Admission Policy and Procedure (School-Parents Contract)

Dear Parents:

By signing this document, parents/guardians acknowledge and agree to the following terms and conditions governing their child's admission and enrollment at **City American School (CAS):**

Admission Department

1. **Document Submission**
   all required admission documents must be submitted within **one (1) week** from the date of admission. Failure to comply may result in the **cancellation of the admission**.
2. **Entrance Exam and Interview**
   all applicants are required to undergo an **entrance assessment and/or interview** as part of the admission process.
   - Admission will be confirmed **only upon successful completion** of the entrance exam and interview.
   - The school reserves the right to deny admission based on the **student's performance** or **assessment results**.
3. **Previous School Enrollment**
   If the student has **never been enrolled in any school within the UAE**, the parent/guardian confirms that the child **does not have an SIS (Student Information System) number**.
4. **Transfer Certificate (TC) and SIS Number**
   If the student has been previously enrolled in a UAE school, the parent/guardian must provide a **Transfer Certificate (TC)** and **SIS number** from the previous school.
   - Failure to submit these documents will result in **cancellation of the student's registration**.
5. **Emirates ID Submission**
   The **original Emirates ID** of the student and parents/guardians must be presented when required for **MOE registration and verification**.
6. **International School Documents**
   All **Transfer Certificates and final report cards** from schools **outside the UAE** must be **attested by the Ministry of Education, Ministry of Foreign Affairs, and the UAE Embassy** in the country of origin.
7. **Division/Section Allocation**
   Once class divisions or sections are assigned, **no changes** will be entertained based on parent requests.
8. **Continuity and Conduct Certificates**
   For students transferring from another UAE school, a **Student Continuity Certificate** and **Conduct Certificate** must be submitted at the time of admission.
9. **MOE Registration and Documentation**
   Students who cannot be registered with the **Ministry of Education (MOE)** due to **missing or invalid documentation**, or those who have **outstanding fee balances**, **will not be eligible for re-registration** in the following academic year.
10. **Age and Curriculum Compliance**
    The student's class or grade level may be **adjusted** in case the MOE denies admission approval due to **age criteria** or **curriculum transfer regulations**.

11. **MOE Approval Clause**
    Admission is **subject to final approval by the Ministry of Education**.
    City American School will not be held responsible for **non-approval** due to age, documentation, or other MOE requirements.
12. **Admission Cancellation by the School**
    The school reserves the right to **cancel admission** and **withhold all official letters and records** if parents/guardians fail to provide the required documents or provide **false/inaccurate information**.
13. **Non-Compliance with School Rules**
    the school reserves the right to **cancel admission or enrollment** if a parent or student fails to **comply with school policies, code of conduct, or behavior expectations**.
14. **Fees and Refund Policy**
    - Admission and registration fees are **non-refundable and non-transferable**.
    - Any refund request will follow the **KHDA/MOE-approved fee refund policy** and must be supported by valid documentation.
15. **Accuracy of Information**
    Parents/guardians confirm that all information and documents submitted are **true, complete, and accurate**. Any falsified or misleading information may lead to **immediate termination of admission**.
16. **Communication and Updates**
    Parents/guardians agree to **update the school** immediately in case of any change in **contact information**, **residency status**, or **Emirates ID renewal**.
17. **Data Protection and Consent**
    By signing this agreement, parents/guardians consent to the school using student and parent information strictly for **academic, administrative, and MOE compliance purposes**, in line with UAE data protection regulations.

Acknowledgment

I, the undersigned parent/guardian, have read, understood, and agree to abide by the above terms and conditions of admission at **City American School Parent/Guardian**

Name & Signature: _____ Date: _____

Admission Procedures

1- Inquiry and Application

- Visit the campus or use the online admission system

- Admission opens February (for the next academic year).

- Admission during the academic year: Open throughout the year, subject to seat availability and MOE Ajman approval.

2- Age and Grade Placement

- Grade placement is determined by the student's age as of January 31as per the MOE regulations.

- Transfer certificates and final report card are required for all students to facilitate correct placement.

3- Placement test

- For Grade 2 and above:

- Subjects assessed English and Math.

- Purpose: To know the student's level and ensure they can access the school's program within available support levels.

