



**New  
Academy  
School**

## **Admissions Policy**

Version – 5.0

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## 1. Purpose

This policy sets out the criterion for deciding the admission process and fee structure in the NAS.

The aim is to support families by ensuring that the admission process is transparent and effective.

## 2. Policy Statement

- To support the school's Vision and Mission Statement
- To support parents by enabling them to understand the admissions process
- To support the school by ensuring NAS receive the correct information to be able to respond quickly to applications
- To ensure there is a good match between student and NAS for the benefit of all parents, so that needs are suitably met
- To support the NAS in ensuring it adheres to UAE law and KHDA guidelines.

## 3. Entitlement

3.1 Introduction: NAS strives to be as **INCLUSIVE** as possible when considering all admissions, especially those with specific additional learning requirements or special educational needs. The school offers an American curriculum program in an international context with an emphasis on the importance of inquisitive learning and enrichment activities. NAS instills and integrates UAE local cultural and Islamic values and beliefs as part of the school's overall learning objectives.

3.2 Language of instruction: English is the language of teaching, learning and daily operation at NAS. As an American Curriculum school we strive for students to become fluent in all aspects of the English Language and to meet the expectations for their age.

3.3 Grade level: Students are placed in age-appropriate grade levels as per the KHDA and ministry guidelines. If students failed in the last attended school and get admission in the same grade, the last result will be discarded for this grade.

3.4 The role of SLT: The school governing board and senior leadership team (SLT) oversee the admissions policy of the school and ensure that it allows the school to maintain its mission to prosper. Admissions appeals should be addressed to the Principal/ VP who may consult with SLT although the governing board's decision in all matters of admissions is final.

3.5 Eligibility: NAS admits children between the ages of 4 and 18 years old. Admission to NAS is subject to a successful placement test and interview. Admissions to NAS can be made at any time although there are cut-off dates during the year, which are communicated via our website/parental communication.

3.6. Inclusive Education Admission of Students of Determination: As per the NAS Inclusion Policy school welcomes all students following UAE Government policies and KHDA Inclusive Education Frameworks in all admissions, especially those students of determination. All new likely students of determination are required to undergo intake testing which are **not conditional to admissions**. Parents are required to inform the school if a child has already been identified with a need. Based on the results, as well as based on the results information gathered from interviewing parents, the school will then decide on how to adequately support the student to achieve his/her full potential.

As per the Inclusion and Gifted & Talented Policy NAS will accept all students based on the following UAE Government policies and guidelines:

- *Federal Law No. 29 of 2006 and Law No.2 of 2014.*
- *Executive council resolution no.2 of 2017 regulating private schools in the Emirate of Dubai. {Article: 4-14 and 13-17}*
- *My City...My Community a City for Everyone Agenda: Inclusion Vision 2020*
- *The Dubai Inclusive Education Framework of 2017*
- *Directives and Guidelines for Inclusive Education “ Ensuring Equitable Access to Education for Students of Determination ” 2019*

For details with regards to the admission of students of determination please refer to NAS Inclusion and Gifted and Talented Policy.

### 3.7 APPLICATION PROCEDURES:

- Contact should be made with the school either via online applications, telephone, personally with strict social distancing followed or through an email. An appointment will be made to meet the registrar and to tour the school in person following social distancing rules or virtually.
- A completed online registration form must be submitted to the school administration office. If the child has already been at school the following should be included:
  - The child's latest school report.
- New prospective students will be required to take a digital CAT4 assessment except for those identified at admission as having severe barriers such as autism and or intellectual disabilities will be exempted. Based on the observation, CAT4 results, feedback interview with parents and students, the school will then make a decision on how to adequately support the student to achieve their full potential. The following outlines the procedures implemented for admissions (please see appendix 1 for a graphical representation):
  - The registrar schedules an appointment for intake assessment and testing, after discussions regarding availability of place for the required grade.

- Assessment fee is AED 300 non- refundable and non- transferable.
- If the application is successful and a place is available; One-time Admission fees of AED 1000 is charged for newly enrolled students' non- refundable non- non-adjustable and non- transferable. A letter of offer will be issued along with joining information.

#### **Documents required for new admission:**

- 1- Copy of birth certificate.
- 2- Copy of passport on which the child is registered (A photocopy of a valid resident visa for expatriates).
- 3- Copy of UAE National ID card for both student and parent and the original for student who is new admission or from another country to register them in the KHDA system.
- 4- Copy of vaccination card for kindergarten and the original card for Gr1-Gr 12 students.
- 5- 5 recent 6X4 photographs for kg and 3 form Gr.1-Gr.12.
- 6- 4000 DH per child (1000 AED registration fees.3000 AED deducted from the school fees)
- 7- Transfer certificate from the previous school to include: date of enrolment; year group placement; date the child left the school; school stamp and signature.

