



EDUCATION  
WITH  
CONSCIENCE

# APPLICATION FOR ADMISSION

SCHOOL YEAR | 2018-19

+971 4 425 9449  
enquire@thearborschool.ae  
P.O. Box 413898 Dubai, UAE  
thearborschool.ae

PLEASE COMPLETE THIS FORM IN BLUE/BLACK INK

## REQUIRED DOCUMENTS

1. Copy of passport with valid residence visa.
2. Copy of Emirates ID (both sides). (Copy of application form if ID is under process).
3. One colour passport photo. (Write child's name on back of each photo)
4. Copy of applicant's birth certificate. (Must be legally translated if not issued in English or Arabic) Copy of custody papers (if applicable).
5. Copy of sponsor's passport and Emirates ID (both sides).
6. Copy of vaccination card.
7. Most recent report card indicating the year/grade level completed.
8. For students of Y2 -Y12 applying from:
  - **Dubai:** Online Transfer Certificate requested from previous school.
  - **Other Emirates:** Original transfer certificate from previous school legalised from the appropriate educational zone.
  - **Outside U.A.E.:** Original transfer certificate from previous school - translated to English or Arabic - and legalised from the Ministry of Education, Ministry of Foreign Affairs and U.A.E. Embassy in the country of origin, also required is a letter confirming successful completion of the previous grade.

## APPLICANT INFORMATION (MANDATORY)

Family Name: <i>(As in Passport and Residence Visa)</i>	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
First Name:	Date of Birth <i>(dd/mm/yy)</i> :	
Middle Name:	Country of Birth:	
Religion: <i>(Required by Ministry of Education)</i> <input type="checkbox"/> Muslim <input type="checkbox"/> Christian <input type="checkbox"/> Other: _____	Nationality: <i>(As in Passport with Residence Visa)</i>	
First Language:	Second Language:	
Language Spoken at Home:		
Last Year Completed:	Last Day at Previous School and Country:	Curriculum <i>(i.e. British, IB, American, etc)</i> :

## REQUESTED YEAR / GRADE & DATE OF ENTRY

How did you hear about us?



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### PREVIOUS SCHOOL RECORD

Name of Current School:		Country:		Curriculum:
Date of Entry:	Date of Leaving:	Year/Grade of Leaving:	Will the Transfer Certificate indicate the Year group that has been completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Principal's Name:		Email Address:		

Name of Previous School	City/Country	Period		Year or Grade Level Completed
		From mm/yy	To mm/yy	

### SPECIAL EDUCATIONAL NEEDS (SEN)

Has your child received any kind of learning or behavioural support and/or experienced any learning difficulties?  Yes  No

Has your child been assessed for any kind of learning or behavioural support and/or experienced any learning difficulties?  Yes  No

If yes, please provide details below (i.e. speech therapy/occupational therapist, duration, etc) and provide copies of reports from the therapists if available.

Is your child taking any medication to assist with learning difficulties?  Yes  No

If yes, please provide details below:

Does your child suffer from any allergies/physical limitations/previous medical issues that we need to be aware of?  Yes  No

Has your child previously been registered on a Gifted and Talented Programme?  Yes  No

Has your child previously been issued with a Suspension or Permanent Exclusion from schools?  Yes  No

Has your child previously represented his/her school or community for sporting, cultural or other activities?  Yes  No

Please indicate if any of the below relate to your child?

YES

NO

	YES	NO
Speech Therapy		
Occupational Therapy		
Social/Emotional/Behavioural Therapy		
Learning Support in School/Nursery		
Does your child have an IEP (Individualised Education Program) from his/her previous school?		
Has your child had or been recommended for an ED psych assessment?		



