirates ID (both sides). Copy of application form if ID is under process. Original Emirates ID of student(s) & the parent must be presented upon registration.
3. Copy of Family book for UAE children.
4. Copy of Birth Certificate translated to Arabic or English.
5. Copy of custody papers (If applicable).
6. Most recent report card and last year report card indicating the grade level completed.
7. Letter of Good Conduct required for all students coming to Gr. 9 onwards.
8. MAP and CAT 4 results from previous school.
9. 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 Gr.10 onwards should submit an approved equivalency from MOE.
  - *Other Emirates*: Original Leaving Certificate and transcript from previous school legalised from the appropriate Educational Zone.
  - *Outside U.A.E.*: Original Leaving Certificate and transcript 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.

\* **Kindly email these documents to [amskhawaneej@almawakeb.sch.ae](mailto:amskhawaneej@almawakeb.sch.ae)**

### 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' Country				
<b>FOR ADMIN USE ONLY</b>				
Missing Documents	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9

I hereby guarantee that I will submit all the legalised required documents for my children's registration at Al Mawakeb Al Khawaneej for 2020-2021 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

Sunday through Thursday: 08:00 to 15:30 all year.

## REGISTRATION PROCEDURES

1. All new students from PRE-KG onwards, must sit for an assessment & an interview.
2. Application and processing fee of 500AED per student is:
  - refundable if the school does not offer the student a place
  - non-refundable if the school offers the student a place but the student chooses not to take it
  - not deductible from the total tuition fees to be paid if the student is offered and accepts a place.
3. The results 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 procedures, student information and payment.
5. Parents must sign and approve the recommendations after the entrance assessment (including Special and Academic Support classes).
6. Registration will be cancelled if a 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: Legalized transfer papers must be submitted before joining the school.
9. Students from Grade 10 onwards 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 platforms.

## TRANSPORTATION PROCEDURES

1. Registration for all transport services 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 the 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 buses.
4. The administration reserves the right to revoke 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 areas, streets, compounds and multiple entry buildings. Such allocation, 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 that 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 right to allocate the pick up 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.

*I have read and I understand the above procedures*

**Guardian / Parent's Initials & Signature:**

# MEDICAL AND INSURANCE

## EMERGENCY TREATMENT

**PLEASE READ AND SIGN THE FOLLOWING STATEMENT.**

I hereby authorize the medical personnel of Al Mawakeb Al Khawanej or any other qualified medical officer to administer emergency treatment and/or first aid treatment that my child/children may need during the course of a normal school day or during any school supervised activity.

Furthermore, in the case of emergency and if I am not reachable I authorise the school to send my child to the hospital or medical center for the necessary tests and treatments.

Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## PERSONAL ACCIDENT COVER (PAC)

The school provides the following cover to all the students while in school or during any school-endorsed activity. Under this policy, our students are covered as per a set scope and limit during school hours or during any school-endorsed activity - Conditions apply.

**Limits:** 75,000.00 AED for death or total permanent/ partial disability per student per accident.  
10,000.00 AED for accidental medical expenses per student per accident.

Guardian / Parent's Initials & Signature:

# ACCOUNTING PROCEDURES

The information below defines the standards and regulations that govern the registration, cancellation, and discount procedures 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 fees shall be tailored over the payment plan that you deem appropriate, provided that there is no remaining balance or delayed payment of fees from previous year. The school procures books, uniform and other school materials early in the year. By providing your signature below, you are delegating the school to procure these requires items for your child on your behalf, in conformance with the school's timelines for procurement.

### 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 Emirate of Dubai before the start of the academic year. The school reserves the right to ask for 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 stating the same and deposit a security cheque with the full amount as well, to be returned to parents once the company settles the full fees.

## 2- ON LATE ENROLLMENT

**2.1** If new students enroll during the course of the academic year, the school can charge tuition fees starting from the month of enrollment. For example, if a student enrolls in the 3<sup>rd</sup> week of October, the school can charge tuition fees from the beginning of October, add the value of notebook computer for Gr.9 onwards and 1500.00AED for processing fees.

**2.2** In case of a late enrollment discount, any other discount does not apply, including sibling discount.

**2.3** Transportation: Any registration during the month of December shall incur full transportation fees. 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 the first of February shall incur 50% of the transportation fees, pending availability.

## 3- ON ACTIVITY REGISTRATION

**These are completed with a 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 participant who did not complete the registration procedures will be removed from the activity.

**3.2** Any registration up to the end of January, shall incur full activity fees.

**3.3** Any registration past the first of February shall incur 50% of the activity fees.

## 4- ON TRANSPORTATION REGISTRATION

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

## 5- ON CANCELLATIONS AND REFUNDS

### 5.1 Registration

Upon cancellation of registration prior to the start of the academic year and receiving books and uniform, a cancellation fee of 5% of the value of the tuition fee shall be charged to current students (10% to new students) plus 500.00AED transportation cancellation fee (if applicable).

