

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).

Vaccination history for the child will be collected in the form of updated vaccination card copy at the time of admission process .This is as per Dubai Health authority's initiative for school vaccination program.

COVID 19 Safety Precautionary Measures

- 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.newcademyschool.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 (transfer certificate)
 - evidence of application for residency or your residency status
 - student sign up for after school support classes (additional cost)
- 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

School Tuition Fees

Admission Fees– One-time Admission fee 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 SEP - DEC	CHARGE FOR JAN - MAR	CHARGE FOR APR - JUN
KG1	13,500	7,250	3,125	3,125
KG2	13,260	6,630	3,315	3,315
GR-1,2	14,948	7,470	3,739	3,739
GR 3	15,113	7,555	3,779	3,779
GR 4	15,929	7,965	3,982	3,982
GR 5	15,850	7,925	3,963	3,962
GR 6	15,565	7,780	3,893	3,892
GR-7	21,088	10,540	5,274	5,274
GR8	22,629	11,315	5,657	5,657
GR9	21,922	10,960	5,481	5,481
GR10	29,260	14,630	7,315	7,315
GR11	31,515	15,755	7,880	7,880
GR12	31,315	15,655	7,830	7,830



Tuition Fees Installment Structure

Installments	Payment Method	Date Due
First Installment (Fees + Books + International Exam Fees)	Cash or Current Dated Cheque	20-08-2024
Second Installment	Post Dated Cheque	01-12-2024
Third Installment	Post Dated Cheque	01-03-2025

- 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



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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. Transportation Fees

NAS will not guarantee all bus routes requested.

Area – المنطقة	Two Way	One Way
Dubai - ZONE ONE	6,500	5,000
Dubai - ZONE TWO	7,000	5,300
Dubai - ZONE THREE	7,200	5,400
Dubai - ZONE FOUR	7,500	5,600
Town Square - ZONE FIVE	8,000	8,000
Al Ghadeer - ZONE SIX	8,500	8,500
Sharjah	7,500	5,600

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.



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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

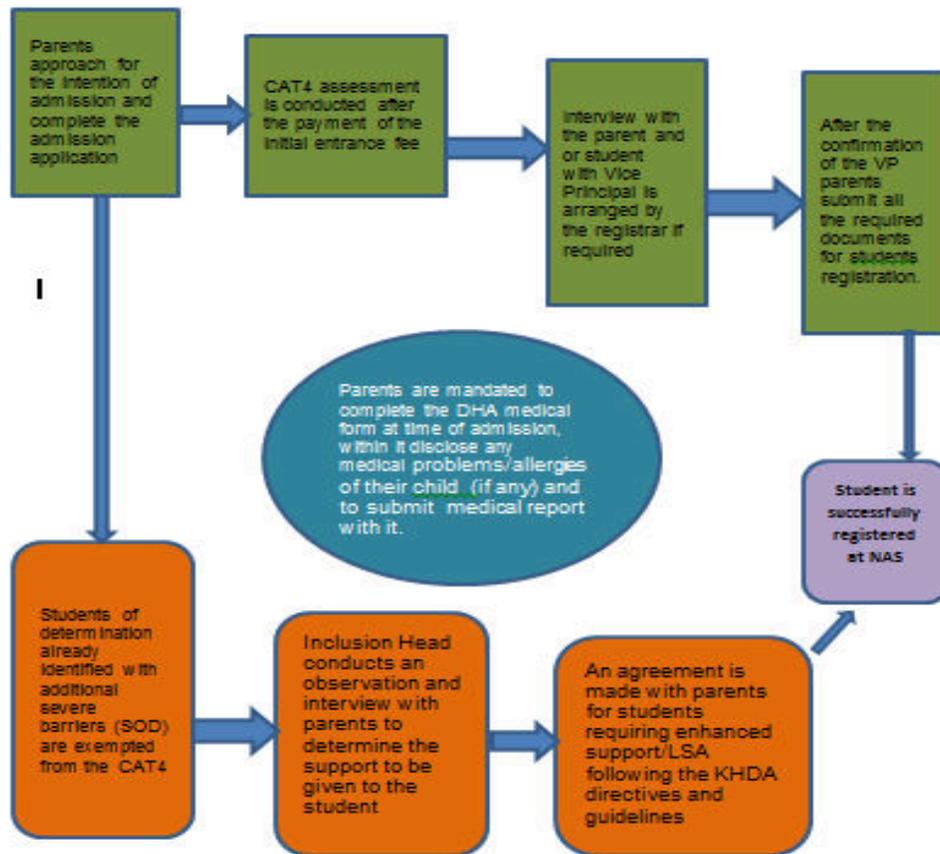
The Admission Policy will be reviewed annually. The Senior Leadership Team (SLT) are responsible for the effective implementation of this policy. The review will be carried out by the Senior Leadership Team.



