



Beverly Hills International School

Admission and Registration Policy

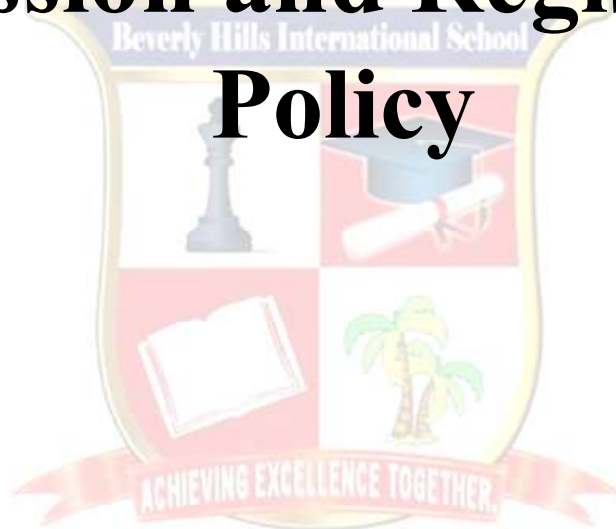




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1- Beverly Hills International School Mission and Vision:

Mission:

Our mission is to deliver exceptional education to all students and the community, while fostering citizenship, ethical values, and social responsibility."

Vision:

Our vision is to nurture a generation that is creative, caring, and proud of its heritage. We strive to provide an inspiring environment that fosters critical thinking, creativity, empowerment, and the achievement of personal and academic excellence beyond all expectations.





2- Aims and Purposes:

The objective of this policy, established by the school, is to streamline the entry process for individuals interested in registering and becoming part of our educational community. This policy is designed to ensure compliance with specific conditions, as well as the submission of required papers and documents by parents.

Beverly Hills International School welcomes applications for admission from children of all nationalities, in accordance with the regulations outlined by the Ministry of Education and Higher Education of the State of Qatar. Our institution is committed to fostering a diverse student body and embraces applications from both Qatari nationals and residents. The nomination and registration process are accessible to students of all genders.

To facilitate the application process, the school communicates pertinent information, including specified dates, through text messages for existing students and via the school's official page for prospective students. During the initial phase of registration, priority is accorded to returning students, as well as siblings of current students and staff members' children.

Subsequently, consideration is extended to new students who meet the admission requirements. To complete the application, prospective students need to present their valid ID card, a certificate of success for transitional stages, and successfully complete the school's entrance exam. Approval and acceptance are contingent upon meeting these criteria, and admission is subject to availability, with the school reserving the right to cease admission and registration when a class reaches full capacity. We strive to maintain an inclusive and conducive learning environment for all our students.

3- Entry Process:

The registration process is systematically organized based on age classifications and aligns with the certificates and equivalencies of global educational systems, as specified by the Ministry of Education and Higher Education. The appropriate grade is determined according to the following breakdown:

Section	Age	Grade
31 December and earlier	3 – 4 years old	Preschool
31 December and earlier	4 – 5 years old	K.G 1
31 December and earlier	5 – 6 years old	K.G 2
31 December and earlier	6 – 7 years old	Grade 1



This structured approach ensures that students are placed in grades that align with their age and developmental stage, in accordance with global educational standards and the guidelines set by the Ministry of Education and Higher Education. The aim is to create a seamless and efficient entry process for all prospective students while maintaining the necessary academic standards.

4- Admission Evaluation and Document Requirements:

First: Admission Evaluation Process

Before acceptance into Beverly Hills International School, prospective students must successfully complete an evaluation process and adhere to specified criteria:

1. Kindergarten Classes:
 - Personal interview with the student, determining the appropriate level based on the interview.
2. Grades 1 to 3:
 - Written exam in the English language to assess proficiency and determine the level.
3. Grades 4 to 12:
 - Written exams in both mathematics and the English language, evaluating the student's proficiency in these subjects to determine the appropriate level.

Upon completion of the evaluation exams, the school reserves the right to either accept or reject the student based on their performance.