4- Required Documents

- - Original and photocopy of the student's UAE I.D. card.

- - Original and photocopy of both parents' UAE I.D. cards.

- - 3 passport-sized photographs with a white background.

- - Student's birth certificate (photocopy).

- - Student's passport copy.

- - Family Book (for Emirati Families).

- - Copy of the vaccination card.

- - Continuing study letter from the previous school with the student's SIS number.

- - Student's final report card.

- - Transfer Certificate or School Leaving Certificate from the last school attended.

- - MAP/CAT4 report from the previous school, if available.

- - Medical report.

- For Students Coming from Outside the UAE

- - Transfer certificates and reports must be attested by: Ministry of Education, Ministry of Foreign Affairs, UAE Embassy.

- - All documents should be in Arabic or English; if in another language, they must be legally translated and authenticated.

5- Admission Confirmation

Admission depends on seat availability, MOE approval, and passing the entrance test. Otherwise, the student will be placed on the waiting list

6-Fees and Payment

- Tuition fees vary by grade level

- Additional fees: Books and uniforms vary by grade level.

- Payment terms: Tuition and transportation fees are paid in quarterly installments. Specific due dates are provided by the school.

7- Transportation

- Available areas:

- Ajman, Sharjah, Umm Al Quwain,

- Note: Transportation availability is subject to routes and seat capacity.

8- Final Steps

- Document submission: After admission confirmation, submit all required documents.

- Seat reservation payment: Complete payment to secure the student's seat.

- Fees collection period: Ensure all fees are paid within the outlined period.

- Receive books and uniforms: Upon completion of all formalities, students will receive their books and uniforms.

Conditional Admission and Behavior Policy

This letter serves as a formal notification that the admission of the student is **conditional and under probation**.

Parents/guardians are required to agree to provide any documents, reports, or additional information requested by the school as part of the admission and monitoring process. The school expects every student to demonstrate positive behavior and uphold a respectful, safe, and conducive learning environment for themselves and their peers.

Should any behavioral concerns arise, or if the student's conduct is found to negatively affect the school community, the school reserves the right to **immediately cancel the registration**. In such cases, parents will be contacted to collect the student's file and complete the withdrawal process as per the school policy.

Furthermore, as per school policy, the school retains the right **not to allow the student to continue enrolment** until all conditions outlined in this letter are fully met.

By signing below, parents/guardians acknowledge and accept the terms and conditions stated above.

Parent/Guardian Name: _____
Signature: _____
Date: _____

Student Re-Registration Review Policy

1. Purpose

To formalize the process of delisting students with severe behavioral, academic, or medical concerns, ensuring compliance with **UAE MOE Ministerial Resolution No. 851/2018** (Student Behavior Management Policy).

2. Authority

- **Counseling & Inclusion Department** drafts the DNR list.
- **Principal** approves all exceptions.
- **Behavioral Management Committee (BMC)** oversees interventions (per **MOE Resolution 851/2018, Article 5**).

3. Criteria

A. Behavioral Issues

- Repeated violations of **MOE Code of Conduct** (Resolution 851/2018, **Appendix 1**), including:
    - Bullying, violence, or any other offenses similar to degree 4 or repeated degree 3 (**Article 12**).
    - Chronic tardiness (unexcused late arrivals and absentees in Terms 1 & 2).
- Failure to improve after **3+ documented interventions** (per **MOE Form 16**).

B. Academic Issues

- Consistently failing grades despite academic support.

C. Medical Issues

- Conditions the school cannot accommodate (e.g., severe disabilities requiring specialized care).

4. Procedures

Step 1: Monitoring & Interventions

- Track behavior/academic performance from **Term 1**.
- Hold **BMC meetings** with parents (per **MOE Resolution 851/2018, Article 8**).

Step 2: Documentation

- Record incidents using **MOE Form 16** (expulsion form).

Step 3: Final DNR List

- Counselling & Inclusion departments to submit list to **Principal** by **December 31 of the AY**.

Step 4: Parent Notification

- Issue formal notice via:
    1. **BMC meeting** (signed **Case Closure Form**).
    2. **Email** (template aligned with **MOE Form 16**).