#### **Dubai Health Authority Medical Declaration**

It is compulsory for the parents to complete the DHA medical form at time of admission and (if any) disclose all the student's health problems as well as submit the medical report of it. (see in appendices)

- School encourages admission documents to be shared in digital formats with the school.
- Post Covid19 era parents are encouraged to use online registration inquiries, procedures and forms available on the school official website; [www.newcacademyschool.com](http://www.newcacademyschool.com), visitors and parents are kindly requested to read through and follow the indicated steps.
- Existing students should reserve their seats for next academic year with payment of AED 1000, nonrefundable but adjustable against tuition fees.

### 3.8. Provisional Acceptance:

- A student may be offered a provisional place at NAS for various reasons. This means that application to the school may not satisfy one or more of the admissions criteria. The following must then be provided or agreed upon:
  - further documentation about the child's previous schooling such as TCs
  - evidence of application for residency or your residency status
  - students assigns for crash course and supports class after school
- A review period may be set at which point the student's progress will be reviewed to establish if NAS is the most suitable school to meet the child's particular needs.
- If the provisional criteria are not satisfied NAS retains the right to withdraw the place and ask the parents to seek alternative arrangements for their child's education.

### 3.9. WITHDRAWAL OF AN OFFER OF PLACE

NAS aims to maintain the highest standards in all that it does. NAS requires all employees, contractors, parents, children and visitors to maintain a high standard of conduct. There is a minimum standard of behavior and conduct to ensure people at NAS feel happy, safe, valued and confident. Finally, the NAS place will be withdrawn with immediate effect and the child should be removed from school.

### 3.10. FEE PAYMENT, REGISTRATION AND WITHDRAWAL

NAS Fee Structure for Academic year 2022-2023.

#### **School Tuition Fees**

**Admission Fees**– One-time Admission fees of AED 1000 is charged for newly enrolled students non- refundable, non-adjustable and non-transferable.

**Registration & Assessment Fees (New Student)** - Registration fees is AED 3000, non-refundable but adjustable against tuition fees. An assessment fee is AED 300 non-refundable and non-transferable.

**Seat Reservation (for existing students)** – AED 1000 is to be paid for seat reservation non-refundable but adjustable against tuition fees (Cheque Return charge = 300)

The approved fees from the KHDA are as follows:

GRADE	ANNUAL FEES	CHARGE FOR	CHARGE FOR	CHARGE FOR
	2022 - 2023	SEP - DEC 2022	JAN - MAR 2023	APR - JUN 2023
KG1	12,150	6,980	2,585	2,585
KG2	12,080	6,700	2,690	2,690
GR-1,2	13,500	7,850	2,825	2,825
GR 3	13,665	8,015	2,825	2,825
GR 4	14,240	8,590	2,825	2,825
GR 5	14,225	8,525	2,850	2,850
GR 6	14,290	8,590	2,850	2,850
GR-7	18,955	9,935	4,510	4,510
GR8	20,520	11,400	4,560	4,560
GR9	19,830	10,710	4,560	4,560
GR10	26,610	14,510	6,050	6,050
GR11	28,680	15,530	6,575	6,575
GR12	28,455	15,305	6,575	6,575

### Tuition Fees Instalment Structure

Instalments	Payment Method	Date Due
First Instalment (Fees + Books+ International Exam Fees)	Cash or Current Dated Cheque	<u>20-08-2023</u>
Second Instalment	Post Dated Cheque	<u>01-12-2023</u>
Third Instalment	Post Dated Cheque	<u>01-03-2024</u>

- All tuition fees are payable in advance of attendance, and are in accordance with the fee structure established by NAS under the guidance of KHDA's established School Fee Framework.
- The admission fee is non-refundable and non-transferable. School fees must be paid on or before the first day of the relevant School term to secure the student's place at the School. Furthermore, the parents may be required to pay additional fees, including but not limited to fees for the student's learning support needs (if such individual needs are

identified by the School in prior consultation with the parents/guardians) and examination fees (“Additional Fees”). The school can be contacted for a list of additional fees that may be applicable.

