



American International School  
المدرسة الأمريكية الدولية

# ADMISSION & PAYMENT POLICY

2023-24

Principal: Dr. Layne B. Hunt

An outstanding school cultivating dynamic students who are culturally aware and collaborative within a multicultural society.  
مدرسة متميزة بتنمية الطلاب الديناميين الذين لديهم وعي ثقافي و تعاوني داخل مجتمع متعدد الثقافات

## School Admission and Payment Policies for 2023-2024

### Overview

American international School (AIS) welcomes students of all nationalities, religions and abilities, who will benefit from the academic and social learning environment we offer. Our school is committed to providing an inclusive and intercultural learning experience with a focus on global mindedness. Our students will learn to collaborate and communicate, be creative and use critical thinking skills, helping them build their character.

Your child's academic, social and personal growth is taken very seriously. In order to serve your child's individual needs and to support his or her transition to our school, it is important that we have complete information regarding previous academic experience and pastoral welfare.

At AIS, we seek to develop every child's talent and potential so they can achieve their greatness. We encourage you to share your child's interests, special needs, gifts and talents with us so we can fully service his/her needs.

Parents or guardians of any applicant having a specific need must submit complete reports with their application. These might include Individualized Education Plans (IEPs), or educational evaluation and psychological reports from health professionals. In the case where a child's specific need has not been previously identified, the school reserves the right to review the situation in order to assess the capacity to address his/her needs within their existing level of provision. The school adheres to UAE law and KHDA guidelines. *Please refer to the Parent School Contract.*

### Age Requirements and Grade Placement

Grade	KG1	KG2
Date of birth	Aug 2019-Sep2018	Aug 2018-Sep2017

Grade	1	2	3	4	5
Date of birth	Aug 2017-Sep2016	2016	2014	2014	2013

Grade	6	7	8
Date of birth	2012	2011	2010

Grade	9	10	11	12
Date of birth	2009	2008	2007	2006

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## Admissions Procedures

- Applications for admission are accepted at all times during the school year although there are cut-off dates during the year, which are designated by the KHDA.
- If there are no places available at the time, then the application is placed onto the school's waiting list. When a place becomes available then the school will contact the first eligible applicant and invite them to attend a placement test/Interview.
- All applicants who are invited for placement test/Interview are required to pay a non-refundable admission's fee of AED 500.
- The decision taken by the school is final, and all admissions follow the guidelines and regulations set by the KHDA.

### A. Selection Criteria

**Selection is based on multiple criteria. These include:**

- Priority will be given to siblings of those who have secured admission in the school.
- KG1-KG2 applicants are also assessed for school readiness. They must be toilet trained and have a level of independence.
- Past school results and report.
- Full details of any special education needs and individual education plans (IEPs) plus Educational Psychologist's reports, if available.
- Interview with Head of section, Principal or other designated school staff.
- Age appropriateness for the year/grade level to which admission is required.
- Transfer certificate from the previous school.
- Students entering high school (grades 10-12) must have a valid transcript from their previous school.
- The child's previous curriculum is taken into consideration as well as limitations with regards to transfer dates for local transfers.

### B. Conditional Offers of a Place at AIS

You may be offered a conditional place. This means your child's application to the school doesn't satisfy one or more of the admissions criteria. You may be asked to provide / sign:

- Further documentation about your child's schooling.
- Evidence of application for residency or your residency status.
- An educational psychologist's report in support of identifying your child's learning needs
- A review period may be set at which point the student's progress will be reviewed to establish if AIS is the most suitable school to meet the child's particular needs.
- A consent form due to low academic performance.

If the conditional criteria are not satisfied, AIS retains the right to withdraw the place and ask parents to seek alternative arrangements for their child's education.

### Placement:

- All invited applicants from grade 1 to grade 12 will undergo placement test while KG applicants will be interviewed by the Head of section, Principal or other designated school staff.
- Placement tests are conducted on school premises.