### 5.2 Tuition

After the start of the 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: 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.**

*I have read and I understand the above accounting procedures*

**Guardian / Parent's Initials & Signature:**

## 5.3 Transportation

### Refund Structure

5.3.1 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 is refunded to parents.

5.3.2 Parents shall not be entitled to any refund whatsoever for cancellations made as of the end of January.

## 5.4 Activities

### Refund Structure

5.4.1 Any cancellation, from date of enrollment 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 any activity as deemed necessary by the academic administration, or expelled from school for any reason whatsoever, shall not be entitled to any refund whatsoever.
2. No refunds 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 and notebook computer. They are non-returnable/non-refundable after they are delivered.
5. The application fee of 500.00AED, is non-refundable and is applied on every new student.
6. **Procedure:** Cancellation requests should be submitted in writing and must carry a valid reason. The accounts calculation will consider the date of the submitted written request.
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. Student 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 honor only the standard sibling discount applicable in case of the registration of one or more siblings at any of its campuses in the UAE.

6.2 The sibling discount is only applicable after the parents have fully reimbursed the school for any outstanding invoices or outstanding accounts and is only granted to zero balance accounts.

## 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 350.00AED shall be added to the then settled amount to be also collected in cash.

7.2 Any discount (if applicable), including sibling discount, will be void in the 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 cheque due date).

# FAMILY INFORMATION

FATHER'S NAME \_\_\_\_\_ MOTHER'S NAME \_\_\_\_\_  
 FATHER'S NATIONALITY \_\_\_\_\_ MOTHER'S NATIONALITY \_\_\_\_\_  
 FATHER'S EMIRATES ID \_\_\_\_\_ MOTHER'S EMIRATES ID \_\_\_\_\_  
 WHO IS THE MAIN CONTACT:  FATHER  MOTHER  OTHER \_\_\_\_\_ (Legal documents)  
 WHO IS REGISTERING?  FATHER  MOTHER  OTHER \_\_\_\_\_ (Legal documents)  
 REMARKS:  DIVORCE \_\_\_\_\_  DEATH \_\_\_\_\_  RE-MARRIED \_\_\_\_\_

*In case of divorce or separation, presentation of custody papers are required.*

## DETAILS OF RESIDENCE

Emirate: \_\_\_\_\_ Area Name: \_\_\_\_\_ Street: \_\_\_\_\_  
 Building/Compound: \_\_\_\_\_ Apartment/Villa Number: \_\_\_\_\_ Makani#: \_\_\_\_\_

## PARENT INFORMATION

Data	Father	Mother
Company Name		
Position held in company		
Home phone number		
Office phone number		
Mobile phone number		
Personal E-mail address (Please print in capital letters)		
Emergency contact number(s)		
Alumni of AMSI Schools?	<input type="checkbox"/> Yes <input type="checkbox"/> No Campus _____ Class of _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Campus _____ Class of _____

1. Has your child ever been suspended from any of their previous schools?  Yes  No

If yes, explain circumstances. \_\_\_\_\_  
 \_\_\_\_\_

2. Has your child ever been expelled from any of their previous schools?  Yes  No

If yes, explain circumstances. \_\_\_\_\_  
 \_\_\_\_\_

3. Please list his/her academic awards:

\_\_\_\_\_

4. Please list his/her other awards:

\_\_\_\_\_

## HOW DID YOU HEAR ABOUT US?

ISAS Student  Al Mawakeb Al Garhoud Student  Al Mawakeb Al Barsha Student  Newspaper or Magazine  
 Internet/Website  Friend  Word of mouth  Social Network (Instagram/twitter)  Other: \_\_\_\_\_

Guardian / Parent's Initials & Signature:

# FORM FOR DIVORCED PARENTS (Presentation of custody papers is required)

FAMILY NAME: \_\_\_\_\_

	Student(s) Name	Grade & Section
1		
2		
3		
4		

## FATHER'S DETAILS (IF HE HAS CUSTODY)

Father's Name: \_\_\_\_\_  In UAE  Outside UAE  
Office Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_  
Emirate: \_\_\_\_\_ Area Name: \_\_\_\_\_ Street: \_\_\_\_\_ Building/Compound: \_\_\_\_\_  
Apartment/Villa Number: \_\_\_\_\_ Residence Tel: \_\_\_\_\_