- Failure to pay any School fees may result in exclusion of the Student from the School.  
School fees, including but not limited to tuition, admission, registration, re-registration fees (if applicable) and Additional Fees may increase at any time in accordance with applicable law.
- The Parents must give written notice to the Registrar thirty (30) days prior to the last day of attendance, if the student is withdrawing from the School. In the event of withdrawal, School fees will be refunded in accordance with the School’s fee refund policy which follows applicable law.

### 3.11. REFUNDS

The registration fee, admission fee, and re-enrolment fee remain non-refundable, while tuition fee refunds follow the KHDA laws/ regulations for Private Education. If a student withdraws or leaves school for any reason, the refunds will be processed as follows and returned to the original payee.

- If a student withdraws prior to the start of the academic year, the balance of the first term/semester fee paid will be refunded, except the AED 1000 Registration Fee and AED 3,000 Admissions Fee, or the AED 1000 re-enrolment fee.
- If a student withdraws during the school term/semester, the Registration fee, Admission fee, and Re-Enrolment fee, are non-refundable, and the remaining fees is refunded in accordance per the KHDA laws for term payments.
- Fees will be charged for one full month if a student attends school for two weeks or less.
- Fees will be charged for two full months if a student attends school for more than two weeks and less than one month.
- Fees will be charged for the entire school term/semester if a student attends school for more than one month.
- School fees, including but not limited to tuition, admission, registration, re-registration fees (if applicable) and Additional Fees may increase at any time in accordance with applicable law.

### 3.12. NOTICE OF LEAVING

- The UAE federal authorities issue regulations about the collection of fees depending on the period that a child has been at school and NAS adheres to these regulations in full.
- When fees remain unpaid children are not entitled to receive a transfer certificate



or their final reports until fees have been paid.

### 3.13. TRANSPORT FEES

NAS will not guarantee all bus routes requested.

Area		One Way	Two Way
Dubai	( ZONE ONE )	5,000	6,500
Dubai	( ZONE TWO )	5,300	7,000
Dubai	(ZONE THREE)	5,400	7,200
Dubai	(ZONE FOUR)	5,600	7,500
Sharjah		5,600	7,500

## 4. Sibling Policy

According to the sibling policy of NAS for all students including those with determination, the third member of the family will be eligible to get a 5% discount and subsequent members will get a 5% discount on the regular tuition fee.

Eligibility Criteria for Sibling Concession:

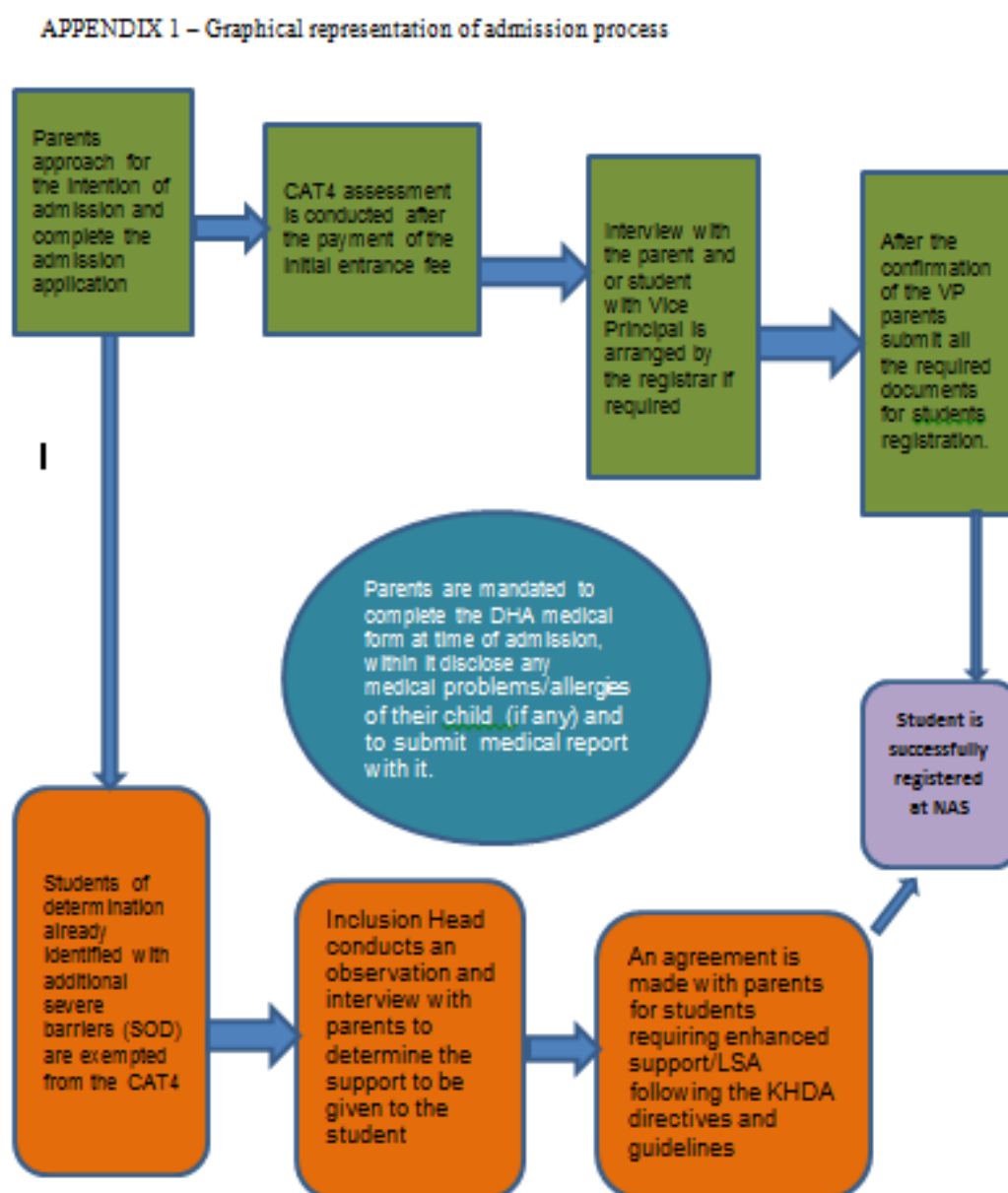
- All existing and new students of NAS.
- Candidate's real sister /brother must be a student of NAS.
- Candidates in the lower grade will be eligible for concession.
- Candidates must provide the supporting documents.
- Application for fee concession must be given on or before May of the respective academic year.

