



# Student Application Form

We Instill Today... You Reap Tomorrow...

2 x Passport  
Size photographs

Application Date ..... / ..... / .....

<b>Child's Family Name:</b>					
<b>First name:</b>		<b>Middle name:</b>		<b>Preferred Name:</b>	
<b>Date of birth:</b>		<b>Sex: M/F</b>	<b>Child's nationality:</b>		
<b>First language at home:</b>			<b>Religion:</b>		
<b>Favourite sport:</b>			<b>Bus transportation:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Home Address:</b>					
<b>Qatar Residence Visa No:</b>		<b>Expires on:</b>		<b>Place of Birth:</b>	

<b>Date place is required:</b>							
<b>Application is required for the following year group:</b>							
KG 1 <input type="checkbox"/>	KG 2 <input type="checkbox"/>	Year 1 <input type="checkbox"/>	Year 2 <input type="checkbox"/>	Year 3 <input type="checkbox"/>	Year 4 <input type="checkbox"/>	Year 5 <input type="checkbox"/>	Year 6 <input type="checkbox"/>

<b>Date child arrives in Doha:</b>
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Details of Previous Schooling - including Preschool:		
Dates Attended	Class Attended	Name & address of school

<b>For Non-Muslim families, please indicate if you would like your child to sign up for any of these subjects instead during the Arabic and Islamic studies (Music-Art &amp; Craft-Library) (These subjects are for KG 1 to Year 6 children only and is optional)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Has your child ever received any learning or behavioural support?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Details of any learning or behavioural difficulties experienced:</b>		

<b>Your child will be expected to participate in all lessons. This shall include, and not be limited to, Music, P.E. &amp; Swimming.</b> <b>Will your child be able to participate in the above activities? If not, please provide details:</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>For Kindergarten Stage children. Is your child toilet trained?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

<b>Father's Details</b>			
<b>Family Name:</b>		<b>First Name:</b>	
<b>Employer</b>		<b>Profession:</b>	
<b>Business address in Qatar:</b>			<b>P.O. Box:</b>
<b>Office Tel.:</b>		<b>Mobile:</b>	
<b>E-mail:</b>		<b>Nationality:</b>	<b>First Language:</b>





# Student Application Form

We Instill Today... You Reap Tomorrow...

**Mother's Details**

Family Name:		First Name:	
Employer		Profession:	
Business address in Qatar:			
Office Tel.:		Mobile:	
E-mail:	Nationality:	First Language:	

Residential Tel. in Qatar:					
Parents Status:	Married		Divorced		Other

**Siblings currently attending GIS:**

**Siblings also applying to GIS:**

Name	Class	Name	Applying for Year

**Undertaking**

**I confirm that all the information given on this form is accurate.**

It is a condition of any offer of a place that parents/guardians have given all the information relevant to the application, including details of academic, behavioural and/or social problems. Where it is discovered that information has been withheld, the student placement may be withdrawn. If, at some future date, it becomes evident that we are unable to meet a child's educational and/or social needs at GIS, we reserve the right to withdraw the school place.

I consent to my child having an entry interview and assessment, if this is considered necessary by the Head teacher, and I agree to abide by the school's decision.

In the event of a child being awarded a place at Gheras International School, parents/guardians undertake and agree that the Gheras International School is absolved from any responsibility for:

- The loss or damage of valuable items.
- Accidents or mishaps occasioned by participating in normal life activities including, but not limited to, organised sports, school trips, gymnastics, informal play, design and technology and practical work.
- The welfare and safety of the student outside the normal timetabled day including activities supervised by Gheras International School staff. This includes safe delivery and collection of students to and/or from Gheras International School. Please note: it is the responsibility of parents or appointed adults to ensure that Students are dropped off and collected from school at the appropriate time.
- Any resulting accident or mishap should a student take unilateral action which is extra-curricular and without permission including, but not confined to, leaving the premises without permission.





# Student Application Form

We Instill Today... You Reap Tomorrow...

I/we accordingly release and absolve the members of the Board from all personal liability in respect to the affairs of the school.