5. Appendices

1. **MOE Form 16** (Expulsion Decision Template).
2. **Case Closure Form** (BMC meeting minutes).
3. **DNR Parent Notice Template**.

6. Internal Communication

- Share DNR list with **Admissions** (block re-registration) and **Finance**.

Accounts Department

FEE POLICY

A non-refundable registration fee of AED 500/- shall be payable at the time of registration and upon confirmation of seat, registration fee shall be adjusted against tuition fee.

1. Students should start attending the classes as per the schedule provided by the school at the start of each Academic year, otherwise inform the School before the commencement of the classes.

2. Each Academic Year is comprising of two semesters as per below,

a) 01st Semester (From September to December)

b) 02nd Semester
   - **Term 1**
   - From January to March
   - **Term 2**
   - From April to June

3. Tuition fee shall be collected in three equal installments; details are as below,

a) First Installment shall be payable on 15th August, i.e. at the beginning of each Academic year.
b) Second Installment shall be payable on 01st November
c) Third Installment shall be payable on 01st February.

4. The list of fee, other than tuition fee, which are non-refundable and non-transferable is

a) Registration Fee
b) Book Fee
c) Uniform Fee

5. Refund/Cancellation Policy is as per following

a) Tuition Fees shall not be refunded in case of uninformed leave/absence from the school. In case of cancellation, fees will be charged to the students for the previous months in case of an uninformed leave/absence from the school.

b) If the parent wants to cancel the admission of the child before the commencement of Academic Year, he/she should complete the cancellation formalities and then after can apply refund, if any.

c) Tuition fee shall only be refunded after the parent or guardian has submitted the request in writing to the school admission officer. Tuition fee shall be refunded to the payee only.

d) If the parent wants to cancel the admission of the child in between of the academic year, the refund of the tuition fee shall be as per following conditions,
   - if a student attends school for two (02) weeks or less, they will be charged one month's tuition fees.
   - If a student attends school for more than two (02) weeks and less than one month, they will be charged two (02) month's school fees.
   - If a student attends school for one (01) month or more, the school shall charge full semester school fees. Semester period is defined in Section 3.

6. Parents who wish to cancel the transportation should provide one-month prior notice otherwise the following month fee will be charged.

7. Fees will not be refunded in case of uninformed leave/absence from the school. In case of cancellation, fees will be charged to the students for the previous month in case of an uninformed leave/absence from the school.

8. Additional fees of AED 200 should be paid for every returned cheque.

9. The uniform is necessary and must be purchased from school.

10. Books are mandatory as per the instructions of Ministry and must be purchased from school.

11. The results and report cards will be on hold in case if a parent doesn't clear his/her ward fees. The school will not take re-admission for the next year or will provide TC till the parent clears the pending fees.

Academic Department

1- The parent will disclose if his/her child is a student of determination and he/she will provide all the necessary educational and psychological reports as suggested by the school. If a student special support identification of SEN may have occurred prior or after the enrolment, the concerned parent assumes full responsibility to provide any additional support as a shadow teacher.

2-. Syllabus is as per MOE so cannot be modified for Parent/child.

3- Curriculum Modification – For a child being transferred from British, American or Arabic curriculum, **the parents need to assist the child** to cope with the syllabus and the studies. Additional assistance and guidance needs to be provided to the child at home.

4- Second languages (French) and Arabic for first time learners above Grade 1 – **the basics need to be covered by the parents** so that the child can cope with the current syllabus. For Grade 2 and above, the child shall be enrolled only in the language that he/she studied in his/her previous school which will be determined by their report card. For any alteration, permission of the Principal is necessary at the time of admission.

5- Classes will begin at 7:30 am; students should arrive at school between 7:00 am -7:15 am.

6- For the students who use their own transport, school gates will open as per the schedule of dismissal.

7- The school is not responsible for students before 7:00 am and after 2:30 pm.

8- Appointments to meet administrative or teaching staff should be scheduled.

9- Exam papers are kept only in school. Parents are allowed to review them in coordination with class teachers.

10- In case of examination absence during final exam, a medical report is required otherwise the exam shall not be repeated and a zero score will be given.