Second: Required Documents for New Students (Pre-Registration):

To initiate the registration process, the following documents are mandatory, and the school will not accept any application lacking these documents:

1. Valid passport copies of the father, mother, and student.
2. Valid ID card copies of the father, mother, and student (both sides on one page).
3. Recent student photograph (taken within the last 6 months).
4. Copy of the student's birth certificate.
5. Copy of the student's vaccination card.
6. Copy of the student's valid health card.
7. Medical file for students from kindergarten to the first primary stage, issued by the affiliated health center.
8. For students transferring within the State of Qatar (from the end of the first grade to the eleventh grade): Certificate with marks of success from the previous school, signed and stamped by the school principal.



9. For students from outside the State of Qatar: School statement (completion certificate) from the end of the first grade to the eleventh grade, certified by the Ministries of Education and Foreign Affairs in the country of issuance, and the Qatari embassy in that country, as well as the Qatari Foreign Ministry in Doha.
10. Financial clearance for the academic year 2024-2025 from the previous school within the State of Qatar only.
11. Statement of good conduct from the previous school for the primary, intermediate, and secondary stages in the State of Qatar.
12. "To Whom It May Concern" work certificate from the guardian's employer, including the company name and job title.

5- Registration Process at Beverly Hills International School:

To ensure a smooth and efficient registration process, please follow the outlined steps below:

1. Appointment Booking:

- After reviewing the school's goals and conditions, parents can schedule an appointment through the school's website. This appointment will serve as an opportunity for a personal interview for kindergarten stages and the administration of written exams for primary, preparatory, and secondary stages.

2. Communication and Interview/Exams:

- The school will contact parents through the provided information to confirm the scheduled dates for personal interviews (for kindergarten stages) and written exams (for primary, preparatory, and secondary stages).

3. Notification of Acceptance/Rejection:

- Following the evaluation process, a text message will be sent to parents, indicating whether the student has been accepted or rejected based on their performance in the interviews and exams.

4. Submission of Required Documents:

- Upon acceptance, parents will proceed to upload all the necessary documents and papers through the school's designated online platform.

5. Payment and Registration:

- Subsequent to document verification, parents will be directed to the accounting department for the payment and final registration process. This involves downloading and completing relevant forms and ensuring the validity of all submitted documents.

By following these steps, we aim to streamline the registration experience for both parents and students, ensuring a transparent and efficient process at Beverly Hills International School. If you have any further inquiries, please do not hesitate to contact our administrative staff through the provided communication channels or through 66744344.



6- School Fees and Payment Information:

For the academic year 2025-2026, the school adheres to the fee schedule approved by the Ministry of Education and Higher Education.

Tuition Fees and Due Dates

● First Semester

- Invoices are issued at the beginning of the first month of the academic year.
- Fees are due starting from the student's first day of attendance.
- Include:
 - First semester tuition fees.
 - Full payment for books.
 - Full payment for uniforms and supplies (if chosen by the guardian before the start of the year).
- Previously paid seat reservation fees are deducted from the semester's tuition fees.

● Second Semester

- Invoices are issued 15 days before the start of the second semester.
- Fees are due starting from the first day of attendance after the approved mid-year break.

Payment Method

- Payment is made via cheques as follows:
 - One cheque dated for the first semester's fees.
 - One cheque dated for the second semester's fees.
- Cheques must comply with the school calendar approved by the Ministry of Education and Higher Education.
- Accepted cheque types:
 - Personal cheques in the guardian's name.
 - Company cheques accompanied by updated company documents (commercial registration, trade license, signature authorization).
- Students are only allowed to attend school after providing full coverage cheques for all tuition fees.
- Payment can be facilitated through multiple cheques with different due dates upon initial approval.



- Returned cheques must be settled in cash within two working days of the bank notice. All discounts become void.

If parents wish to pay in cash, by credit card, or through a bank transfer to the school's listed account, they may reclaim their bank cheque after completing the payment using one of the methods mentioned above.

