



The International School Of Choueifat-Doha

FOR SCHOOL USE ONLY

FOUR RECENT
PHOTOGRAPHS

Registration No: _____

Date of test: _____

Computer No: _____

May register for: _____

With: _____

Signature: _____

Date: _____

2nd Language: _____

Fees %: _____

School Spelling: _____
Student's first name _____ Middle name _____ Family name _____

Date: / / Application for academic year 200__ /200__

Name: _____
Student's first name _____ Middle name _____ Family name _____

Sex (M/F): _____ Religion: _____ Nationality (by passport): _____

ID# _____

Birth date: _____ Place: _____ Language at home: _____ Other Language: _____

School transport: Yes/No _____ If Yes - is completed map attached? _____

School lunch: Yes/No _____ (Transport and lunch are optional with extra fees.)

Previous school: _____ Country: _____

Previous class according to leaving certificate: _____

Medical problems: Yes/No: _____ Please complete the medical form overleaf.

Brothers / Sisters Attending Choueifat School: _____

Applied to or attended a Choueifat School previously? _____

Information on Parents / Guardians

I Name of the guardian to whom school reports and other correspondence should be addressed:
Name of 1st Guardian.(Dr./Mr./Mrs./) _____ Relationship to student: _____

Ex-Choueifat Student? _____

Company name: _____

Occupation: _____ Department: _____ P.O.Box No: _____

Office telephone: _____ Extension: _____ Home Telephone: _____

Mobile: _____ E-mail: _____ Fax No: _____

II Name of 2nd Guardian.(Dr./Mr./Mrs./) _____ Relationship to student: _____

Ex-Choueifat Student? _____

Company name: _____

Occupation: _____ Department: _____

P.O.Box No: _____ Office telephone: _____ Extension: _____

Home telephone: _____ Mobile: _____ Fax No: _____

How long have you been in Qatar? : _____ How long do you intend to stay in Qatar? _____

Please complete the following table and questionnaire regarding your child:

I Does your child suffer from:	Yes/No	Is urgent attention ever needed? If yes, explain.	Medications
Diabetes			
Epilepsy			
Haemophilia (Blood clotting diseases)			
Bronchial asthma			
Rheumatic fever			
Congenital heart disease			
Anaemia (Thalassemia)			
Allergies to medication			
Other serious allergies*			

*Explain: _____

N.B. in case of accidents or other emergencies – give three sources to be contacted. If these sources cannot be contacted the student will be taken to the Central Hospital

Name	Telephone Number/s

II Has your child ever been hospitalized? If so, when, where and what for?

III Has your child had any of the following vaccinations? If so, please state date of last booster dose.

	Yes	No	Date of last booster dose
Tetanus			
Whooping cough			
Polio			

IV Does your child wear glasses? If so, when was the last eye test?

V Does your child have hearing difficulties? If so, does he/she need a hearing aid?

VI Is there a history of color blindness in your family? _____

If your child is taking a prescribed course of tablets or medicine during school hours, please stress to your child the importance of bringing the medicine to the school clinic first thing in the morning. It can be then collected from the clinic before going home. Please clearly write the child's name, class and time of medication.

Medicines are not to be kept with children.

If any serious medical problem develops after completing this record, it is essential that you inform the school.

Thank You,
The Administration

Registration Procedures For New Students

The SABIS® System

Guardians of new students applying to the school are advised to enquire about the SABIS® system, which this school follows, to see how it is different from other systems, and to see to what extent it meets their requirements. A brief description is found in the school prospectus.

Documents

The Qatar Ministry of Education requires that **all** of the following documents be submitted to the school **before entry**:

1. **4** recent colored passport photographs.
2. **Original passports** together with a photocopy of each: -
 - (i) Father's passport and Residence Visa
 - (ii) Student's passport and Residence Visa

If Residence Visas are still being processed, then the passports **must show the Immigration Entry Stamp**.

AND

A Company letter should be submitted confirming that visa applications are being processed - this can only be accepted on a **temporary basis** and photocopies of Residence Visas **must** be forwarded to school **as soon as visas are issued**.

