



المدرسة المصرية للغة العربية

Egyptian Arabic School
(EAS) *

Enrolment Application

TERM Applied for: Winter/Spring 2018..... Fall 2018..... ECCS-BC member: Yes No.....

Student Last Name: First Name: Initials:

Date of birth:/...../..... Gender: Male Female Siblings attending EAS: Yes No

Knowledge of Arabic Language: Nil very little basic

Read

Write

Speak

Understand

Address: City: Postal code

Guardian Last Name: First Name: Initials: Relationship:

Address (if different): City: Postal code

Home Phone: Cell Phone Email:

Any other relevant information (e.g. allergies)

Any special interests

Signature of Guardian

Date:/...../201

I have Read and Understood the school policy and I confirm I will abide to it with no intentional violation from my side



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Student Acceptance, Payment & Cancellation Policy

A. Student Acceptance & Rejection

- Students are accepted, starting the age of four, according to the school acceptance criteria and assessments results, and registration will be completed only once the student's class teacher and school principle have confirmed the student's acceptance to the school registrar
- The school reserves the right to reject students at any time, and refund the balance of the paid donations, according to the Registration Policy below, after providing reasons of rejection to the Parent/Guardian.
- If rejected, Students can re-apply the following term, in accordance with the direction and assessment of the school principle and by following the existing school acceptance criteria.
- Late admittance will be accepted and donations are calculated based on a per class basis. Academic progress during the registration term could be affected.
- Parents who wish to register students for the sole purpose of taking advantage of the Egyptian/Arabic student environment will have no expectations of academic progress during the registration term and must inform the registrar of their purpose prior to completion of registration. These students will also be accepted only when the registrar is informed with the acceptance. This condition applies only for late registrations after mid-term, all donations must be paid in full at the time of registration and the cancellation policy shown below will not be applied.

B. Registration, books and tuition donations:

- Donations are to be paid in full with the application, or in two installments, prior to the start of each term.
- For registration of two or more students, an option of two installments is offered, provided last installment will be paid in full, on or before the beginning of the fourth class before the end of term.
- 1st instalment, registration and books will be paid with the application.
- 2nd installment has to be submitted with application/registration via one postdated cheque.
- Payments may be in cash (against an issued receipt), cheque, E-Transfer (with prove of payment), or via PayPal.
- For late admissions, i.e. after the term starts: Registration and books will be paid in full. Tuition shall then be prorated for the remaining number of classes in ratio to the total number of classes for the term.
- No new registrations will be accepted after mid-term.
- Class Trials are strictly not allowed. Full enrollment and payment is a condition for a student attending any class.
- Returning students will not be charged neither for registration nor for books (unless new books are required as decided by the school).



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C. Cancellation Policy:

Cancellation	Refund
2 weeks (14 days) or more before the beginning of the term.	Full refund, including registration and books.
Less than 14 days before the beginning of the term.	50% of the tuition, no refund for registration and books.
Within the first 2 weeks, by the end of the 2 nd class of the term.	25% of the tuition, no refund for registration and books.
No refunds will be made for any cancellations after the 3 rd class.	
No refunds will be made for late admission unless student is rejected after 3 rd class.	

Please read the above policy and check the following check-box to complete registration:

- I have Read and Understood this policy and I confirm I will abide to it with no intentional violation from my side