6. Appendix

Appendix 1a – Graphical representation of admission process

APPENDIX 1 – Graphical representation of admission process





Appendix 1b- Transport form

TRANSPORT FORM		PHOTO
Name of the student :		
Grade :		
Parent's/ Guardian Signature :		
Phone No. :		
Mobile No. :		
LOCATION DETAILS		
.....		
.....		
.....		
.....		
.....		
Name of the driver:		
Mobile No :		
Bus No		
MAP		



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PHOTO



استمارة المواصلات

اسم الطالب :

الصف :

توقيع ولي الامر :

رقم الهاتف :

رقم الموبايل :

تفاصيل عنوان السكن

.....

.....

.....

.....

.....

.....

.....

اسم السائق :

رقم الموبايل :

رقم الحافلة :

خريطة



Appendix 1c- Parents undertaking form

تعهد

..... اتعهد أنا اموقع أدناه /..... ولى أمر الطالب / الطالبة :
..... الصف : شعبه :
بالإنهاء 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 y 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 :.....



- Electronic copy is controlled under document control procedure. Hard copy is uncontrolled & under responsibility of beholder.
- It is allowed ONLY to access and keep this document with who issued, who is responsible and to whom it is applicable.
- Information Security Classification: Open Shared -Confidential Shared-Sensitive Shared-Secret

Public Health Protection Department- School Health Section
Student Medical Form & General Consent

Student
Photo

Dear Parent/ Guardian of the Student:

Please fill the following form accurately to ensure maintaining and monitoring your child's health and wellbeing during the school Academic year

School Information		
School Name:	Grade:	Section:

Student Information		
Student Full Name:	Gender:	
Date of Birth:	Nationality:	
Parent or Legal Guardian Name:	Relationship:	
Mobile Number (1):	Mobile Number (2):	
E-Mail:	Emirate:	
In case of Emergency and we are unable to reach the parent/guardian, the following person can be contacted:		
Name:	Relationship:	Mobile Number:

Required Attachments			
Student's Emirates ID Copy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	ID Number:
Student's Passport Copy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Original Vaccination Card or Updated Copy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Health Card Copy (if any)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Health Card Number:
Health Insurance Card Copy (if any)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Student Medical History				
	Health Problem	Yes	No	Comments
1	Does the student suffer from any allergy to medicine, food, dust, etc? If yes, please specify in comments			
2	Does the student suffer from any Cardiovascular problem?			
3	Does the student suffer from Diabetes?			
4	Does the student suffer from Hypertension?			
5	Does the student suffer from Bronchial Asthma?			
6	Does the student suffer from any Renal Problem?			
7	Does the student suffer from Epilepsy or Convulsion /seizures?			

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CP_6.2.14_F08	02	Nov 20, 2023	Nov 20, 2023	Nov 20, 2026	1/1



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Public Health Protection Department- School Health Section

Student Medical Form & General Consent

Any treating Doctor instructions on Student's physical activity and exercise				
.....				
Any treating Doctor instructions for Student's School Doctor/Nurse to apply during the school day				
.....				
Family Medical History				
	Health Problem	Yes	No	Comments
1	Any Cardiovascular problem and Hypertension			
2	Diabetes			
3	Any Hereditary Blood Disease (e. g. Thalassemia, sickle cell anemia, Hemophilia)			
4	Any type of Cancer			
5	Any Immune System problem			
6	Any Mental Health problem			
7	Others, please specify in comments			
I agree for my child to have curative and/or preventive services that may include first aid, screening for height, weight, vision acuity, hearing test, dental checkup, Back examination scoliosis screening, Comprehensive Medical Examination, referral to emergency room when necessary, administer emergency medications when needed, and applying the Healthcare Management plan which is planned for based on the instructions of the				
Parent/ Guardian approval and verification for the above mentioned information				
<input type="checkbox"/> I certify that the above provided information are valid				
<input type="checkbox"/> I agree for my child to be provided with the above mentioned health services according to the need				
<input type="checkbox"/> I disagree for my child to be provided with the above mentioned health services (In case of refusal, the above services will not to be offered except in emergency situations which require immediate intervention)				
Parent /Guardian Name: Relationship:				
Parent/ Guardian Signature: Date:				
Notes				
<ul style="list-style-type: none"> • Please attach medical reports about the Student's health problem, if any • It is the responsibility of the Student's Parent/ Guardian to inform the school clinic of any changes in the Student's health status and submit medical reports accordingly to update the Student's Medical Record at 				

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Public Health Protection Department- School Health Section
Student Medical Form & General Consent

