



Admissions Policy

Mission:

Create an efficient world-class education system that engages and empowers every student to become a life-long learner who is responsible, productive and an engaged citizen within a global community.

Vision

School graduates capable of life-long learning and who can apply the knowledge, skills and values acquired for an effective role in society.

INTRODUCTION:

ABOUT OUR SCHOOL

American School of Kalba (ASK) was established in August 2018, as a private American Curriculum School, where the curriculum is underpinned by the American Common Core Curriculum, UAE cultural heritage and Islamic values. The school is accredited by American International Accreditation Association (AiAA), and overseen by Sharjah Private Education Authority (SPEA).

ASK is situated in a serene and secure environment in Kalba City in the Emirates of Sharjah. The school runs a three – term year; Autumn term from September to December; Winter Term – Jan to April and the Summer Term that ends in June/July.

At A.S.K, we believe that all students can be successful, and we do not underestimate what they can achieve. We welcome every student regardless of religion, race, ethnicity, or gender.

STATEMENT OF CORE VALUES

We provide high quality teaching and learning to enable our students to become confident and independent learners within a safe, welcoming, and inclusive environment.

We have high expectations of all students with regards to behaviour, learning, attainment, progress, and personal development and well -being.

We promote mutual respect throughout our school community by modelling and encouraging positive attitudes and behavior.

We teach our students the importance of respecting UAE culture, other world cultures and Islamic values.

Aims of the policy:

- The aim of this policy is to support parents with the admission process and admit students who will benefit from a world class education system and who will contribute to and benefit from the ethos and activities of our school community.
- The School's admissions policy adheres to the school's policy of inclusivity
- The policy adheres to the stipulations of concerning the Protection of the Rights of Persons of determination.
- The School's admission policy adheres to the stipulations of the UAE Executive Council Resolution
- No. (2) of 2017 Regulating Private Schools

The school community and governing body has a responsibility to:

- view and value student diversity as integral to the human condition
- acknowledge that all students have the right to education in a common learning environment.

- prevent marginalization and discrimination in education based on the experience of SEND to reduce barriers to participation in learning
- be proactive in removing barriers to learning, by adapting and modifying curricula, teaching, and learning strategies.
- fulfil our responsibility to facilitate an inclusive learning environment
- **ensure students are not refused admission based only on their experience of SEND. This will ensure that students will be able to attend ASK as the school chosen for them by their parents.**
- ensure that persons of determination who experience SEND will be guaranteed the right to receive quality education at APSK.
- ensure that students who experience SEND will be actively supported to participate in the process of learning as they develop their potential, and build relationships with their peers, through social interactions in age- appropriate common learning environments.
- ensure that students who experience SEND will be provided with the support, accommodations and curricular modifications required to enable equitable access to educational opportunities. Appropriate priority will be given to the development of each

Admission Process, Application Fee and Priorities:

Admission will be subject to the availability of places in the appropriate grade. All students will need to meet the eligibility requirements. In addition, the school has a responsibility to ensure that the admission process is seamless for parents and students.

Parents must complete and apply through the school's administrative office and pay the AED500 Application Fee. To complete their application, a parent must supply all required information such as names, dates of birth and year of application and provide the documentation required to enable the school to make an admission decision.

Prior Assessment of potential candidates

- To ensure a smooth transition to the school, most students will be required to complete an appropriate assessment.
- Parents will be informed PASSED or FAILED after the assessment. Parent may meet the principal in case they require feedback.

ACCEPTANCE OF THE STUDENT'S ENROLLMENT at AMERICAN PRIVATE SCHOOL of KALBA

As mentioned above all students applying for a place at APSK will be assessed to enable us to ensure that the student is well placed to maximize his/her learning to reach academic excellence. We look forward to welcoming new parents and students visit to our school, to meet and give

them a tour of our facilities. All students are welcome to apply for admission to the school irrespective of ethnicity, religion, person of determination, special educational needs.