## 5. Responsibility

The Admission Policy will be reviewed annually. The Senior Leadership Team (SLT) are responsible for the effective implementation of this policy. The review will be carried out by the Senior Leadership Team.

## 6. Appendix

## APPENDIX 1a – Graphical representation of admission process



## Appendix 1b- Transport form

## TRANSPORT FORM



Name of the student : .....

Grade : .....

Parent's/ Guardian Signature : .....

Phone No. : .....

Mobile No. : .....

## LOCATION DETAILS

.....

.....

.....

.....

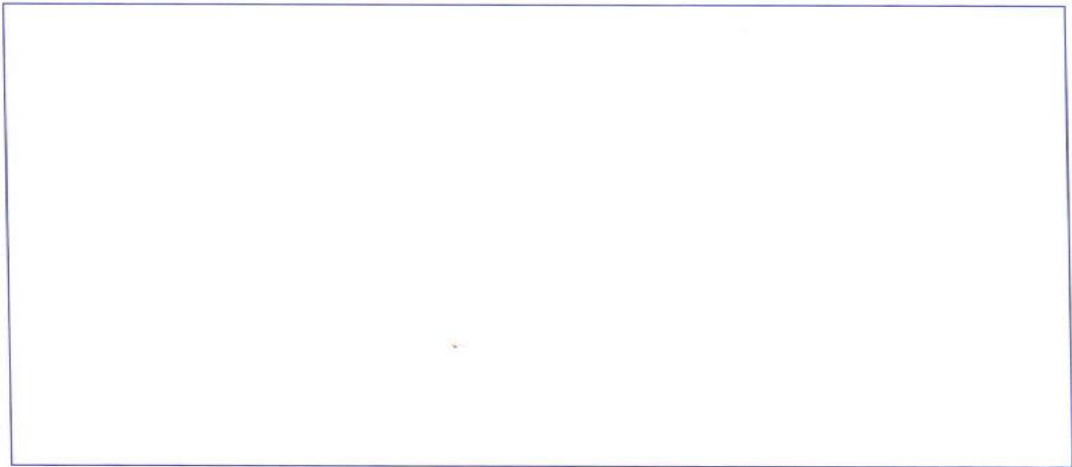
.....

Name of the driver: .....

Mobile No : .....

Bus No .....

## MAP





اسم الطالب : .....

الصف : .....

توقيع ولي الامر : .....

رقم الهاتف : .....

رقم الموبايل : .....

[illegible]

اسم السائق : .....

رقم الموبايل : .....

رقم الحافلة : .....