8	Does the student suffer from Epistaxis?			
9	Does the student suffer from Hemolytic Anemia, type G6PD?			
10	Does the student suffer from any Hereditary Blood Disease (e.g. Thalassemia, sickle cell anemia, Hemophilia)? If yes, please specify in comments			
11	Does the student suffer from any Skin Problem?			
12	Does the student suffer from any Eye problem (Myopia, Hyperopia...)? If yes, please specify in comments			
13	Does the student suffer from any Hearing problem?			
14	Dose the student use any medical aid device? If yes, please specify the device details in comments			
15	Did the student undergo any surgery in the past? If yes, please specify the details in comments			
16	Was the student ever hospitalized? If yes, please specify the reasons in comments			
17	Does the student have any health condition that could weaken the immune system such as Cancer (Blood cancer, Lymphoma), or an organ transplant? If yes, please specify in comments			
18	Did the student get any blood, antibodies or plasma transfusion in the past?			
19	Did the student suffer from any of the following diseases: (Mumps, Measles, Diphtheria, Pertussis, Chickenpox, Tuberculosis), If yes, please specify details in comments			
20	Did the student suffer from Viral Hepatitis?			
21	Did the student suffer from Poliomyelitis (Infantile paralysis infection)?			
22	Does the student suffer from any Mental or Behavioral Problem? If yes, please specify in comments			
23	Does the student suffer from any other Problem or disease not mentioned here? If yes, please specify in comments			

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

Medications or Treatments taken continuously

Medicine Name: Dosage:

Emergency Medications

Medicine Name: Dosage:

Any treating Doctor instructions on Student's nutrition

.....

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Appendix: 1f- School health record

K. S. S. S.

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

هيئة الصحة بدبي
DUBAI HEALTH AUTHORITY

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			Conjenital Heart Disease تشوهات القلب		
Mumps الخناق			Diabetes Mellitus السكري		
Polio Myelitis شلل الأطفال			Epilepsy الصرع		
Rubella الحصبة الألمانية			G6 PD (Glucose6- phosphate dehydrogenase deficiency تكسر كريات الدم		
Scarlet fever الحمى القرمزية			Rheumatic Fever الحمى الروماتيزمية		
Tuberculosis السل (الدرن)			Surgical Operation عمليات جراحية		
Whooping Cough السعال الديكي			Thalasaemia 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: _____



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



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 ORISON

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 لانتقال

مخصص بقسم التسجيل :-

1- اسم الطالب : الصف : الشعبة :

نوع شهادة الانتقال :-

1- داخل دبي - مدرسة حكومية - مدرسة خاصة :-
 2- داخل الإمارات :- اسم الأم :-
 3- خارج الدولة :- اسم الدولة :-
 الفصل الدراسي : تاريخ آخر يوم حضور للطالب :

سبب الانتقال :

اسم المسجل : التاريخ :
 المشرف الإداري : التاريخ :

مخصص بقسم الحسابات :-

الرسوم مستحقة الدفع :

هذا تأكيد على أن الرسوم المدرسية المستحقة دفعت بالكامل لأخر يوم دوام للطالب حسب التاريخ المحدد أعلاه .
 اسم المحاسب : التاريخ :

موافقة مدير المدرسة

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

مدير المدرسة : التاريخ :



NAS-P1-1

المستندات المطلوبة للتسجيل الجديد

- 3 صور شخصية للطالب.
- صورة من شهادة ميلاد الطالب
- صورة من بطاقة التطعيم الخاصة بالطالب.
- صورة من جواز سفر الطالب وولي الأمر (صورة من الإقامة سارية المفعول).
- صورة من الهوية الإماراتية للطالب وولي الأمر.
- شهادة انتقال وشهادة نهاية العام الدراسي للطلبة المنقولين من داخل الإمارات.
- الطلبة القادمين من الخارج احضار شهادة الانتقال وشهادة نهاية العام الدراسي مصدقتين من وزارة التربية والتعليم ووزارة الخارجية وقنصلية الإمارات العربية المتحدة في الدولة القادم منها.
- دفع مبلغ 2000 درهم (1000 رسوم تسجيل و 1000 درهم نخصم من رسوم المدرسة)

Documents required for new registration

- 3 recent photographs 6*4 for student.
- Copy of Student's birth certificate.
- Copy of Student's Certificate of vaccination.
- Copy of Student and parents valid passport with resident visa.
- Copy of Student and parents Emirates ID card.
- Transfer certificate and end-of-year certificate for students transferred from within the Emirates.
- Students from abroad must bring a transfer certificate and an end-of-school year certificate certified by the Ministry of Education, the Ministry of Foreign Affairs, and the UAE Consulate in the country from which they are coming.
- 2000 dirhams per child (1000 AED registration fees, 1000 AED non-refundable fees in case of withdrawal)