I agree to abide by all the Rules and Regulations of the School and accept that the decision of the school management in any matter relating to the administration of the School is final.

I agree that photographs/video or movie clips of my child may be used by GIS in promotional materials such as the school website, in-house slide presentations, brochures, local/international press, and in the Yearbook.

I understand that in joining GIS, I agree that my child will take part in the whole school curriculum and cannot choose to opt out of any particular part of the curriculum during the academic year.

I understand that it is my responsibility to ensure that school fees for my child are paid by the due date. Should fees not be settled by 14 days after the due date, I understand that my child's seat at GIS will be withdrawn without further notice. Where companies are paying school fees directly, the parents are ultimately responsible and the above deadlines must still be adhered to.

I understand that it is my responsibility to submit **TWO MONTH'S NOTICE IN WRITING** before the end of the last academic term attended by my child. Where companies are billed directly for school fees, it is still the responsibility of the **PARENT** to give GIS the required notice period in writing.

Please indicate who will be responsible for payment of fees.

Company:	<input type="checkbox"/>	Parent with Company assistance:	<input type="checkbox"/>	Parent:	<input type="checkbox"/>
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***In signing below I confirm that I have read and understood all the above and agree to be bound by the terms and conditions set out within it, and as may be amended by the School from time-to-time.***

Parent's Signature:	Date:
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Parent/Guardian's Name
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(Please print)



# General Admission Procedure

## We Instill Today... You Reap Tomorrow...

### General Admission Procedure

- **Part 1: To register your child at GIS, please only submit the following via email:**
  - Completed and signed **GIS** Registration Form
  - Copy of child's passport (we will require sighting of original upon arrival)
  - Copy of child's most recent, full End of Year School Report
  - Copy of Father/Sponsor's Qatar ID Card number
  - Copy of Mother/Sponsor's Qatar ID Card number
  - Copy of your child's current Qatar residence visa
  - If a Qatar residence visa is not available, a Company Family Sponsorship Letter **must be provided** to guarantee that you will be able to sponsor your family, and that their family residence visa will be forth-coming.
- **Part 2: The following documents will be required to support your child's application at a later date. Please ensure that you have them ready in electronic format for emailing. Our Registrar will be in touch when we are ready to proceed further with your application:**
  - Copy of child's most recent, full End of Year School Report (if different from the one already Submitted)
  - Copy of your child's current mid-year Progress Report (if available)
  - Two (2) recent passport sized photographs of your child
  - Completed and signed GIS Student Health Form
  - Copy of your child's immunisation record
  - Copy of latest National Curriculum Test (NCT) levels

**IT IS A REQUIREMENT OF THE SUPREME EDUCATION COUNCIL THAT A COPY OF YOUR CHILD'S QATAR RESIDENCE VISA/QATAR ID NUMBER AND IMMUNIZATION RECORD BE ON FILE AND AVAILABLE FOR INSPECTION.**

Failure to supply this documentation when your child is a full time registered pupil attending GIS may result in your child being asked to be withdrawn from the school.

### **Entrance Assessment**

When your child's application moves higher up the waitlist, his/her paperwork will be reviewed by a member of our School to ascertain whether an assessment is required. If an assessment is recommended, the Registrar will email you to invite your child in to spend part of a morning in the age appropriate class in order to be assessed. Should your child decline to attend the assessment, your application will be removed from the waitlist without further notice. If your child is not yet in Doha, please telephone the Registrar when he/she arrives in order to arrange this appointment. A QR 200 non-refundable assessment fee per child is to be paid prior to a child being assessed.

### **Special Needs**

Children of any nationality will not be admitted if they are assessed by GIS to have learning and/or behavioral difficulties and the School is unable to offer an appropriate curriculum or facilities.

# General Admission Procedure

## We Instill Today... You Reap Tomorrow...

### Waiting Lists

Because the school limits class size to a maximum of 20 pupils for Foundation Stage and 24 pupils for Key Stages 1-6 we often have wait-listed applicants in most of our year groups. Acceptance of the registration form does not guarantee a place at the School.