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### SIBLING INFORMATION

Does the applicant have a Sibling already attending The ARBOR School?  Yes  No

Name:	Year:
Name:	Year:
Name:	Year:

Does the applicant have a sibling also applying to The ARBOR School?  Yes  No

Name:	Year:
Name:	Year:
Name:	Year:

### FAMILY INFORMATION

	Father / Male Guardian	Mother / Female Guardian
Title/First Name/Family Name	<input type="checkbox"/> Main Contact	<input type="checkbox"/> Main Contact
Nationality as in Passport		
Occupation		
Company Name		
Mobile Number		
*Personal Email Address		
Work Email Address		
Work Number		
Local Home Address		Home Tel No.
Parents Marital Status:	<input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow <input type="checkbox"/> Other _____	

\* As Email will be the main point of contact, please ensure your address is written clearly

### EMERGENCY INFORMATION

Title/Family Name:	First Name:
Relationship to Child:	Mobile Number:

If there is any additional information that the school needs to be made aware of, please indicate below, i.e. custody issues, special family circumstances, etc. Any legal issues will need to be supported by documentation and a copy to be provided to the school to be kept in your child's personal folder.



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### ADMISSION

This signed application form does not oblige the school to accept your child. However, once you have been notified of your child's placement decision and the registration and relevant term fees have been paid, a contract is deemed to exist between the school and the parent/guardians, provided that the conditions outlined in the parent handbook and the school regulations are observed.

The school reserves the right to place your child in the year level deemed to be the most appropriate, within the bounds of United Arab Emirates' Ministry of Education guidelines.

### SCHOOL FEES

- The non-refundable application Fee of AED 500 is required to process your child's application.
- Annual medical fee of AED 1000 (non-refundable).
- For new and continuing students, a non-refundable registration fee will be charged.
- In order to register your child in the new academic year, you are required to pay the balance of the first term fees at least one month before the beginning of the school year as well as post-dated cheques for each subsequent term.
- A student may not start the academic year unless the first term fees have been paid in full.
- According to Ministry of Education regulations, the school reserves the right to withhold the term report until fees have been paid in full.
- According to Ministry of Education regulations, the school reserves the right to withhold final results and abstain from issuing a transfer certificate until settlement of all school fees is made.
- Re-registration will not be accepted unless all fees due have been paid in full.

### REGISTRATION DEPOSIT

- For new students, a deposit of 30% of the Annual Tuition Fee will payable within 7 days of receiving an offer for a place in the school. Payment will confirm their acceptance of a guaranteed place at the school. The registration deposit will be deducted from the subsequent tuition fee invoice.
- For returning students, a re-registration deposit of 10% of the annual tuition fee will be payable by existing students when they re-register for the following academic year. Re-registration deposits will fall due at the beginning of Term 3, so that the school administration has a clear view of the number of vacant places available for offer to new students.
- All deposits are non-refundable, non-adjustable and non-transferable. The re-registration deposit will be deducted from the subsequent tuition fee invoice.

### TUITION FEE

The annual tuition fee will be invoiced in termly instalments, based on three terms during the academic year. Term dates vary from year-to-year, but will be circulated to parents and published on the school website well in advance.

Any new students joining the school after the start of a term will have their tuition fee reduced on a pro-rata basis, so they only pay tuition for the part of that term when they are in school. Existing students will be expected to attend school regularly throughout the academic year, so will not be entitled to any such deduction.

### TUITION REFUND POLICY

Where existing students leave the school part way through the academic year, then they shall be entitled to a refund of the unused portion of the termly fee on a pro-rata basis provided that the School Office has been given two months' notice in writing or their intention to leave the school. Where no such notice is given, these two months shall be added to the leaving date when calculating the refund due (if any).

### INDEMNITY (PLEASE READ AND SIGN THE FOLLOWING STATEMENT)

I hereby authorise the medical personnel of the ARBOR School 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. I also understand that in the case of emergency and if I am not reachable I authorise the school to send my child to the hospital or medical centre for the necessary tests and treatments.

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### PHOTOGRAPHY AND VIDEOGRAPHY

I give the permission for my child/ren's image to be used in school publications, marketing material and in social media.  Yes  No

### DECLARATION

I, parent/guardian of \_\_\_\_\_ hereby confirm that all information given in this application is true, complete and correct. I understand that my application or any subsequent offer may be withdrawn by The ARBOR School if in the future the information provided proves to be inaccurate, either intentionally or unintentionally.

Name	Signature	Date

*Please return the completed form, plus the Application fee of AED 500 to the school.  
Kindly make cheques payable to The ARBOR School.*