Bank Details:

- **Beneficiary Account Name: Beverly Hills International School**
- **Bank Name: Commercial Bank**
- **IBAN: QA 29 CBQA 0000 0000 4010193339001**
- **SWIFT Code: CBQAQAQA**

Please ensure timely payments to secure your child's enrollment, and feel free to contact the school's accounting office for any payment-related inquiries.

7- Late Registration and Cancellation Policy:

Late Registration Fee Conditions

1. If a student registers **more than one month after the start of the academic year**, they must pay full first-semester fees, books, uniforms, and other applicable fees.
 - If they withdraw **before one month** of attendance, fees are calculated based on days attended.
2. If a student registers **after one month** of the start of the semester or at the beginning of the **second semester**, they must pay **full second-semester fees, books, uniforms, and other applicable fees.**

Second: Additional Fees

Entrance Exam & Registration Fees (New Students Only)

- Placement test fees are non-refundable and non-transferable.
- Registration fees are non-refundable and non-transferable.
- Guardians must disclose any physical, mental, behavioral, or psychological conditions prior to registration.

Seat Reservation Fee

- Paid as per the Ministry-approved fee schedule.
- Deducted from the first semester's tuition fees.



- Non-refundable except in two cases:
 1. The student permanently leaves Qatar.
 2. The school dismisses the student before the start of the upcoming academic year.

Book Fees

- Paid in full, non-refundable, and non-transferable.
- Books are sold as full sets; no partial purchases allowed.
- Books for mandatory subjects (Arabic, Islamic, Qatar History) are purchased by parents at Ministry-set prices.

Cancellation of Registration

- Entrance exam and registration fees are **non-refundable and non-transferable**.
- Book fees are **non-refundable** after the start of the academic year.
- Tuition fees are **non-refundable** if cancellation occurs after **one month** of the semester start.

General Regulations

- Late payment consequences:
 - No reports, grades, or certificates will be issued.
- Outstanding payments from previous years:
 - Full payment must be made for all prior dues.
 - The student will not be re-enrolled until dues are settled.
 - The school reserves the right to take legal action and prevent registration at other schools until settlement.
- Failure to pay fees disqualifies the student from school events (graduation, ceremonies, etc.).

Compliance Pledge:

I, the undersigned parent/guardian of the student, acknowledge and agree to abide by the above-stated policy, which is based on the school's foundational principles and regulations.

Name of Parent/Guardian:

Signature:

Date: ----- / ----- / -----



8- Transportation Service and Procedures:

The terms and conditions for the transportation service are outlined below. It is important to note that these conditions are subject to change or amendment, and the service may be canceled, altered, or its fees modified based on circulars issued by competent authorities.

1. Seat Allocation:

- Every student utilizing the school transport service is guaranteed their own seat.

2. Efficient Transportation System:

- The school commits to improving the efficiency of the transportation system and adhering to specified dates for student transport, ensuring compliance with Traffic Department laws.

3. Acceptance and Refusal:

- The administration reserves the right to accept or refuse any student in the transportation service based on their place of residence.

4. Points and Times Determination:

- The school reserves the right to determine gathering and drop-off points, as well as the boarding and arrival times for students. These details will be communicated once transport routes are identified.

5. Safe Routes:

- School buses will take easy, safe, and thoughtful routes to enhance transport efficiency, without consideration of personal situations.

6. Rules of Conduct:

- All applicable rules of conduct apply to students while on the school bus.

7. Seat Commitment:

- Students are required to adhere to the designated seats specified by the management during transportation.

8. Cancellation of Service:

- The management retains the right to cancel the transport service in case of non-compliance with the rules of conduct.

9. Punctuality:

- School buses will not wait for any student who is late in the morning or for parents who are late to receive their children in the afternoon.

10. Change of Address:

- The school is obligated to transfer students to the provided address. However, the service may not be provided if there is a change of residential address, unless there are available seats on the requested bus.



Prohibited Interference:

- It is strictly forbidden to interfere with any student inside the bus or with the driver's work. If necessary, contact the administration.