## خريطة

[illegible]

## Appendix 1c- Parents undertaking form

تعهد

اتعهد أنا اموقع أدناه / ..... ولي أمر الطالب / الطالبة : .....  
 الصف : ..... شعبه : .....  
 بالانتهاء من إجراءات الإقامة وبطاقة الهوية أو شهادة الانتقال وتصديقها للطالب / الطالبة في موعد أقصاه  
 شهران من تاريخ التعهد وأحضارهم إلى المدرسة لاستكمال إجراءات التسجيل ويعتبر تسجيل الطالب /  
 الطالبة لاغي بعد انتهاء المهلة المحددة أعلاه .  
 توقيع ولي الأمر : .....  
 التاريخ : .....

Parent Undertake

I ..... parent of ..... Who is currently  
 attending Grade ..... section .....

At the New Academy School Dubai, I undertake to complete and submit my and  
 my child's required documents to complete my child's registration as required by  
 the KHDA and sign school – parent contract.

Here by, I will be submitting the following document and evidences within two  
 months from the date of this letters.

- 1- UAE / valid residency documents for me & my child.
- 2- National UAE ID card, (me & my child).

I fully acknowledge that failing to complete the above commitment within  
 the specified timeline will result in not completing my child's registration  
 at New Academy school.

Parent signature:.....

Date : .....



## REGISTRATION FORM

### FOR ADMINSTRATIN USE ONLY

STUDENT NAME:.....

GRADE : .....

DOP : .....

Mob No : .....

DATE : .....

### ENTRANCE EXAM RESULTS :

- ENGLISH : ..... F.C..... ELL: .....

-MATHEMATICS:..... F.C.....

-SPECIAL NOTES:.....

.....

-FINAL RESULT:.....

SIGNATURE : .....

-DATE:.....

PRINCIPALS SIGNATURE : .....

DATE:.....

-NOTES : .....

SCHOOL ID:.....

KHDA ID : .....

**Registration Date:**.....

**The following names have been registered:**

-----

-----

-----

-----

**Grades :** ----- / ----- / ----- / -----

**Guardian :** Is (     ) New (     )

**Responsible Enrollment and Admission:** .....





- Date : ..... - Tel:...../.....

-Student Name: ..... -Grade:.....

-Feedback from SENKO : .....

.....  
 .....  
 .....

-Signature:.....

-Feedback from Head of Elementary School : .....

.....

-Signature:.....

- Principal's Decision : .....

.....

Accepted ☐

Decline ☐

-Principal Signature:.....



## Appendix 1e: Students Medical form



حكومة دبي  
GOVERNMENT OF DUBAI



هيئة الصحة بدبي  
DUBAI HEALTH AUTHORITY

### Student Medical Form

Photo

**Dear Parent or Guardian of the Student:**  
Please fill the attached form accurately in order to protect your son or daughter's health.  
If the answer is yes, please write the date and details in comments cell. Accuracy is needed for us to be able to follow their health status.  
Best wishes for good health and wellness.

<b>School Information</b>					
School Name: _____		Grade: _____	Class: _____		
<b>Student Information</b>					
Student Full Name: _____		Gender: _____			
Date of Birth: _____		Nationality: _____			
Parent or Legal Guardian Name: _____		Relationship: _____			
Mobile Phone Number (1): _____		Mobile Phone Number (2): _____			
E-Mail: _____		Emirate: _____			
In case of Emergency and not being able to reach parents, the following person can be contacted:					
Name: _____		Relationship: _____	Mobile Phone Number: _____		
<b>Required Attachments</b>					
Student Emirates ID:	<input type="checkbox"/> Yes <input type="checkbox"/> No	ID Number: _____			
Student Passport Copy:	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Original Vaccination Card or updated colored copy (authorized):	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Health Card Number (if any):	<input type="checkbox"/> Yes <input type="checkbox"/> No	Health Card Number: _____			
Health Insurance Card (if any):	<input type="checkbox"/> Yes <input type="checkbox"/> No	Health Insurance Card Number: _____			
<b>Medical History of the student</b>					
Is there any health problems, out of the following? If the answer is yes, please state the problem type and date in comments cell					
	Health Problem	Yes	No	Comments	
1	Any allergy to drug, food, dust ....				
2	Cardiovascular problem				
3	Diabetes				
4	Hypertension				
5	Asthma				
6	Renal Problem				
ID	Issue	Issue Date	Effective Date	Revision Date	Page #
CP_6.2.1A_FD0	01	Jan 01, 2019	Mar 01, 2019	Jan 01, 2021	1/1



## Student Medical Form

7	Epilepsy seizures or Convulsion seizures			
8	Epilepsies			
9	Hemolytic Anemia, type G6PD			
10	Inherited Blood Disease (e. g. Thalassemia, sickle cell anemia, Hemophilia). Please specify if any			
11	Skin Problem			
12	Eye problem (Myopia, Hyperopia, ...). Please specify if any			
13	Hearing problem			
14	Any case that may weaken Immunity System such as Cancer (Blood cancer, Lymphoma), or transplantation. Please specify if any			
15	One of the following diseases (Mumps, Measles, Diphtheria, Pertussis, Chickenpox, Tuberculosis). Please specify if any			
16	Viral Hepatitis			
17	Polio myelitis (Infantile paralysis infection)			
18	Mental or Behavioral Problem. Please specify if any			
19	Any other Problem or disease not mentioned here. Please specify if any			
20	Is there a previous exposure to any accident?			
21	Is there any previous hospitalization? Please mention the cause if any			
22	Is there any previous exposure to surgery? Please mention the cause if any			
23	Is there any previous blood, antibodies or plasma transfusion?			
24	Was there a need to use any medical aid device? Please specify if any			

If the student suffer from one of the health problems mentioned or not mentioned above, please answer the following questions

Drugs or Treatments taken continuously

Drug Name: \_\_\_\_\_ Dosage: \_\_\_\_\_

Emergency Drugs

Drug Name: \_\_\_\_\_ Dosage: \_\_\_\_\_

Specific instructions of the treating doctor regarding Nutrition

ID	Issue#	Issue Date	Effective Date	Revision Date	Page#
CP_6.2.14_F01	01	Jan 01, 2019	Mar 01, 2019	Jan 01, 2021	2/3



### Student Medical Form

Specific instructions of the treating doctor regarding exercise and physical activity				
Specific instructions of the treating doctor to school nurse to be applied during the school day				
<b>Family Health History</b>				
Health Problem	Yes	No	Comments	
1 Hypertension				
2 Diabetes				
3 Tuberculosis				
4 Mental disorder				
5 Stroke				
6 Others, specify				
<b>Parent or Guardian approval and verification for the above mentioned information</b>				
Name of Parent or Legal Guardian: .....				
Relationship: .....				
Signature of the parent or legal Guardian: .....				
Date: .....				
<b>Notes</b>				
The parent or legal guardian of the student should fill this form. He or she is responsible for the above-mentioned information.				
Medical report about the health problem should be attached.				
Parents and Legal Guardians are responsible for informing school nurse about any change that occur in health status of the student. They should provide the school nurse with the required reports needed to be added the student health file.				

Please contact school nurse or doctor if there is any further queries

ID	Issue#	Issue Date	Effective Date	Revision Date	Page#
OP_6234_F01	01	Jan 01, 2019	Mar 01, 2019	Jan 01, 2021	3/1

GOVERNMENT OF DUBA DEPARTMENT OF HEALTH & MEDICAL SERVICES  
PRIMARY HEALTH CARE SCHOOL HEALTH SERVICES  
P.O. BOX 1899 - DUBAI



### SCHOOL HEALTH RECORD

NAME: \_\_\_\_\_ HEALTH CARD NO.: \_\_\_\_\_

NATIONALITY: \_\_\_\_\_ SEX: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

FATHER'S NAME: \_\_\_\_\_

MOTHER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMIRATE: \_\_\_\_\_

ROAD: \_\_\_\_\_

AREA: \_\_\_\_\_

FAX NO.: \_\_\_\_\_

TELEPHONE NOS: Residence: \_\_\_\_\_ Office: \_\_\_\_\_

Mobile: \_\_\_\_\_

### CHILD'S HISTORY OF ILLNESS

Please tick (✓) appropriately.

الرجاء وضع علامة ( ✓ ) في المكان المناسب

If yes, specify Month / Year of Illness إذا كان الرد بنعم يرجى تحديد تاريخ حدوث الإصابة

INFECTIOUS DISEASES	YES	NO	NON-INFECTIOUS DISEASES	YES	NO
Diphtheria (الخناق)			Accidents (حوادث)		
Dysentery (مرض الزحار / الاسهال)			Allergies (حساسية)		
Infective Hepatitis (التهاب الكبد الفيروسي)			Bronchial Asthma (الربو)		
Measles (الحصبة)			Conjunctival Heart Disease (تشوهات القلب)		
Mumps (التكاف)			Diabetes Mellitus (السكري)		
Polio Myelitis (شلل الأطفال)			Epilepsy (الصرع)		
Rubella (الحصبة الألمانية)			G6 PD (Glucose6- phosphate dehydrogenase deficiency) (نقص كريات الدم)		
Scarlet fever (الحمى القرمزية)			Rheumatic Fever (الحمى الروماتيزمية)		
Tuberculosis (السل / الدرن)			Surgical Operation (عمليات جراحية)		
Whooping Cough (السعال الديكي)			Thalassaemia (الثلاسيميا)		
Chicken Pox (الجدري)					

Yes, Write the Year of illness

إذا كان الرد بنعم يرجى تحديد تاريخ حدوث الإصابة


History of: Blood Transfusion ☐ No ☐ Yes, Frequency: \_\_\_\_\_

Hospitalization: ☐ No ☐ Yes Reason: \_\_\_\_\_ Date: \_\_\_\_\_

Family History: Diabetes- Hypertension- Mental Disorder- Stroke- Tuberculosis.

Other, Specify: \_\_\_\_\_ Licensed School Nurse Signature: \_\_\_\_\_



				Student's Picture			
<b>Application Form</b>							
Academic Year:	20 / 20	Term:		Class:		Section:	
<b>Student Data</b>							
Student name as in passport:							
Nationality:		Gender:	Male		Female		
Religion:	Muslim		Christian		Other		
Date of birth:		Place of birth:		Age on 15/9/20			
<b>Name Of The Last School Attended</b>							
School Name:				City / Country:			
Grade:		Result:		Curriculum:			
<b>Parent / Guardian Data</b>							
Father's Name:				Mother's Name:			
Nationality:				Nationality:			
Occupation:				Occupation:			
Work address:				Work address:			
Work Phone:				Work Phone:			
Mobile:				Mobile:			
Email:				Email:			
<b>Home Address</b>							
City (emirate):		Area:		Street:			
Home number:		Fax number:		P. O. Box:			
Other contact person:		Relationship:		Number:			
<b>Siblings Currently Registered</b>							
Name:		Class:		Name:		Class:	
Name:		Class:		Name:		Class:	
<b>School Transportation</b>							
Required:	No	Yes - One way		Yes - Two ways			
<b>General Information About the Student</b>							
Student's mother tongue:				Other languages:			
General Important Information:							



### Letter for refused vaccination in the school premises

Student Name: .....

Date of Birth: .....

Class/Grade: .....

School Name: ....New Academy.....

I am Mr. / Mrs. .... (Father/Mother) of  
Student.....

This is to inform you that I have objection for my son/daughter to receive the vaccination in the  
school premises for the reason of

.....

I agree & assure to provide the school with a copy of updated vaccination record in regular  
basis.

Signature: .....

Date: .....

Telephone Number: .....

رسالة عدم أخذ التطعيمات في المدرسة

إسم الطالب: .....

تاريخ الميلاد: .....

الصف: .....

إسم المدرسة: .....

السيد / السيدة : ..... (الأب/ الأم) للطلاب: .....

أود ان احيطكم علماً بأن سبب اعتراضى لتلقي إبني / ابنتي التطعيم في المدرسة هو:

.....

.....

أوافق على تزويد المدرسة بنسخة من سجل التطعيم بانتظام بعد ان يتم تحديثه.

التوقيع: .....

التاريخ: .....

رقم الموبايل: .....

NEW ACADEMY SCHOOL 2017

**APPLICATION FOR ADMISSION WITHDRAWAL & FEE REFUND**

Parent name: ..... Date: .....

Address: .....

Contact Tel no: ..... 2 / .....

I wish to discontinue admission for child / children mentioned below, so request you to refund the advance fees paid by me. I enclosed herewith the original receipt to support my claim for a refund.

No	Student Name	Class /Section	Fees to be refunded
1			
2			
3			
4			
5			
6			

The refund cheque should be made out to the name of .....

A/C ..... Bank .....

In case I am unable to collect the cheque in person, I hereby authorize / Mr / Ms. ....

Whose specimen signature is given below to receive the cheque on my behalf.

Specimen signature of authorized collector .....

Yours Faithfully,

..... (Signature of parent)

**FOR OFFICIAL USE ONLY**

{Fees Refund} Excess fees Cancellation update on DRSDN .....

Cheque No ..... Drawn from ..... Dated .....