3. Birth Certificate
 - (i) If the **Birth certificate** is issued in Qatar, no attestation is required.
 - (ii) If the **Birth certificate** is issued in a country outside Qatar (except USA, Canada, Australia, New Zealand or a West Europe), the student's original **Birth Certificate** should be attested by the Ministry of Health, Ministry of Foreign Affairs and Embassy of Qatar in that country (We will only take a photocopy of the birth certificate). All birth certificates should be in either English or Arabic (if translation is done outside Qatar, attestation procedure -as above- should apply)
 - (iii) For **GCC Nationals**, the above mentioned attestations are not required.
4. The most recent original school report from the previous school. The report should show the class, date and results, and if issued by a school in
 - **Qatar**, it should carry the stamp of the school. A transfer certificate, attested by the Educational Zone, is also required. (We will keep a photocopy of the school report).
 - **GCC countries:**
 - (i) **For GCC nationals**, the school report should carry the stamp of the school. A transfer certificate, attested by the Ministry of Education, is also required. (We will keep the original school report and the transfer certificate).
 - (ii) **For expatriates in GCC countries**, the school report should be attested by the Ministry of Education, Ministry of Foreign Affairs and Embassy of the UAE in that country. (We will keep the original school report and the transfer certificate)
 - U.A.E., Canada, Australia, New Zealand or a West European country, it should carry the stamp of the school, translated to **English** or **Arabic** where necessary. (We will keep the original school report).
 - For any other country, it should be attested by the Ministry of Education, the Ministry of Foreign Affairs and the Embassy of the Qatar in that country. (We will keep the original school report or the transfer certificate).

The above are Ministry requirements ON ENTRY. A child may not be admitted to school unless these documents have been supplied.

Placement Tests

*Students regarded as suitable candidates will take **placement tests**.* Placement tests may be taken in this school or in any other SABIS® school in any country. Children applying for KG1 (3+ years on 15th September) to Grade 1 (5+ years on 15th September) will be interviewed. **Provisional registration** may be considered for students not able to take placement tests at any of our centers. (Please ask if interested).

The results of the placement tests will not be given before all the required documents are submitted.

In certain cases, the administration may **offer a retest**.

Registration

Parents will be **invited to register** once results are given. ***The school does not guarantee or reserve places.*** **Places are guaranteed only when the required fees are paid i.e. when parents are committed.** *Parents who delay registration may find no places available when they come to register.*

For students who wish to use the school bus, please complete the *map* showing clearly the location of residence.

Some candidates may find our system unsuitable. We are a conservative school in a conservative country. Students who are used to more liberal systems must accept and be able to adapt to our code of behavior, discipline and general appearance.

INTERNATIONAL SCHOOL OF CHOUEIFAT – DOHA

Guarantee Form

1. *It is the policy of the school to cater for the student for the whole academic year; therefore, fees are paid with this in mind. Parents who know that their children are staying for a part of the school year are advised to consider other schools with a different policy.*
2. *Fees are paid as follows:*
 - a. *1000 Q.R. per family upon acceptance which is non-refundable.*
 - b. *One third of the annual fees upon registration*
 - c. *One third of the annual fees before the first day of term*
 - d. *One third of the annual fees by the end of December*

Non of these fees will be refundable except under the conditions of clause 6.

3. *It is the duty of the parents to remember to pay the fees on time. It is not the duty of the school to remind the parents when the fees are due.*
4. *If the second installment of fees is not paid before the first day of term, the child will not be accepted in the school until the fees are paid. In the event of non-payment after one week, the place any fees already paid will be forfeit.*
5. *If the last installment of fees is not paid by December 31st, the children will not be accepted in the school until the fees are fully settled.*
6. *In cases of unforeseen circumstances that require the parents to remove the children from the school or stop them from using the bus, the parents should immediately inform the school. In such cases part of the fees may be refunded in accordance with the following conditions:*
 - a. *Where attendance continues into a new term, no matter how short the time, fees must be paid for that term.*
 - b. *Where such notice is given at least thirty days before the first term starts, the total amount is refunded less:*
 - *1000 Q.R. for tuition fees.*
 - *200 Q.R. for bus fees.*
 - c. *If notice is given at least thirty days before the second term starts, the amount paid is refunded less one term's fees and the charge mentioned above in 6b.*
 - d. *If the notice is given at least thirty days before the third term starts, the amount paid is refunded less the two previous payments and the charge mentioned above in 6b.*

Under no other circumstances will any fees be refunded.

7. *It should be noted that registration of every child is treated individually. No reduction is made for brothers and sisters, and no fees can be transferred from one child to another, even within a family.*

I accept the above rules and I agree to comply with them along with all other school rules and regulations, for the period that my child/ children is / are enrolled in the school.

Signed by: _____

Date: _____

Parent of: _____