



مدرسة نور الديار الخاصة  
**NOOR AL DIYAR**  
PRIVATE SCHOOL

# **ADMISSION**

## **Terms & Conditions**

## **1.0 POLICY PURPOSE**

This policy is aimed at providing a clear guideline for admission stages and entry requirements to Noor Al Diyar Private School (NAD).

## **2.0 GENERAL STATEMENT OF THE POLICY**

Noor Al Diyar Private School welcomes application from all students who are able to demonstrate the potentials to meet the entry criteria for the relevant educational level. Our admissions policy contains detail information about the process which guide our decision making. It also consists of other policies that work alongside the admission policy such as: Fees Structure, Appeals, & Age Structure.

## **3.0 POLICY PROCEDURES**

### **3.1 The Admission process includes the following procedures:**

- 3.1.1 Parents are requested to fill in the application form (can be downloaded from the website) and resend it to the school email address: [Info@nooraldiyar.com](mailto:Info@nooraldiyar.com), or submit it by hand to the school reception.
- 3.1.2 All the following documents should be produced at the time of admission (alongside the application form):
  - Birth Certificate.
  - Transfer/School leaving certificate obtained from the school last attended.
  - Conduct Certificate from Previous School.
  - Certificate of passing in Examinations (Report card in original for the last two years)
  - Copy of C.P.R.
  - Copy of Passport.
  - Copy of Vaccination Card.
  - Photographs (4 Passport size)
  - Copy of passport of Parents.
  - Copy of C.P.R. of Parents.
- 3.1.3 Parents/guardians are responsible for all the information enclosed in the application form, any concerns discover later by the school whether (medical, behavioural, academically) may lead to re-evaluation of the application and rejection of the admission request as the school reserves the right to withdraw any place offered based on fraudulent information.
- 3.1.4 Admission Assessment will be set in order to evaluate student's academic level in compare to NAD's standards.
- 3.1.5 An interview will be scheduled to establish an idea of student's capabilities & educational potential.
- 3.1.6 Reference from the previous school will be sought, where possible, before an official decision is made.
- 3.1.7 Once all the documents have been processed, the Admissions Team will analyse each individual case taking into consideration admission tests results and educational achievements in the previous academic year.

- 3.1.8 Based on the decision made by the Admissions Team parents will receive an approval or rejection Email.
- 3.1.9 A brief tour of the school premises can be arranged at this time if requested by the parent/guardian.
- 3.1.10 Parents should pay in advance the required fees (based on fees structure policy) in order to confirm a place at NAD.
- 3.1.11 Once payment is confirmed, the student is registered, and the file work is done, then the status of the student will be moved from prospective to enrolled.

### **3.2 Special Educational Needs:**

- 3.2.1 In situations where NAD does not have the resources or programmes in place to support students with serious learning disabilities or physical challenges, the school reserve the right to refuse admission where the student's need cannot be met by the school.

### **3.3 Transfer Policy**

- 3.3.1 The school follows Ministry of Education regulations with regard to students' transfer from another school. All students in grade two and above should get a grade approval from Ministry of Education. This process requires providing the following documents:
  - Letter from parent/guardian stating the reason for transferring from the previous school.
  - Copy of the most recent End of Year or End of Term Report, stamped and signed by the school.
  - Copy of the transfer certificate and no objection letter (clearly stating no fees are outstanding) stamped and signed by the school.
  - Copy of C.P.R.

More information in this matter can be provided by the administration office.

### **3.4 Waiting list**

- 3.4.1 In case the school receives admission requests more than the available places, then a waiting list will be generated.
- 3.4.2 The school is responsible to inform parents that they are placed in the waiting list.
- 3.4.3 The criteria for selection from the waiting list are:
  - Priority will be given to students with siblings in school (currently or in the past).
  - First come first serve method will be implemented.

### **3.5 Admission Appeal**

Any parent/guardian who has been refused admission to NAD may appeal against the decision by sending an email to [info@nooraldiyar.com](mailto:info@nooraldiyar.com). The admission team will inform the parent/guardian of the requirement for readmission.