Signed ..... (Accountant) Signed ..... (Principal / Vice principal)

Fees Refund Application 2016-17





**New Academy School**  
**Registration Department**  
**Transfer Certificate Requisition Form**

For the use of Registration Department:

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Section: \_\_\_\_\_

Date of joining: \_\_\_\_\_ Grade: \_\_\_\_\_

Type of TC:

1. ☐ Internal-Dubai ☐ Government School

☐ Private School :-

2. ☐ Internal-UAE

Emirate: \_\_\_\_\_

- School name: \_\_\_\_\_

3. ☐ Overseas

Country: \_\_\_\_\_

- Branch: \_\_\_\_\_

Semester: \_\_\_\_\_ Student's last attendance date: \_\_\_\_\_

Transferring reason(s):


Application complete by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Checked by Administrative Supervisor: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For the Use of Accounts Department:

Current due school fees: \_\_\_\_\_

This is to confirm that all due school fees have been cleared in full for the above listed student till the last attendance date specified above.

Account's name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Principal's Approval:

☐ Approved to proceed with issuing student's TC

☐ Hold TC till all due payments are cleared

Principal: \_\_\_\_\_ signature: \_\_\_\_\_ Date: \_\_\_\_\_



## المدرسة الأكاديمية الجديدة

### قسم التسجيل

### طلب شهادة انتقال

#### خاص بقسم التسجيل :-

1- اسم الطالب : ..... الصف : ..... الشعبة : .....

#### نوع شهادة الانتقال :-

- 1- ☐ داخل دبي - ☐ مدرسة حكومية - ☐ مدرسة خاصة :-  
 2- ☐ داخل الإمارات :- ☐ اسم الإمارة :- ..... قسم المدرسة .....  
 3- ☐ خارج الدولة :- ☐ اسم الدولة :- ..... فرع :- .....

التمثيل التوافقي : التاريخ لآخر يوم حضور للطلاب : .....

#### مدير الانتقال : .....

اسم المسجل : ..... التوقيع : ..... التاريخ : .....  
 المشرف الإداري : ..... التوقيع : ..... التاريخ : .....

#### خاص بقسم الحسابات :-

الرسوم مستحقة لدفع : .....  
 هذا تأكيد على أن الرسوم المدرسية المستحقة دفعت بالكامل لآخر يوم دوام للطلاب حسب التاريخ المحدد أعلاه .  
 اسم المحاسب : ..... التوقيع : ..... التاريخ : .....

#### موافقة مدير المدرسة

- ☐ الموافقة على إصدار شهادة الانتقال .  
☐ تعليق شهادة الانتقال حتى يتم سداد .

مدير المدرسة : ..... التوقيع : ..... التاريخ : .....

### المستندات المطلوبة للسجل الجديد

- 1- شهادة الميلاد وصورة عنها.
- 2- جواز السفر للسجل به الطالب مع صورة منه. (صورة الإقامة سارية المفعول لغز المواطنين)
- 3- صورة بطاقة التطعيم الروحية والطاقة الأمنية من الصف الأول إلى الثاني عشر.
- 4- بطاقة الهوية للوحدة لكل من الطالب وولي الأمر و صورة لكل منهما .
- 5- 5 صور خمسية حديثة قياس 6x4 المروحة 3 ثباتي المرحلي.
- 6- شهادة نجاح آخر صف دراسي للطلبة المقيمين من مدرسة خاصة داخل إمارة دبي.
- 7- لتقديم من مدارس الحكومة شهادة ترك دراسة وشهادة نهاية العام الدراسي مصدقتين من وزارة التربية والتعليم .
- 8- شهادة انتقال وشهادة نهاية العام الدراسي للطلبة المقيمين من الإمارات الأخرى مصدقتين من للطلبة التعليمية التابعة لها للمدرسة.
- 9- الطلبة القادمين من خارج الدولة إحصاء شهادة انتقال و شهادة نهاية العام الدراسي مصدقتين من وزارة التربية والتعليم ووزارة الخارجية والصلية الإمارات العربية المتحدة في الدولة القادم منها .
- 10- دفع مبلغ 4000 درهم ( 1000 رسوم التسجيل و3000 درهم يخصم من الرسوم الدراسية ) .

### Documents required for new registration:

- Birth certificate and a photocopy of it.
- Passport on which the child is registered and a photocopy of it. (A photocopy of a valid resident visa for expatriates)
- A photocopy of the vaccination card for kindergarten and the original card for G1-G12 students.
- UAE National ID cards for both student and parent.
- 5 recent 6x4 photographs.
- 4000 dirhams per child (1000 AED registration fees, 3000 AED deducted from the school fees).