## MOTHER'S DETAILS (IF SHE HAS CUSTODY)

Mother's Name: \_\_\_\_\_  In UAE  Outside UAE  
Office Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_  
Emirate: \_\_\_\_\_ Area Name: \_\_\_\_\_ Street: \_\_\_\_\_ Building/Compound: \_\_\_\_\_  
Apartment/Villa Number: \_\_\_\_\_ Residence Tel: \_\_\_\_\_

## STEP-PARENT'S DETAILS

Step-Parent's Name: \_\_\_\_\_  In UAE  Outside UAE  
Office Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_  
Emirate: \_\_\_\_\_ Area Name: \_\_\_\_\_ Street: \_\_\_\_\_ Building/Compound: \_\_\_\_\_  
Apartment/Villa Number: \_\_\_\_\_ Residence Tel: \_\_\_\_\_

Custody is granted to *(please attach court documents)*:  Father  Mother  Other \_\_\_\_\_

Permission for parent /other without custody to see child(ren) is granted:  Yes  No  
Note: \_\_\_\_\_ *(please clarify whom)*

Parent without custody rights is allowed to be informed about academic progress or any other issues:  
 Father  Mother  Other \_\_\_\_\_ *(please specify)*

Parent in charge of school fees:  
 Father  Mother  Other \_\_\_\_\_ *(please specify)*

Child(ren) are living with  Father  Mother  Other \_\_\_\_\_ *(please specify)* at this address:  
Emirate: \_\_\_\_\_ Area Name: \_\_\_\_\_ Street: \_\_\_\_\_ Building/Compound: \_\_\_\_\_  
Apartment/Villa Number: \_\_\_\_\_ Residence Tel: \_\_\_\_\_

I \_\_\_\_\_, the undersigned, hereby attest that the information I have given above is accurate.

Guardian / Parent's Initials & Signature:

Date: / /

# SPECIAL EDUCATION AND MEDICAL FORM

Child's Name \_\_\_\_\_

Going to grade: \_\_\_\_\_

If your child has been diagnosed or suspected to have a learning difficulty, please check the boxes below that apply to your child's case.

## Behavioral, social and emotional:

- Emotional Problems
- ADHD (Attention Deficit and Hyperactivity Disorder)
- ADD (Attention Deficit Disorder)
- ODD (Oppositional Defiant Disorder)
- CD (Conduct Disorder)
- Other, please specify: \_\_\_\_\_

## Medical Condition:

- Asthma
- Diabetes
- Allergies
- Epilepsy
- Other, please specify: \_\_\_\_\_

## Speech and Language Disorder *(\*The below categories do not include students with additional language needs)*

- Expressive Language Disorder
- Receptive Language Disorder
- Other, please specify: \_\_\_\_\_

## Communication and Interaction:

- ASD (Autism Spectrum Disorder)
- Asperger's Syndrome
- Other, please specify: \_\_\_\_\_

## Physical Mobility:

- Congenital Deformities
- Hydrocephalus
- Cerebral Palsy
- Severe Accidental Injury
- Muscular Dystrophy
- Other, please specify: \_\_\_\_\_

## General Learning Difficulties:

- Below average or general intellectual difficulty.
- Assessed Syndrome (Down Syndrome, Stickler Syndrome, Williams Syndrome)
- Other, please specify: \_\_\_\_\_

## Specific Learning Difficulties:

- Dyslexia (Reading)
- Dysgraphia (Writing)
- Dyscalculia (Mathematics)
- Other, please specify: \_\_\_\_\_

## Sensory Impairment:

- Visual
- Hearing
- Other, please specify: \_\_\_\_\_

## Gifts and/or Talents:

- (Potential) Gifts
- (Potential) Talents
- Other, please specify: \_\_\_\_\_

In order to ensure your child's wellbeing and attend to his/her needs professionally, please note that if any of the items above is applicable to your child, kindly provide the school with a copy of the External Agent/ Doctor report and submit all relevant documents upon registration. Registration may not proceed if this report is not provided.

Guardian/ Parent's Name: \_\_\_\_\_

Guardian/ Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# TRANSPORTATION FORM

Student Code <small>Admin. use only</small>	Student Name	Grade & Section	To	From	T & F	E1	E2

## DETAILS OF RESIDENCE AND CONTACTS

Emirate: \_\_\_\_\_ Area Name: \_\_\_\_\_ Street: \_\_\_\_\_  
 Building/Compound: \_\_\_\_\_ Apartment/Villa Number: \_\_\_\_\_ Makani#: \_\_\_\_\_  
 Residence #: \_\_\_\_\_ Office #: \_\_\_\_\_ Mobile#: \_\_\_\_\_

## KINDLY USE THIS SPACE TO DRAW A MAP TO YOUR RESIDENCE

Guardian / Parent's Initials & Signature:

Date: