



## **Admission Policy**

### **Introduction**

Choosing a school for a child implies a long-term commitment between the school, the student and the family. The admissions process will provide an opportunity for parents and the school to gain knowledge about each other and determine whether Doha International School is the adequate choice for the child.

### **Criteria for admission**

Doha International School is committed to the principle of equal opportunity in education but may take into consideration factors including an applicant's prior educational, cultural, and linguistic background for purposes of admission in order to fulfil the school mission of providing education in an international environment and through the English language.

### **Residency**

All students admitted to Doha International School are required to reside either with their parents or with a legal guardian that either or both parents have approved and have their resident permit and Qatar ID number.

### **Inclusive education**

The school will admit students whose academic and personal needs can be met by the programs and student support services available at the time of admission. While we aim for inclusiveness in our admissions decisions, we reserve the right to refuse admission to students whom we determine will not benefit educationally from attending Doha International School.

### **Placement of student by age groups**

Some applicants may come from school systems with different academic years, for example, September to August, January to December or others. If this is the case, the pupil or student will enter within the year group which the Admissions team considers to be most appropriate and in the best interests of the pupil, ensuring no gaps take place in the child's educational process and local regulations from the Ministry of Education and Higher Education in Qatar are complied with, as appropriate. Previous schooling and the copy of Grade level achievement are must when deciding in which grade to place a student.

## **Steps of the process**

- A. Application forms should be completed at the registration office. All details are entered into our data management system.**

The following documents should be provided with the application form:

- Three passport photographs
- A copy of the child's school report for the last year, which must contain appropriate assessment information and reference to the level/grade in which the student has studied and the age structure the school applies.
- When the documents are not in English, a notarized translation in English must be provided.
- A copy of the child's passport, resident permit (when available), birth certificate and childhood immunization records.
- A copy of the parents' passports and resident permits.
- Copy of certificate of good conduct from previous school.
- Home Address: zone number and name, street name and number, building number.

**B. Organization of an interview with representatives of the Admissions team**

When places become available, applicants will be invited to undertake an interview that carries a fee. The interview is aimed at establishing a conversation with parents and students to evaluate if and how the school will benefit the candidate's educational experience.

As the student progresses in Primary, the importance of the mastery of English becomes apparent. The interview will still be looking at acquired skills, prior knowledge but also at the student's language profile.

### **Entry Assessments.**

The entrance test is designed to select students for acceptance. All students must meet entry requirements. The entrance exam fee is non-refundable and is to be paid on the assessment date. Testing of students will be held by appointments.

### **Early Years:**

Early years shortlisted students will have to sit an assessment that measures their readiness to enter school. It will evaluate their language knowledge, motor skills, and personal attitude.

### **Elementary:**

Grades 1-6 students will have to sit entry assessments in English (reading and writing) Math and Arabic. Children are expected to have a high level of English comprehension as well as very good reading skills. They will also be involved in Math and numbers of recognitions and activities paper based. We will also consider children's behavior.

### **C. Final decision on the application by the School Admissions**

The School Admissions team makes the final decision on admissions. This decision is final. This decision may be acceptance and offer of a place, or on a waiting list offer or non-acceptance of application.

#### **Acceptance and offer of place.**

The place offer will be subject to the payment of the corresponding fees within a timeline. If the payment is not completed by the identified deadline, the place will be lost.

#### **Student Withdrawals**

All students withdrawing from the school must submit notification of their withdrawal in writing to the Registrar office. A thirty (30) day notification period is required to ensure all necessary documents are ready.

#### **Registration Information**

1. The parent agrees to pay the registration, testing and interview fees (Non-refundable) and the student will be required to sit for an entrance exam. There is a chance that the student will be placed on a waiting list.
2. Registration and booking seat fees will be paid only in the case of a vacancy. However, the testing fees will not be refunded.
3. If the student is accepted and the parents decide to not continue the enrollment process, written notice must be given, the fees of the entrance exam will not be refunded. If the parent chooses to register the student, they agree to pay the registration fees. When the registration fees are paid, it will not be refunded even if the student did not start school. The parents also agree to pay a seat booking fee which is nonrefundable. .
4. If the student is registered and a seat booking fee is paid and the student does not attend school up to 1 week from start of school, the school will terminate the enrollment and fees paid will not be refunded. Parents must notify the administration in writing of any delays in their children starting school in order to secure their seats.
5. If the student is rejected, the testing fees are not refunded. In the case registration fee was paid, and then it will be refunded. The parent agrees that if the required documents are not provided in due time, then the registration will be cancelled, and the fees will not be refunded.
6. The school reserves the right to terminate the registration or expel a student if he/she does not abide by the school rules and regulations.
7. Tuition fees are non-refundable whether the student attended or not. If cancellation of enrollment takes place, fees paid will not be refunded. Cancellation of enrollment must be submitted in written.
8. If the student withdraws from DIS, a full semester written notice must be given and a full semester fee will be payable.
9. Any student who left the school-graduated, dismissed, or withdrew – is not allowed to re-apply. He/She should submit a re-entry application carrying his/her previous number.
10. Students are only allowed to submit one application form per year.
11. If a student needs to travel – The Administration should be informed in writing prior to the student's departure from school. If the student is absent due to sickness, a medical report needs to be submitted.

12. Unexcused absence by any student affecting their academic performance will be the responsibility of the parents and not the school. 15% unexcused absenteeism will result in zero credits for the subject.
13. A Disciplinary System is applied for morning delays.
14. Expensive items are not allowed in the school i.e., jewelry, cellular phones, pagers ..... etc. In case of loss or damage to the School, the Administration is not responsible. Cellular phones will be confiscated and returned at the end of the year.

### **Refund Policy**

1. Booking a seat fee is non-refundable whether the student attended or not.
2. If the student withdraws from DIS, a full semester notice is to be given. If such a notice is not given, a full semester's fees will be payable.
3. If the student is placed on the waiting list, or accepted or rejected, the fees of the entrance exam will not be refunded.
4. If the student is accepted, and the parent chooses not to continue the enrollment process (written notice must be given), the fees for the entrance exam or registration fees will not be refunded.
5. The parent agrees that if the required documents are not provided in due time, then the registration will be cancelled, and the fees will not be refunded.

### **Payment Schedule:**

1. Entrance Exam Fees, Booking a seat Fees or Registration Fees payment upon admission.
3. Two equal payments to be paid at the beginning of Term 1 and Term 2.
4. If a student is admitted in the first half of a semester, a full semester's fees will be charged.
5. If a student is admitted in the second semester, half annual fees will be charged.

### **Report Cards and Transcripts:**

No certificates or transcripts will be given to any student if all the due fees are not paid.