

Admission and Registration Policy for Leaders International School

Leaders International School welcomes all applicants to join its community. To ensure clarity in admission criteria and facilitate the admission and registration process, this policy has been designed to outline the steps, procedures, and commitments that form a binding contract between both parties, as detailed below.

Guidelines:

- All relevant parties must adhere to the terms of this policy.
- Relevant parties are responsible for disseminating the policy among beneficiaries.
- Effective collaboration between all involved parties to facilitate the admission and registration process.
- Any cases not explicitly covered by this policy will be decided by the School Principal.
- Admission tests must be prepared and appropriate.

Policy Implementation Procedures:

- Students from Grade 1 to Grade 6 undergo a placement test in (Arabic Language, English Language, and Mathematics). The school also conducts cognitive or diagnostic assessments for students. Parents are informed of the student's results within a week of the test date.
- When a parent arrives to register their child, they are directed to the Admission and Registration Officer to complete the registration form and submit the required documents.
- The student receives an acceptance letter addressed to their previous school to obtain their academic file.
- New students' parents must pay 50% of the annual tuition fees within one week of receiving the acceptance notification to reserve a seat for their child for the academic year. They must also pay a non-refundable registration fee of QAR 1,000 and an acceptance test fee of QAR 300, which is paid only once. Failure to make these payments within the stipulated time will result in the seat being considered vacant and available for another applicant.
- Returning students who wish to continue must pay the reservation fee of QAR 1,000 when registration opens in March, along with 50% of the annual tuition fees before the start of the academic year. If payment is not made, the school reserves the right to allocate the student's seat to another applicant.

- The full tuition fee for the first semester must be paid before the academic year starts. The school offers a semester-based payment system with no option to divide semester fees into installments.
- The school reserves the right to withhold a student's monthly or semester results in the event of non-payment.
- If a new student is accepted at any time during the first semester, the parent must pay the full annual tuition fee. If accepted during the second semester, the parent must pay 50% of the annual fee.
- The school reserves the right to reject a student's admission if the behavioral specialist observes deficiencies in basic skills and abilities during the admission interview or may request a medical report from accredited medical institutions in Qatar.
- The school does not accept students with special needs.

Admission and Registration Requirements:

- Passing the admission tests according to the specified acceptance criteria, with approval from the Admission and Registration Committee.
- A valid original Qatari ID and passport of the student, along with a copy (for all students).
- A valid original Qatari ID and passport of the father, along with a copy.
- A valid original Qatari ID and passport of the mother, along with a copy.
- The student's birth certificate.
- Four recent personal photos of the student.
- The final health evaluation certificate for school entry and the health file from health centers, as a prerequisite for registering all new students.
- An accredited academic certificate for the end of the academic year.
- Equivalency of the last certificate for students transferring from international schools and schools not following the Qatari curriculum.
- A certificate proving the guardian's place of employment for all nationalities of new students. This certificate must be recent and issued within one month before the registration date.

Procedures for Placement Test and Personal Interview:

- Parents of new students will be notified of the placement test dates before the start of the academic year.
- The student must attend and pass the tests and interview according to the specified acceptance criteria.
- The decision and approval will be made by the School Principal.
- After acceptance, the application will be forwarded to the school's Finance Department to complete the student's registration.

Student Withdrawal Policy

Parents have the right to withdraw their children's files from the school before or during the academic year. However, when withdrawing files, they must adhere to the school's financial policy approved by the Ministry of Education and Higher Education in Qatar, according to Circulars No. (5) and No. (8) of 2018, as follows:

Withdrawal Procedures:

- A written withdrawal request must be submitted to the Admissions and Registration Department. Verbal notifications are not considered part of the withdrawal policy.
- No fees are charged if the student's file is withdrawn after the end of the academic year during the summer vacation.
- Fees will be charged based on the number of days the student attended school within the first month as follows:

Student Withdrawal	Week 1	Week 2	Week 3	Week 4
Deduction from Tuition	25% of the monthly fee	50% of the monthly fee	75% of the monthly fee	100% of the monthly fee

- The full semester fee will be charged if the student's file is withdrawn after attending more than one month.
- The same procedure applies if the withdrawal occurs during the second semester.
- The student's name will not be removed from the national system of the Ministry of Education and Higher Education in Qatar until all financial obligations are settled.

Note:

The student's attendance days are counted from the official start date of schooling announced by the school.