



Middle East International School (MIS) is an international private school dedicated to serving both the expatriate and local community of Qatar.

MIS offers a K-12 education program following the American standards-based curriculum under the supervision of the Supreme Education Council of Doha, Qatar.

MIS is a diverse institute of learning that pursues the principles of quality education and innovation for its student population.

### ~ ADMISSIONS POLICIES AND PROCEDURE ~

#### ADMISSIONS:

Students may enroll during the start of the first term or second term of a school year, depending upon seat availability.

Upon submission of the completed Enrollment Application Form, along with all the requisite documents, the student will sit for the mandatory Placement Test for the grade level he/she is applying for.

[Nursery/Kindergarten students will be assessed by the Coordinator.]

The student's previous academic records will be considered, along with the result of his/her placement test or assessment, before he/she officially accepted at MIS.

The final decision for the admission of any one student is also subject to an interview with the student and meeting with the parents, through the Deputy Principal (or Coordinator). In certain cases, the School may put a student on probation or give admission to a student with conditions for specific academic and/or behavior concerns.

MIS reserves the right to determine the most appropriate grade level a student should be admitted to, in light of all the documentation and previous school history of the student.

#### REGISTRATION:

Any new or old/returning student must register or re-register by completing and/or updating their files.

[Forms are available at the Administration Office.]

No student will be allowed to formally join the class, until the Registration process has been completed.

The completion of all parts of this Enrollment Application Form is required and all necessary documents/requirements must be submitted accordingly. The Undertaking to Uphold the Rules and Regulations of MIS document must also be duly signed by the parent and student, once their admissions have been confirmed, prior to their official Registration.

[ Please note that, in the event that insufficient records are presented, this may delay the process of Registration; thus, the decision pertaining to the admissions of a student. ]

#### PAYMENT OF FEES:

It is the desire of MIS to provide the fairest means possible for student education fees. All of the required fees below, for new students, are NONREFUNDABLE. The Registration fee is to guarantee the reservation of a seat for any applying student. (Any late registration will be charged Qr. 100/- for service fee.)

Application Fee	QR. 100/-
Placement Test Fee	QR. 100/-
Registration Fee	QR. 2500/-

#### TUITION FEE PAYMENT:

Tuition fees for the first term should be paid, prior to the beginning of classes on September. Likewise, tuition fees for the second term should be paid before February when the next term begins.

Parents who would receive partial/complete educational assistance from their employers are responsible for the prompt payment of all school fees.

Mode of Payment Any payment in check will be made under the name of Middle East International School (MIS) only. No post-dated checks will be accepted. If the check is subsequently dishonored or returned, there will be a penalty charge of QR. 100/-.

Note: No student will be allowed to enter the class, until all requisite fees have been duly paid in full.

#### STUDENT REGISTRATION REQUIREMENTS:

Each new student must have all formalities accomplished and the required documents submitted prior to Registration, in order for him/her to be officially accepted at MIS:

- Full and accurate completion of this Enrollment Application Form with the Contract of Enrollment duly signed by the parent

- Successful result of his/her Placement Test or Assessment (for K.G. students)
  - ✓ Photocopy of the student's Qatar Residence Permit or Qatar ID
  - ✓ Photocopy of the student's current Passport
  - ✓ Copy of the student's Birth Certificate
  - ✓ Copy of Immunization Records
  - ✓ Three (3) Passport photos
  - ✓ Photocopy of the parents' Qatar ID (Work permit)
  - ✓ Transcripts of Records or report cards from previous school(s) with the official validation and signatures [Records must be translated in English, if applicable.] :
    - 1 year copy of the report card for Grades 1 & 2 and KG-2
    - 2 years copy of the report card for those applying in Grades 3 to 8
    - 3 years copy of the report card for those applying in Grades 9 to 12
  - ✓ Letter of recommendation from student's previous school (Optional)
  - ❖ It is expected that the parent will provide MIS a summary of the student's previous school system, the educational program followed and school profile: e.g. curriculum, grading system, a brief or translation of the furnished transcripts (particularly so in cases of students who are transferring from schools that are outside of Qatar)
- 

[ The actual Enrollment Application Form is available in our Administration Office. You may collect this form, as well as obtain all other relevant information about the admission procedure/policies, anytime from Sundays through Thursdays, between 7 a.m. to 2 p.m. ]