### Acceptance

After a satisfactory assessment, and provided a seat is available, the Registrar will contact you via email or phone to offer a place.

If, when offered a seat and it is declined, we will remove the pupil's name from the waiting list and offer the parent the opportunity to make a new application.

If a seat is offered and accepted and payment made, but the pupil has yet to arrive in Doha it is only possible to pay for one term before the pupil must attend. Failure to attend at the beginning of the 2<sup>nd</sup> term will result in the place being withdrawn.

### Invoice for the First Term's Fees and Additional Fees

Upon your acceptance of the offered place, the Accounts Office will prepare an invoice. The invoice will be for one term's school fees, the registration fee, seat reservation fee, books fee and uniform fee. Payment guidelines and a due date will appear on the invoice. This invoice must be settled in full by the due date as stated on the invoice to secure your child's place. Registration fee and tuition fee is just paid once for continuing students.

### School Fee Policy

#### Payment of School Fees Policy

The school year is divided into two terms and the annual Tuition Fee is payable per term, in 2 equal instalments. The first instalment and the additional fees will be paid together. There are no reductions for absence or illness or withdrawal for any reason. Fees are subject to annual review.

#### Due Date for Payment of Fees:

- **The first term school fees are due on 15<sup>th</sup> of April till the end of April.**
- **The second term school fees are due one calendar month before the end of the current term for existing students. (15<sup>th</sup> of December till 15<sup>th</sup> of January)**

Fees may be paid by bank transfer, card, cash or cheque made payable to Gheras International School. Where companies are paying school fees directly, the parents are ultimately responsible and the above deadlines must still be adhered to.

#### Unpaid Fees

The following procedure will be instigated when fees are not received by the due date.

- A text message will be sent 5 days after fees are due
- A letter will be sent via student 10 days after fees are due
- 14 days after fees are due the place will be withdrawn

In the case of a dishonoured cheque, the fees must be paid in cash before the above deadlines.





# General Admission Procedure

## We Instill Today... You Reap Tomorrow...

In the case of financial hardship, other arrangements for fee payment may be available on application in writing to both the School CEO and the School Founder.

Please be aware that we will inform any other School or educational establishment, to which you propose to send your child, of any outstanding fees.

### Refund of Fees Paid in Advance for the new academic year (New Applicants)

Fees will only be refunded under the following circumstances:

- Where school tuition fees and additional fees have been paid in advance and 2 months' written notice is given. 100% refund can be made.
- A refund of 75% of the school tuition fees and additional fees can be given if written notice is received no less than 45 days before the end of term.
- A refund of 50% of the school tuition fees and additional fees can be given if written notice is received no less than 30 days before the end of term.
- No refunds will be given after the mentioned deadlines.
- Registration fee is non-refundable.

### Advance Payment Policy (GIS students)

The advance payment of QR10,000 is for all students continuing at GIS with effect from September. This payment is applicable to students entering all levels – KG 1 to Year 6.

### Advance Payment

The payment due date will be 75 days before the end of term. Failure to pay by the due date given will result in your child's place being withdrawn.

### Refund of Advance Payment (GIS students)

The advance payment will only be refunded under the following circumstances:

- 60 days' written notice is required before the end of term, excluding holidays
- All school fees due are paid in full including assessment fees, registration fees, books fees, uniform fees, late payment fees, invigilation fees and courier charges. For any outstanding amounts owed, these will be deducted from the refundable deposit.

### I Read and agree on the above School Fee Policy:

Parent's Signature:	Date:
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Parent/Guardian's Name
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(Please print)





# Student Health Form

We Instill Today... You Reap Tomorrow...

