



# GREENWOOD INTERNATIONAL SCHOOL & KINDERGARTEN

## **ADMISSION POLICY**

## OUR ADMISSION POLICY

### **Introduction:**

- This admission policy has been written to ensure that the Greenwood International School & Kindergarten is following fair and appropriate procedures in the selection of students.
- Greenwood International School & Kindergarten has a transparent admission policy to ensure all applicants are treated fairly. Children are expected to have a good command of the English language as the school follows the Indian CBSE Curriculum. All children are required to complete our assessment procedure before being offered a seat at our School.
- Children from Indian Nationalities and Other Nationality (only Siblings) are welcome to apply. Greenwood school gives priority to siblings of current students. However, this does not guarantee admission, all children applying for a place including those with priority will be required to pass an Oral Assessment (KG I) or an Entrance Test (KG II & Grade I to Grade VI)
- Applicants who pass the test will be offered a place or will remain in the waiting list. When a place becomes available in the school, all candidates in the waiting list are considered. If a child fails an entrance assessment the school will not reassess until the next academic year.
- Applications can be submitted on-line is available in school website and must be completed in full. Initial registration is free.

### **Eligibility Criteria:**

- Applicants are considered for the appropriate class by age as detailed during the initial enquiry or registration. The age is calculated as on 30th September of every Academic Year.
- The age criteria are mentioned below as per norms of Ministry of Education and Higher Education and are subject to change if instructed from MOE.

<i>CLASS</i>	<i>MINIMUM AGE LIMIT AS ON 30 - MARCH</i>	<i>MAXIMUM AGE LIMIT AS ON 30 - SEPTEMBER</i>
KG-1	3 Years	4 Years 11 Months & 29 Days
KG-2	4 Years	5 Years 11 Months & 29 Days
GRADE-1	5 Years	7 Years 11 Months & 29 Days
GRADE-2	6 Years	8 Years 11 Months & 29 Days
GRADE-3	7 Years	9 Years 11 Months & 29 Days
GRADE-4	8 Years	10 Years 11 Months & 29 Days
GRADE-5	9 Years	11 Years 11 Months & 29 Days
GRADE-6	10 Years	12 Years 11 Months & 29 Days

### **Documents for School Admission:**

- The Registration (Online Application) will start by December (3 months prior) of every Academic Year and Admission process by January. While the Mid-term admission will be on August, we do accept application depending on the availability of seats and MOE regulations.

- We can accept students transferring from schools within Qatar until 15<sup>th</sup> September of every Academic Year.
- Parent must visit the school website ([www.greenwood.qa](http://www.greenwood.qa)) and apply online by uploading all the necessary documents mentioned below

Mandatory Documents for Registration are

- Copy of Student Qatar ID.
- Copy of Birth Certificate.
- Copy of Student Health Card (HMC)
- Copy of Vaccination certificate issued by PHCC. For students arriving from outside Qatar vaccination certificate must be verified against Qatar's National Immunization Programme.
- Copy of Progress Report (KG 2 & above).
- Copy of Father Qatar ID.
- Copy of Mother Qatar ID.
- A letter from the Parent's employer addressed 'To Whom It May Concern'.
- 2 Passport size photos of Student.
- Upon confirmation of admission, the original Transfer Certificate and Progress Report (for KG2 and above) must be submitted.
- **Fit to School Certificate** from respective PHCC is must for all the student's seeking admission for first time in Qatar school.

### **Important Notes:**

- Students transferring from school within Qatar will be provided with **Vacancy Letter** with our **NSIS Code 10077** after completion of Entrance test to receive T.C and Progress report from the previous school.
- For students transferring from outside Qatar Report cards for KG 2 and above, applicants must be attested by the Ministry of Foreign Affairs and Qatar Embassy in the country of the last school.