The School's Responsibilities

- Answer parents' enquiries regarding the admission process
- Explain the admission process to prospective parents
- Provide the registration file with the application form and list of documents parents must provide
- Make the admission process as seamless as possible
- Immediately inform the parent if the student will be admitted immediately or placed on the waiting list
- Provide updates to parents of students on the waiting list
- Contact the previous or current school for information to enable the school to support the student after the admission
- Assist parents to complete the application form where applicable
- Assess the student to identify if they would need additional support.

Parents Responsibilities:

Parents must provide the documents listed and follow the procedures before admissions can be processed.

1. Complete "Application for Admission" form
2. Provide the original and copy of Emirates ID of the students and the parent.
3. Submit 2 copies of valid passport.
4. 2 copies of vaccination card.
5. 2 copies of valid residence for non-Emirati.
6. 6 personal photos for the student.
7. 2 copies of birth certificate.
8. Student last 2 years report cards.
9. TC transfer form from the Ministry of Education (from previous school)
10. Certificate of good conduct / behavior
11. Arrange a tour of the school and meet the principal and academic advisor (optional)
12. Inform the school if your child has special educational needs or is a person of determination.

Other documents

- Parents must ensure they provide the school with copies of all medical, psychological, or educational assessments or reports before entry to the school. These documents would enable the school to provide the best education for the student. It is in the best interest of the student that the school understands what needs to be done to meet their needs.

- Parents must notify the principal in writing if they are aware or suspect that their child (or anyone in his or her immediate family) may have special educational needs or disability, and they must provide the school with copies of all written reports and other relevant information.

Where documents are not available, please inform our registrar who would assist you.

Steps for enrolment: -

- Parents may register online/physically at school.
- Receive the registration file from the school administration.
- Fill in the registration form completely and accurately.
- Fill in the health file which is attached with the registration file.
- Bring all the required documents mentioned in the registration file.
- Submit the file to school for reviewing and checking the documents.
- Pay the registration fees of 500 DHS.

Operation of waiting lists:

- Should the number of applications exceed the number of places available; students will be ranked and offered a place in order of application date. All completed applications will be placed on a waiting list and places will then be offered to those candidates when numbers allow.
- This waiting list will be maintained by the school with the consent of the respective parent, and the school would contact the parent as soon as a place becomes available.
- Parents may keep their child's name on the waiting list for as long as they wish. However, their position on the list may alter depending on additional applicants
- It is a requirement that all documentation must be submitted to the school before a student may attend the school. Students would not be admitted without a transfer certificate.

Responsibilities:

- The Registrar/ Administrative officer is responsible for managing enquiries and administration of admissions up to the point of school entry.
- The Admissions secretary will assist the registrar with documentation and other processes related to admission.
- The Senior Leadership Team members along with the administrative team are responsible for interviewing parents and students.

- The social worker may be consulted during the admission process for advice regarding a student with physical disabilities and/or learning challenges.

School Fees for the year 2021-2022:

CLASS	Price in AED		
	Tuition	Books	Total Fee
Grade 6	14,000	1,000	15,000
Grade 7	15,000	1,000	16,000
Grade 8	15,000	1,000	16,000
Grade 9	17,000	1,000	18,000
Grade 10	18,000	2,000	20,000
Grade 11	19,000	2,000	21,000
Grade 12	20,000	2,000	22,000
Uniform Fee (per 1 full set)		AED 350 +5% VAT	

Fee Payment & Refund Policies

Fee payment policy:

1. **Annual School Fees payments:**

Students can pay annual school fees for each academic year, which includes Tuition fee, books fee, uniform fee, and Transportation fee by the following modes of payments available.

- Full payment by online (thru school website www.apskalba.com /Parent Portal, subject to availability of online payment)
- 50% by Cash or Credit Card + one post-dated cheque dated in the month of January
- 30% by Cash or Credit Card + 2 post-dated cheques for 35% each dated in November and January
- 30% Cash or Credit Card + 4 monthly post-dated cheques from October to January
- 30% Cash or Credit Card + 5 monthly post-dated cheques from October to February
- 30% Cash or Credit Card + 6 monthly post-dated cheques from October to March

Note: All payments must be made before 30th September, i.e. before the end of 1st month of academic year. Partial payments will not be accepted. Post-dated cheques also should be given together with Cash/Credit Card. Only parent's personal cheques will be accepted. Company cheques, cheques of closed, frozen or dormant accounts etc. will not be accepted.