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- Applicants may sit for Arabic (paper-based test) as well as English and Math MAP (computer-based test )

## Admission Requirements

### Submission of the following documents:

1- Complete the AIS application.	
2- Complete all the below required documents. <b>(Please note that all submitted documents must be in English.</b> If documents require translation, they must be stamped and signed as official, legal translations).	
<b>KG1 &amp; KG2</b>	<ul style="list-style-type: none"> <li>• Nursery/School Report (if available)</li> </ul>
<b>KG1 – G12</b>	<ul style="list-style-type: none"> <li>• 4 recent/current colored Passport size photos of the student.</li> </ul>
	<ul style="list-style-type: none"> <li>• 1 Copy of student's passport with valid residence visa</li> </ul>
	<ul style="list-style-type: none"> <li>• 1 Copy of mother &amp; father's passports + valid residence visa.</li> </ul>
	<ul style="list-style-type: none"> <li>• 1 Copy of student's birth certificate.</li> </ul>
	<ul style="list-style-type: none"> <li>• Student's Emirates ID – copy and original.</li> </ul>
	<ul style="list-style-type: none"> <li>• Parents Emirates ID – (Mother and Father) Copy and original.</li> </ul>
	<ul style="list-style-type: none"> <li>• Immunization card.</li> </ul>
	<ul style="list-style-type: none"> <li>• Clearance form from accounts from old school.</li> </ul>
	<ul style="list-style-type: none"> <li>• Last 2 End of Year Report Cards and Current School Year Term Report</li> <li>• Student Reference Form (to be completed by current school, placed in a sealed envelope and returned to American International School or email it to asma@aisschool.net</li> </ul>
	<ul style="list-style-type: none"> <li>• Original Transfer Certificate attested by the current school (transferring from a school outside of Dubai)</li> </ul>
<ul style="list-style-type: none"> <li>• If transferring from a school outside the UAE, report or transcript should be attested by the Ministry of Education + Ministry of Foreign Affairs in the country your school is located and also from UAE Consulate.</li> </ul>	

## The Admissions Process

The process outlined below is managed and administered by the Admission department, in collaboration and consultation with the section Principal.



1	• Complete Application
2	• Applicant placed on registration list
3	• Request for documentation <small>مدرسة متميزة بتنمية الطلاب الديناميكيين الذين لديهم وعي ثقافي و تعاوني داخل مجتمع</small>
4	• Documentation processed
5	• Student file prepared
6	• Further documentation provided by parents
7	• Initial fee payment taken
8	• Student enrollment

Our Tuition Fees and other associated costs must be paid up front. Our fees are set in compliance with the rules set by the Knowledge Health and Development Authority (KHDA) and may change, as permitted by the KHDA.

#### Fee-Payment Schedule

The following payment process needs to be followed by the admission coordinators and Accounts:

- At the time of Enrollment: AED 500/- (non-refundable, non-transferable and non-adjustable)
- At the time of Registration: (Total Academic Fee less enrollment fee) (non-refundable, non-transferable and non-adjustable)

#### The payment term for fee collection to be followed:

##### For New Admissions:

At the time of Enrollment	500
At the time of registration	10% of Tuition Fee

##### Re-Registration

At the time of registration	5% of Tuition Fee
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All forms of payment methods are accepted and can be made by in person at the School Accounts Office.

In order to secure the seat for the next academic year, parents will be asked to pay re-enrolment fee which is 10% of the total annual tuition fee, which is non-refundable / non-transferable, but adjustable against the first term fees. Please note, students who are unable to be registered with the ministry due to missing required documentation, or students with an outstanding fee balance, will not be re-enrolled for the next academic year.

#### Refund and Discount Policy for the Academic Year 2022-2023

##### Refund Policy - Admission fee and Re enrolment Fee: (as per KHDA framework)

- In the cases of both existing and new students, deposits and fees will not be refunded if students choose not to return to school for the next academic year or choose not to take the offered places.
- However, a school must refund the deposit under special circumstances. These circumstances include, but are not limited to, evidence of family travel to another country, a move to another Emirate or any unforeseen circumstances. Such cases may be submitted to KHDA for study.