11. Social media is not the platform to discuss school problems. This should only be discussed with the administration inside the school. Using the communication means or social media for unlawful or immoral purposes, or in a manner discrediting the educational institution and its staff or others is **a Fourth degree offense (highly grievous offense) and action will be taken according to (Article 8) of Ministerial Resolution No.851 of Year 2018On Code of Behavior Management for Students in the Education Institution.**

Parents and/or Students shall not engage the selves in any such act amounting to that propounded by the UAE federal Law No 3 of 1987 Article 372 & 373 UAE Cyber Law Article 20 that respectively refers to defaming entities including persons and institution and offence of insulting entities using a computer network or any other electronic means.

12. Implementing the school's policy on attendance and punctuality policy, promoting child's attendance and punctuality and abiding by the timings set by the school for the start and the end of the school day.

Offense	**Frequency**	**Implication**
Tardiness – this refers to being late to school at the start of the school day	5 times	Warning letter to the child
	Additional 3 times	Talk to parents – this can reflect in child's progress report
	Anything over and above	At the discretion of the school, decision might include one or more of the following: Community hours at the school. Detention during school break or after school hours. A written notice announcing refusal to reenroll the student in the school for the following academic yea
Absenteeism – this refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse.	4 times	Warning letter to the child
	Additional 3 times	Talk to parents – this can reflect in child's progress report
	Anything over and above	At the discretion of the school, decision might include one or more of the following: Community hours at the school. Detention during school break or after school hours. A written notice announcing refusal to reenroll the student in the school for the following academic yea

13. School has a zero-tolerance policy for bullying in all its forms. Bullying is the intentional and deliberate intimidation of another person through emotional, physical, psychological and/or
14. cyber means. Instances of proven and intentional bullying may result in immediate expulsion of the aggressor from the school. The matter will be referred to MOE for ratification.

Bulling is a third degree offense (grievous offense) and action will be taken according to Article 8 of Ministerial Resolution No. 851 of Year 2018 on Code of Behavior Management for Students in the Education Institution.

15. . Ensuring that school staff is fully aware of any issues that students might have including but not limited to suffering from food allergies or any other form of allergies, behavioral issues, learning issues, etc.

16. . Supporting the Homework policy

Transportation Department

1. Bus seat will only be allotted to your ward upon receipt of the transportation fees for full term in advance.
2. Filling of the form does not assure of bus seat for your ward.
3. Seats will be allotted on a First come first serve basis.
4. The fees once paid will not be refunded nor adjusted.
5. Transportation charges shall be reconsidered according to the location and hike in fuel cost as per the decisions taken by the school management.
6. Transportation cannot be cancelled for the month of June, December and March.
7. If the parents/guardians are not available at the drop off point, the child will be brought back to the school and then the parents will have to pick up the child from the school.
8. The transportation routes may be changed by the transport section for genuine reasons.
9. Drop off and pickup point should be same for a student.
10. At the time of admission, the parent can check the bus seat availability from the transport supervisor.
11. Transportation route change form should be filled by the parent and should be signed by the transport supervisor minimum one week before, if there is any change of location and the transportation for the new location will be subject to the availability of seats and service.
12. The school cannot take any responsibility of delay due to unexpected traffic jams.
13. Children should be accompanied by parents/guardians at the pickup and drop off points prior to the time agreed.
14. Late comers will not be entertained and the buses will not wait for them.
15. Students must occupy seats immediately after boarding the bus.
16. Children should not board another bus of their own choice.
17. Eating food is not allowed inside the bus.
18. The driver's attention must not be distracted for any reason.
19. The Parents are not allowed to enter the school bus or speak with the driver.
20. Students should follow safety instructions from the bus monitor and maintain discipline.

21. The management has the right to cancel the transport of any student who causes disturbance like bullying other students, creating troubles and misbehaving in the school bus.
22. Student will be charged if any damage in the bus is occurred by him/her.
23. The stopping points are fixed on the basis of convenience, traffic rules and safety precautions. If the location of the student is very remote, then the parent might have to take their child to the nearest landmark.
24. ID card should be worn everyday by the student, if not then the child will not be picked up or dropped off by the school bus.

