

2015- 2016

Admission and Fee Policy



TNG

The Next Generation
School

Version 1.4

Academics session

2015- 2016



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Admission Policy

Objective:

The objective of Admission policy is to:

- Define requirements for the admission for all deserving Students to the appropriate class.
- Identify different types of admission provision and associated requirements.
- Seek to encourage partnership between school, parents and students.
- Ease the process of admission for parents and Students.

Policy:

Admission is offered depending on the following:

A student must

- Have a valid Qatar National ID card or resident permit.
- Be the appropriate age for the class.
- Achieve the criteria of the entrance test.

Session:

Academic session starts in September. However, the process begins earlier as announced by the management based on the availability of seats.

Terms:

There are three terms in one academic year.

- Autumn Term: September - December
- Winter Term: January - April
- Spring Term: May – August

Campus:

Students may be admitted or transferred to any of the mentioned campuses according to availability of seats.

Eligibility:

*A child must be in the age band on or before 1st September as per age group table to be admitted in the class.



Age Group:

Group	Class Level	Age*
Kindergarten	Early Year / KG 1	3-4 years
	Reception / KG 2	4-5 years

Group	Class Level	Age*
Key Stage 1	Year I	5-6 years
	Year II	6-7 years

Group	Grade level	Age*
Key stage 2	Year III	7-8 years
	Year IV	8-9 years
	Year V	9-10 years
	Year VI	10-11 years

Group	Grade level	Age*
Key stage 3	Year VII	11-12 years
	Year VIII	12-13 years
	Year IX	13-14 years

Initial assessment test:

Entrance test is mandatory. It covers English language competencies and key learning areas in Numeracy. Tests are conducted from Year 1 onwards. Students for the Kindergarten will also be required to demonstrate that they meet the entrance requirements appropriate to their age group through oral [Early Years] and simple written tests [Reception].

Interview:

The principal or Vice Principal will interview all applicants prior to acceptance as part of the enrollment process.

Approval from SEC:

Supreme Education Council is the regulatory authority for schools, in some special cases approval from SEC may be required for admission.

Admission Offers and Acceptance:

Admission offered to a student must be accepted within three working days.



Fee Structure:

The fee structure is as per SEC directives and approval, any changes are as per SEC directives.

Tuition Fee:

<i>Class</i>	<i>Tuition Fee Term I QAR</i>	<i>Tuition Fee Term II QAR</i>	<i>Tuition Fee Term III QAR</i>	<i>Total for academic year</i>
Early Year / KG 1	4,569	4,569	4,569	13,707
Reception / KG 2	4,984	4,984	4,984	14,952
Year I to Year VI	5,192	5,192	5,192	15,576
Year VII to Year IX	5,525	5,525	5,525	16,575

Supplementary Payables:

<i>Type</i>	<i>Fee QAR</i>
Registration	1,000
Transport Fee (<i>depends upon the area of residence</i>) per annum	3,738(Inside city) – 4,9830(Outside city)
Books	Actual Basis
Uniform	Actual Basis
Stationary	Actual Basis
Security Fee (<i>refundable</i>)	1,000
Re Admission Fee	1,000
Seat reservation fee for next academic year (<i>nonrefundable in any case and will be adjusted in Term I fee of next academic year.</i>)	1,000
Entrance Test Fee (for KS 3 only)	200

NOTE: All fee including Tuition fee and Supplementary payables mentioned above except security fee are non-refundable and nontransferable in any situation.

Payments:

- The registration fee is payable once at the time of admission for each student.
- Tuition, Transport fees and other supplementary fees are invoiced in advance at beginning of each term.
- Invoiced fee has to be paid on or before the date mentioned.
- It is the parent’s responsibility to ensure that the invoiced fees are paid before commencement of each term.
- Tuition fees and transport fee to be paid for the full term if student is admitted during the first half of a term.
- Tuition fees and transport fee to be paid for the half term if student is admitted after the first half of a term.



- In case of the withdrawal of admission for any reason (and if student has attended 10 school days of the school) tuition fee and transport fee shall be paid in full for the whole term.
- All mentioned fees are non-refundable and non-transferable except security fee.
- Cheques or bank transfer are accepted as payment of school fees.
- Report cards will be issued only once the outstanding amount of each term is settled.
- School leaving certificate will only be given once all the dues are paid in full as per policy.
- Seat reservation fee is non-refundable in any case and will be adjusted in Term I fee of next academic year.

Late Payment:

In an event, if student's invoiced fee is overdue, a late surcharge fee shall be charged at the rate of QAR 10/= per calendar day until the full account is settled.

Discounts

Sibling discount is applicable as follows:

Sibling	Discount %
One sibling	10%
Two siblings	15%
Three siblings	20%

Scholarship:

The criteria to qualify for the scholarship can be obtained from the school administration during business hours. Short listed students contending for the scholarship must provide appropriate attested documents. Since the scholarship is competitive, the amount of scholarship or the percentage of the tuition fee to be waived will be determined by the test results of the competing candidate.

Documents required:

- Duly filled and signed enrollment form.
- School leaving certificate from last school.
- Copy of result of the last class attended.
- Copy of vaccination card.
- Copy of birth certificate.
- Passport copy with valid Qatari Residence permit.
- Copy of parent's Qatar ID card.
- Four passport size photographs.
- School registration form duly signed.

Withdrawal of Admission:

- Please note that if a student is withdrawn during the term, the full term's fee must be paid.
- A child may be withdrawn from the school by giving written notice at least one-month prior to withdrawal and by providing a valid reason of the withdrawal.
- The security fee is refundable subject to the one-month notice given in writing.
- The parent should meet the Principal and give a written request for withdrawal.



- Students can be asked to leave the school on the following grounds.
 - ❖ Disciplinary.
 - ❖ Unsatisfactory progress in academics.
 - ❖ Irregular Attendance.
 - ❖ Aggression by student or parents against the school.

Re-admission:

School may accept the re admission of gracefully exited students. Parents may apply for re admission providing a valid reason.

Review and Improvements:

TNG Management shall continue to review and improve the policy as a quality process. Fee structure may change upon the directives and approval of SEC.

Declaration

I confirm that all of the information I have disclosed in this application form is, to the best of my knowledge, true and accurate.

I confirm that I have legal custody of the child for whom I am registering interest.

I have read, understood and shall abide with the admission and fee policy.

Name:	
Parents of:	
Signature:	
Date	