### **Early Registration in NSIS:**

All the students who are admitted in Greenwood International School & Kindergarten must be

- Enrolled in **National Student Information system (NSIS)** of MOE Students who enroll for the first time in any school in Qatar must obtain a Fit to Join School certificate (for all Grades) from PHCC.
- **Original Progress Report for Grade 2 & above must be attested from the Ministry of Foreign Affairs (MOFA) and Qatar Embassy in the country of the last school.**
- To complete student enrollment in the Ministry portal, it is necessary to submit the original TC and Progress Report to the school office **within one month after school reopens**. Parents will be notified by SMS for successful registration in NSIS. Students will remain in NSIS of the previous school unless they withdraw their admission.

### **Class Capacity:**

- Class sizes and capacity of each classroom is as per norms of MOE and will not exceed unless in exceptional circumstances.
  - KG I & II – 25 students / Classroom (Teacher & Teacher Assistant).
  - Grade I to Grade VI – 27 students / Classroom.

## Sibling Applications:

In December each year, we invite current parents to apply for siblings for the following academic year.

## Medical Records:

- Greenwood International School & Kindergarten requires current and accurate information regarding your child's medical requirements. We require records of previous medical treatments, allergies (*if any*) and vaccination records on registration.

## School Timings:

- Greenwood International School will function 5 days a week (Sunday to Thursday) for K.G I to Grade VI
  - KG I & KG II : 7:30 A.M to 11:30 A.M
  - GRADE I to VI : 7:30 A.M to 01:30 P.M
- Parents willing to meet the School Principal must get prior appointment by contacting school front desk.
- Parents willing to meet the Teachers can visit school on Thursday between 1.30 PM to 2.00 PM by taking prior appointment with respective teacher through ClassDojo.
- This timing is valid for the whole academic year, and any changes will be notified through mail.

## Office Timings:

Days	Timings
Sunday to Wednesday	<b>7 A.M to 5 P.M</b> 7 A.M to 2 P.M (MORNING SESSION) 3 P.M to 5 P.M (EVEING SESSION)
Thursday	<b>7 A.M to 2 P.M</b>
Saturday	<b>9 A.M to 4:00 P.M</b> 7 A.M to 2:00 P.M (MORNING SESSION) 2:30 P.M to 4 P.M (EVEING SESSION)
<b>2 P.M to 3 P.M (LUNCH BREAK)</b>	
<b>***Note: No evening session on Thursdays</b>	

## Fee Policy:

The fee structure of Greenwood International School & International is as per fee structure approved by MOE and subject to vary every academic year.

- Fees paid will not be refunded after the commencement of each Term.
- Fees for a particular Term has to be paid even if the child remains absent for that Term.
- 50% Sibling discount on the Tuition & Transport fee is available for the third child.
- Mode of Payment: **CASH, CARD & BANK TRANSFER.**
- If the Tuition/Transport fees are not paid on the below-mentioned due date, the school has right to exclude the child from school and transport.
  - **Installment 1** – Due date 15<sup>th</sup> April.
  - **Installment 2** – Due date 10<sup>th</sup> September.

➤ **Installment 3** – Due date 10<sup>th</sup> January.

• Outstanding dues will be systematically reported to the Ministry of Education and Higher Education and may be liable for late fees.

**Fee Structure:**

- All the students who are admitted in Greenwood International School & Kindergarten must pay non-refundable **One-Time payment** (inclusive of Admission fee, Uniform fee & Book Fee) at time of admission to confirm your admission.
- Caution Deposit (**1000 QAR**) paid at the time of admission will be refunded while student withdraw the admission from school.