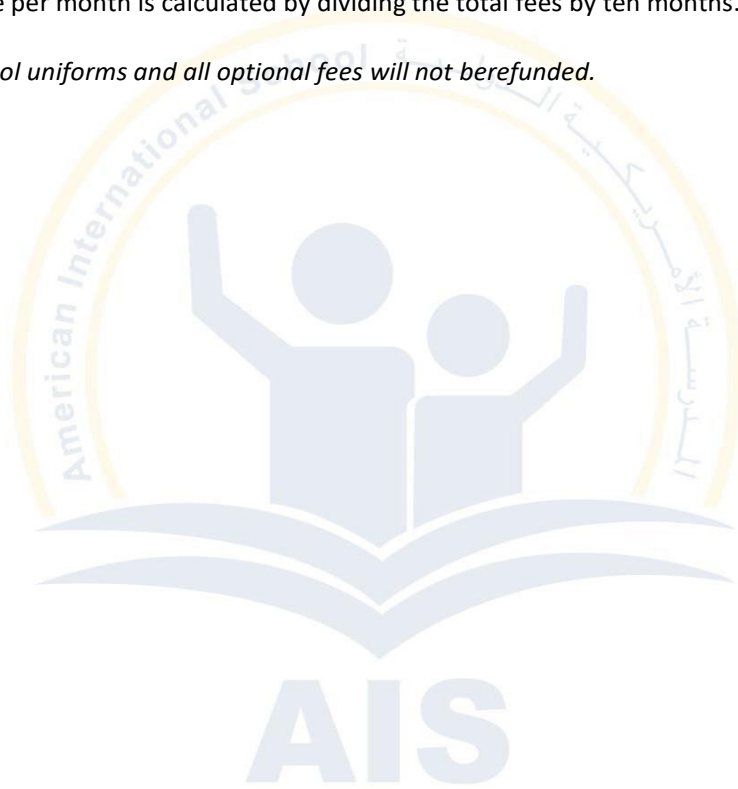
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**Refund policy for Tuition fee and all other optional fee: (as per KHDA framework)**

1. If the student attends school for two weeks or less, a month's fees will be deducted.
2. If the student attends school for a period ranging between two weeks and one month, two months' fees will be deducted
3. If the student attends for more than a month, three months' fees will be deducted.
4. The value of the fee per month is calculated by dividing the total fees by ten months.

*Charges for books, school uniforms and all optional fees will not be refunded.*





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5.

Discount Policy				
	Type of Discount	% Discount	Applicable on	Remarks
1	Sibling discount	3% to 5%	Tuition fee	The oldest child fees must be paid in full and all other younger children will be subject to Sibling discount. g discounts to be applied:- 1 <sup>st</sup> Child - Nil 2 <sup>nd</sup> child - 3%. 3 <sup>rd</sup> Child - 5%

### Student Withdrawals

All students withdrawing from the school must submit notification of their withdrawal in writing to the registrar's office. A 30-day notification period is required to ensure all necessary documents are ready.

### Disclaimer:

Please note, school fees for the upcoming academic year are subject to change in accordance with Article 51, Bylaw of Federal Law No. (28) of 1999 Concerning Private Education and Applicable Regulations.

Applications can be made with ease using our online Enquiry form.

### KHDA FEE

### Tariff for the following KHDA services

- Transfer from another school (AED 120).
- Request for student Education Continuation Certificate for visa renewal (AED 120).
- Request for student leaving form for the students who are leaving Dubai (AED 120).
- Request for student transfer between private schools (within the stipulated time frame)- Student transfer (AED 120).
- Request for student transfer between private schools (after the stipulated time frame)- Student transfer (AED 120).
- Request for attestation of student certificate or report card (120 AED).
- Issuance of 'To whomsoever it may concern' certificate for matters related to School – Attestation (AED 120).
- Issuance of 'To whomsoever it may concern' certificate for matters related to Students - Academic History (AED 120).
- Request to change student data at the Authority - Student exam grade amendment (AED 120).

In case any of the above services are required, please make payment of the respective amount at the school cashier (Fee Counter) before collecting the document listed above.