Compliance with Terms and Conditions:

Students and parents are required to abide by the terms and conditions of the transportation service.

Note: Please be aware that the transportation service for students will be provided in two stages—morning and afternoon—simultaneously, and there is no single-stage service.

Fees: The annual transfer service fee is QAR 4,500 (round trip).

9- Terms and Conditions for Student Registration

These General Terms and Conditions outline important guidelines for student registration at our institution. Please read them carefully and adhere to the specified regulations:

1. Cancellation of Registration:

- The registration of any new student will be automatically canceled if they do not attend the school during the first two weeks of the academic year without providing prior written notice to the school.

2. Extended Absence:

- In cases of extended absence or interruption in attendance, the guardian is required to submit a signed letter to the Student Affairs and Registration Department. This letter must provide a clear explanation for the absence, and the guardian is to await a response and solution. Refund calculations for cancellations initiated from the first day of school will be based on the date mentioned by the parents or guardian in the cancellation request or letter.

3. Automatic Cancellation due to Prolonged Absence:

- The school administration reserves the right to cancel the registration of any student who is absent for 20 consecutive days without prior notice from the guardian. No refund will be provided for any amount paid in such cases.

4. Payment Delays:

- In the event of a delay in paying any amount due on time, the school will withhold statements, marks, or results until the guardian settles the full outstanding amount.



By agreeing to these terms and conditions, you pledge to fully comply with the rules and provisions outlined above. It is assumed that you have familiarized yourself with all the procedures contained in this application. Additionally, you authorize medical personnel or any qualified staff to administer emergency treatment or first aid to your child/children during regular school hours or any activity supervised by the school.

Your understanding and adherence to these terms contribute to the smooth functioning and effective administration of our educational institution. If you have any questions or require clarification on any point, please do not hesitate to contact the appropriate department for assistance.

10- Priority Entry Policy

This policy aims to streamline the entry process, facilitating registration for all interested parties while ensuring compliance with required conditions, documents, and papers.

Adhering to the Regulations of the Ministry of Education and Higher Education - State of Qatar

1. Priority Entry:

- Beverly Hills International School welcomes applications from children of all nationalities, adhering to the regulations set by the Ministry of Education and Higher Education in the State of Qatar. The school opens registrations for students of all sexes, including Qataris and residents. Priority in the registration process is as follows:
 - 1- Old students and siblings with brothers or sisters in the school.
 - 2- Students of school staff.
 - 3- New students meeting admission requirements.

For new students, an ID card, a certificate of success for transitional stages, and successful completion of the school's entrance exam are required. Admission is subject to availability, and the school reserves the right to halt admission when classes reach full capacity.

2. Registration Process:

- Schedule an appointment through the link sent on eSchool for old students and SMS for new students for a personal interview and /or written exams.
- Receive a text message with acceptance or rejection based on the student's results.
- Upon acceptance, upload required documents to the school program.
- Complete the payment and registration process at the accounting department after verifying document validity.

3. Withdrawal and Deregistration Process:

- Inform the Student Affairs and Registration Department and the accounting office if wishing to withdraw.



- Clear all necessary dues and submit a written withdrawal letter from parents.
- Obtain statements, justification of absence, and certificates from the Student Affairs and Registration Department after one working day.
- No documents or certificates will be issued until full fees are paid as per the school's policy.

4. Transfer Process:

- For school transfers, provide a vacancy paper from the current school.
- In the case of transferring to Beverly Hills International School, a vacancy paper will be provided for completion of the transfer process through the Ministry of Education and Higher Education.
- Ensure all fees are settled before initiating the transfer process.

5. Contact Information:

- Office of Student Affairs and Registration: Amani Rahahleh – 66744344

6. Review of Entry and Registration Policy:

This policy is subject to periodic review and updates by the school. Any modifications will be communicated accordingly.

I, the undersigned parent/guardian of the student, acknowledge and agree to abide by the above-stated policy, which is based on the school's foundational principles and regulations.

Name of Parent/Guardian:

Signature:

Date: ----- /----- / -----