### 3.6 Age Structure

The following table shows the age requirement for the admission of a student at NAD:

School Year (Educational Level)	Child's age on the first date of the new academic year
KG 1	4 Years
KG 2	5 Years
Grade 1	6 Years
Grade 2	7 Years
Grade 3	8 Years
Grade 4	9 Years
Grade 5	10 Years
Grade 6	11 Years
Grade 7	12 Years
Grade 8	13 Years
Grade 9	14 Years
Grade 10	15 Years
Grade 11	16 Years
Grade 12	17 Years

### 3.7 Payment Policy

#### 3.7.1 Registration charge:

All new applicants must have their term's fees paid prior to enrolment, in addition to a 100 BD registration charge.

#### 3.7.2 Tuition fees:

The school is providing a reasonable payment system where Tuition fees are divided into **three instalments**. Each Instalment should be paid within the scheduled Time boundaries as specified below:

- Term-1 (1<sup>st</sup> Instalment): Due on 1<sup>st</sup> of May.
- Term-2 (2<sup>nd</sup> Instalment): Due on 1<sup>st</sup> of October.
- Term-3 (3<sup>rd</sup> Instalment): Due on 1<sup>st</sup> of January.

#### 3.7.3 Fees Structure:

School Year (Educational Level)	Tuition fees per Instalment	Tuition fees per Year
KG 1	550	1650
KG 2	600	1800
Grade 1	700	2100
Grade 2	700	2100
Grade 3	800	2400
Grade 4	800	2400
Grade 5	800	2400
Grade 6	930	2790
Grade 7	930	2790

Grade 8	930	2790
Grade 9	1100	3300
Grade 10	1100	3300
Grade 11	1500	4500
Grade 12	1500	4500

#### 3.7.4 Other Charges:

Other fees are payable in individual cases such as:

- International programmes for example: IGCSE, GCE Advanced level examinations and related fees.
- School trips (locally or internationally).
- After school Extra Curriculum Activities.
- Concert customs.
- Book Fees.
- Transport Fees.

#### 3.7.5 Methods of Payment

- Parents will receive a reminder by Email and/or SMS message two weeks prior to the due date of each Term's tuition fees payment.
- All fees must be paid in accordance with the fees structure before the due date of the payment.
- The school accepts the following mode of payment:
  - Cash: School Account's Department is open from 7:00 a.m. to 3:00 p.m. from Sunday to Thursday and from 9:00 a.m. to 1:30 p.m. on Saturday.
  - Check: Should be made payable to (Noor Al Diyar Private School)
  - Electronic Transfers (Benefit pay): Parents are requested to submit transaction details to the account department as a reference.

#### 3.7.6 Non or Late Payment Policy

- School may reserve the right to suspend a student for a temporary period after sending three payment reminders (with one-week duration for each) to parent/guardian.
- School may withhold End of Term/End of Year report for students with outstanding fees.
- School may reserve the right to reject re-registration of students with outstanding fees.
- Fees Discount policy (if any) will not be applicable for late payments. Only those who pay the term fees within the time boundaries are eligible for getting the discount. (Please refer to Section 3.6.2)
- School provides monthly payment method of tuition fees for exceptional cases. A service charge of 10% will be added to the basic amount and a scheduled payment plan will be set by the Account Department after getting the approval from the management.

### 3.7.7 Refund Policy

This policy is implemented on parents/guardians who paid Tuition fees but will not be able (voluntarily\*/expelled) to continue with the school. This process could take place prior the commencement or within the academic term.

The school follows the below terms and conditions in regard of refund policy:

- In case of processing extraordinary circumstances, the amount of refund will be determined based on the following conditions:
  - The student is withdrawn 30 days prior to the commencement date then, a full refund of tuition fees will be made.
  - The student is withdrawn before the commencement of the first official day of school/Term by less than 30 days then, 90% of tuition fees will be made.
- Parent/Guardian should request the form from the school and submit it to the school administration (online or by hand) to process a refund request.
- If the school did not receive a signed withdrawal form, then it will not be under any obligation to consider the refund process.
- The withdrawal request should be sent to the school at least 30 days before the planned withdrawal date.
- The refund will cover tuition fees only. Registration fees once paid is non-refundable, however book fees will be refundable only if the students withdrew or was expelled before receiving the books.
- The refund will be received by the parent/guardian within 30 working days of the submission of the written withdrawal request.
- The refund amount will be received as a cheque payable and submitted by hand only to the individual who paid the fees (parent/guardian).
- The school will not be responsible for issuing a replacement cheque in case of loss or damage.

\*Exceptional/unforeseen pressing circumstances.