**FEE STRUCTURE**

<i>NATURE OF FEE</i>	<i>KG</i>	<i>GRADE</i>	<i>DESCRIPTION</i>
<b>ADMISSION FEE</b>	QAR 300	QAR 300	One Time Payment (Non-Refundable)
<b>UNIFORM FEE</b>	QAR 400	QAR 400	One Time Payment (Non-Refundable)
<b>BOOKS FEE</b>	QAR 500	QAR 500	One Time Payment (Non-Refundable)
<b>CAUTION DEPOSIT</b>	QAR 1000	QAR 1000	One Time Payment (Refundable)
<b>TOTAL</b>	QAR 2200	QAR 2200	One Time Payment
<b>TUITION FEE</b>	QAR 6000	QAR 7000	Annual Fee Payment
<b>TRANSPORT FEE (outside Thumama)</b>	QAR 4,500 (varies as per location)		10 Months Fee Excluding July & August
<b>TRANSPORT FEE (Thumama)</b>	QAR 3,000		10 Months Fee (Excluding July & August)

**TERMWISE FEE BREAKUP - KG & GRADE**

<b>FEE DETAILS</b>	<b>INSTALLMENT - 1 (APR - JUN)</b> <i>Due Date: 15<sup>th</sup> Apr</i>		<b>INSTALLMENT - 2 (SEP- DEC)</b> <i>Due Date: 10<sup>th</sup> Sept</i>		<b>INSTALLMENT - 3 (JAN- MAR)</b> <i>Due Date: 10<sup>th</sup> Jan</i>	
	<b>KG</b>	<b>GRADE</b>	<b>KG</b>	<b>GRADE</b>	<b>KG</b>	<b>GRADE</b>
<b>TUITION FEE</b>	2000	2300	2000	2300	2000	2400
<b>TRANSPORT FEE (outside Thumama)</b>	1200 / 1350 (as per location)		1600 / 1800 (as per location)		1200 / 1350 (as per Location)	
<b>TRANSPORT FEE (Thumama)</b>	900		1200		900	

- ❖ *Fees must be paid in 3 installments as per the due dates mentioned above.*
- ❖ *Fee extension will be granted only for the tuition fee upon submission of a **Post-Dated Cheque (PDC)** issued in favor of the school.*
- ❖ *No extension will be provided for the transport fee under any circumstances.*

**\*\*Note: The Fee structure is subject to change as per norms of Ministry of Education.**

## **School Transport:**

- Parents who need School transportation must enroll their ward by filling Transport request form at the time of admission. The confirmation of school transport depends upon location and parent must arrange own transport if in case the school can't provide transportation.
- Parent should provide the school transportation department with accurate student location and contact information like home address, telephone number, and emergency contact information of the parent.
- Parents willing to withdraw their ward from school transport or re-locating your accommodation, must intimate to school transportation department 15 days prior.
- Planning for vacation during school working days must be intimated to transport department upon paying the transport fee to keep the seat on hold or else your ward enrollment will be cancelled.
- The transport fee must be paid in full as a term, and partial payments will not be accepted. If a parent cancels transportation during the middle of a term or a student is absent from school (long leave), there will be no refund or adjustment of fees.
- Re-enrolling in transportation depends upon the vacancy seat available in their respective route and confirmation by transportation coordinator.
- All the parents must understand that the school's main concern is for safety and welfare of the students.

## **Withdrawal of Admission:**

- The Parent of a student, desiring to withdraw their ward, should fill up the withdrawal form available at the school. Payment of **50/- QAR for T.C** & collect "No Due slip" from Accounts and submit the filled form to Admin for processing.
- After submission of withdrawal form, parent / guardian will be notified by mail (maximum of 10 days) to collect Transfer Certificate and Progress Report on scheduled date and time mentioned in mail.
- For those parents who intend to withdraw within 30 days after starting of any term one-month fee must be paid. If applied **30 days** after starting of any term should clear the respective term fee. Unless you get No Due from the Accounts department your request won't be processed.
- Caution Deposit refund (cheque/cash) will be paid after 30 days from date of submission of withdrawal form.

## **Information Provision:**

- Parents/Guardians must ensure they have provided all the relevant information in their application, including details of behavioral, social or academic support needs.
- If information is withheld or Greenwood International School & Kindergarten is unable to meet your child's educational and/or social/behavioral needs, we reserve the right to withdraw the application.

**Principal**  
**Greenwood International School & Kindergarten**