All post-dated cheques will be deposited into bank on the cheque date itself. In addition to Tuition fee, Books fee is also compulsorily payable by each students to the school.

The above Annual School Fee Payment options are based on the typical MOE academic calendar which normally starts from September and ends in June. And the months mentioned may change accordingly if there is change in MOE academic year schedule.

2. Online Payments made through ASK online payment gateway are considered and accounted in the respective student accounts only after the actual transfer is received to the ASK bank account. ASK will not be liable for any failed transactions because of technical or network errors at the time of customer making the online payment.
3. Post Dated Cheques paid by the customers will be presented to the bank for collection on the due date of the cheque
4. In case the customer wishes to settle the post-dated cheque before the due date, the payment for the total value of cheque must be made before the date of the cheque, by Cash/Credit Card at the ASK Accounts office or by Online payment subject to the availability of PDC settlement option in the ASK online payment gateway
5. Additional fees/charges may apply on settlement of bounced cheques, for TC applications, Re-issue of lost report cards etc. as decided by ASK and as applicable from time to time.
6. **Other payments:** Other periodic payments subsequent to annual fees payment mentioned above such as settlement of Post-dated cheques, additional books or uniforms, examination fee, re-registration fee etc. can be paid by Cash/Credit card at ASK Accounts office or by online payment thru ASK online payment gateway subject to the availability of online payment option for these services.

Fee Returns and Refund policy:

Refunds cannot be made once an order has been processed, except for tuition fees. In line with the Fee Payment Policy, where a Customer is eligible for a refund, ASK will only refund the eligible fees in accordance with the SPEA Policy, by a bank cheque in favour of the Parent of the student. Original Identification document must be provided to school accounts department in order to prepare the refund payment, and the refund may be ready only after minimum 15 to 20 days.

1. Registration/Admission fee is not refundable if the student didn't join the school after paying the registration/admission fee. However, Registration/Admission fee will be deducted from the annual school fees subsequently if the student joins the ASK
2. In case of tuition fee refunds, for the excess payments which made in advance already, only the fees equivalent to the remaining unused period will be refunded.

3. Books and uniforms once sold will not be taken back.
4. For any refunds the parent must apply to Accounts/Admin dept in writing and will need to provide the necessary supporting documents such as original payment receipt, copy of transfer certificate issued by ASK (in case the student is joining another school), copy of Emirates ID/Passport copy of parent, copy of student Identification document etc.
5. The refunds will be prepared only by bank cheque in favour of Parent whose emirates ID/Passport copy is provided to the ASK Accounts while applying for the refund and may take 15 to 20 days for the refund payment to be ready for collection.

Fee reduction/discount policy:

- Family/Siblings discount: Students from same family, who have more than 1 sibling studying in ASK will be given discount on tuition fee as per the family discount policy. As per this policy discount will be applicable at 10%,15%, and 20% for the 2nd, 3rd and 4th students onwards.
- Staff Discount: Students of ASK staff members will be getting staff student discount on the tuition fee, as per the applicable staff discount policy, subject to management's approval. The discount percentage may change depending on the staff and the position.

Scholarship policy:

Students with proven exceptional and outstanding academic excellence may be granted educational scholarship by means of fee discount. However, granting of scholarship to a student is under the sole discretion of management

Certificate blocking mechanism: Students who make defaults in timely payment of their fee are subject to their Termly report cards, Marksheets, Certificates etc. blocked and those documents won't be released until the outstanding fees is cleared.

Financial sanctions mechanism:

Implementation of Financial sanctions policy is under the discretion of management and will be informed to parents accordingly.

Staff Development and Training

The school ensures staff are trained annually with regards to customer service and admissions to keep staff updated regarding any changes and improvements to the school's policy, systems, and procedures.

Monitoring and Review

The governing body, principal and SLT will monitor the effectiveness and impact of this policy. The principal will report to the governing body on the effectiveness of the policy at least annually and, if necessary, make recommendations for further improvements.