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Please complete the following. If needed, the Health Clinic will follow up to obtain Further information.**

- 1) Does your child have any history of seizure disorder, heart conditions, diabetes, Asthma or any other medical concerns? **YES** or **NO**
- 2) Does your child have any congenital (birth) disorders or had any major Surgeries? **YES** or **NO**
- 3) Does your child have allergies or drug sensitivities? **YES** or **NO**  
If yes, please explain: \_\_\_\_\_
- 4) Is your child taking any medication? **YES** or **NO**  
If yes, please explain \_\_\_\_\_
- 5) **Panadol / Ibuprofen administration (MS/HS only)**  
I give permission to the nurse to administer the above medications to my child for pain relief. **YES** or **NO** Please initial \_\_\_\_\_
- 6) **Emergency Medical Treatment Permission**  
If I, or my emergency contact person cannot be reached, GIS personnel have My full permission to provide/seek emergency medical treatment for my child.  
**YES** or **NO** Please initial \_\_\_\_\_
- 7) **Two (2) Local Emergency Contact Numbers** (other than parents in the event that Parents cannot be reached)  
 Name and Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Name and Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**The above information is true and accurate to the best of my knowledge:**

Parent's Signature

Printed Name

Signature Date

Student immunizations must be within the GIS/Supreme Council of Health Standards, prior to enrollment. Please submit legible COPIES (in English) of your child's Immunization record to the Health Clinic at GIS for review. The Nurses will screen the Records and will inform you if anything is needed.

**We require documentation for the following immunizations:**

- DPT (Diphtheria, Pertussis, Tetanus): 5 doses, the final dose given at 4 years of Age, then a Td every 10 years thereafter.
- OPV/IPV (Polio): 4 doses, the final dose given at 4 years of age
- Measles, Mumps, Rubella (MMR): 2 doses, the first dose at age 12-15 months
- Hepatitis B vaccine (HBV): 3-dose series
- BCG (TB vaccine) or TB skin test with result within 12 months of admission



# Student Health Form

We Instill Today... You Reap Tomorrow...

A Physician (not the parent) must complete this form in full

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Examination Date: \_\_\_\_\_

HEIGHT	WEIGHT	BMI	TEMPERATURE	PULSE	BP

**VISUAL/AUDITORY ACUITY:**

WITH GLASSES		WITHOUT GLASSES		HEARING	
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**REVIEW OF SYSTEMS:**

ENT	
CARDIOVASCULAR	
MUSCULO-SKELETAL	
CENTRAL NERVOUS	
ABDOMINAL/RECTAL	
RETICULO-ENDOTHELIAL	
INTEGUMENTARY	
RESPIRATORY	

**SPECIAL OBSERVATIONS:**

Is there a medical reason why this student's immunization should **NOT** be in accordance with the Requirements below? **YES or NO** If YES, please explain:

\_\_\_\_\_

Is there a BCG scar present? **YES or NO**

**MANDATORY MANTOUX TESTING:** (IF NO BCG VACCINATION):

Date of Test: \_\_\_\_\_ Result: \_\_\_\_\_

PHYSICIAN'S SIGNATURE: \_\_\_\_\_

Physician's Name: (Please Print): \_\_\_\_\_

**Prerequisite for enrollment to Gheras International School:**

DPT (Diphtheria, Pertussis, Tetanus): 5 doses, the final dose given at 4 years of age, then a Td every 10 years

Thereafter

OPV/IPV (Polio): 4 doses, the final dose given at 4 years of age

Measles, Mumps, Rubella (MMR): 2 doses, the first dose at age 12-15 months

Hepatitis B vaccine (HBV): 3-dose series

BCG (TB vaccine) or TB skin test with result within 12 months of admission







# School Bus Application Form

We Instill Today... You Reap Tomorrow...

Will your Child use the School Bus? If " Yes " please give address details.

Yes

No

Address: App No.		Villa No.		Building name & No.		
Street Name & No.			Zone Name & No.			
<input type="checkbox"/> Doha	<input type="checkbox"/> AlWakra	<input type="checkbox"/> Alkhor	<input type="checkbox"/> Alshamal	<input type="checkbox"/> Alwakir	<input type="checkbox"/> Al Rayyan	<input type="checkbox"/> Dukhan

Parent's Signature:	Date:
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Parent/Guardian's name:
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(Please print)