Ministerial Resolution No.851
On Code of Behavior Management for Students in the Education Institution

1. Roles and responsibilities of the Guardian:

- Submitting a written undertaking to the school, wherein they shall acknowledge that they familiarized themselves with the code of the Students' Behavior management, and that they shall comply therewith and shall act accordingly, as the **Form No.1.**
- Motivating, encouraging and promoting the positive behavior, and working on reducing the behavioral problems of their child.
- Instilling self-discipline inside their children mind, and always reminding them of their religious and social values and that they are responsible toward their school.
- Commitment to attend the meetings and the educational and awareness- raising events whenever invited by the school administration to attend such meetings or events.
- Notifying the school of their child's needs and cooperating with it to solve the behavioral problems from which their child may suffer.
- Being obligated to pay for repairing or replacing the items damaged or lost because of their child. The value to be paid in this regard shall be determined by the decision of a school committee.
- Attending meetings, conferences and reviews related to their child's progress and performance. Failure to do so may jeopardize their child's progress and learning experience.

- Being fully responsible towards the student in accordance with the Law of Child's Right and Protection, as well as the other UAE Laws.

- If any omission or negligence is proven in the guardian's side towards their child's right in education terms, then the procedures prescribed by the Law of Child's Rights (Wadena's Law) shall be applied.
- If the guardian abstains from responding to the school's decisions or from assuming responsibility for the violating behavior of his child, then the matter shall be referred to the concerned bodies through the Legal Affairs Department of the Ministry.

2. Roles and responsibilities of the Student:

- To be self-disciplined.
- To be punctual.
- To ensure not to deliberately hurt, harass or intimidate someone else
- Taking educational and behavioral responsibilities and having a positive attitude towards education.
- Committed to positive behavior and seeking to achieve the criteria of exemplary behavior.
- Committed to respecting the provisions hereof and acting accordingly as a responsible person.
- Respecting others, and effectively participating in school life in order to establish himself/herself and to develop his/her mental and physical potentials and talents.
- Keen on representing his/her school meetings on reforming his/her behavior perfectly.
- To be aware about the others' different characters, and to respect their feelings.
- Taking informed decisions in respect of his/her and surroundings health and safety.
- Showing an understanding and appreciation to the UAE's culture, traditions and customs and to the cultures of other countries, as well as the Islamic values and their role in the UAE society.
- Respecting the natural environment in his / her school and avoiding causing harm, thereto rationalizing water and electricity consumption, plants and pets in the school environment.

Students' Photography & Video Declaration

- During the academic year, the school may take photographs and videos of the students. Such photographs and videos may be used by the school during school hours and regular classrooms, school events, CAS events, activities promoting school programs or CAS sporting events, classroom events. The photographs and videos may be used in marketing campaigns to promote the School. their educational products, and activities including extra- curricular activities (Purpose). These photographs and film videos may be used in digital and print format through school websites, social media pages.
  Please provide your response by selecting your choice below:

  ◉ I hereby allow the use of the photographs and film videos of the student for the Purpose indicated above.

  ○ I do not allow the use of the photographs and film videos of the student for the Purpose indicated above.

Medical Conditions Disclaimer

Parents are obliged to disclose their child's medical condition ranging from physical, chronic to mental health. At any given point, in case, if the above is committed for whatsoever reason, 100% responsibility falls on the parent. It will be at the school's discretion to keep the student enrolled for the specific term. (Health Form is attached for signature)

Written Undertaken by the Guardian

The general policy of the Code of Behavior of Students states that students, school staff, and guardians have roles and responsibilities that all shall comply in order to ensure personal, cognitive, and social upbringing of the student in a safe and secure environment, through applying this regulation properly.
Based on the above, the student and his/her guardian shall acknowledge that they have been informed of the Code of Students and shall agree to respect its provisions and to comply with all the provisions contained therein.

I hereby declare that the above terms and conditions are clear and understood and I will strictly adhere to the terms specified and I will contact the School authorities for any concerns and will refrain from going directly to any other authority/platform apart from the school.
Parents are to note that highlighting City American School negatively on any Social media platform is Defamation, which is punishable by Law.

It is the responsibility of the school and the parents to secure a safe and healthy environment for the students. In this regard, the school shall issue and implement various health and safety guidelines that parents and students are expected to abide by. In case these are omitted, school shall not be responsible of the consequences.

Name and Signature of the Parent:
Student Name:
Date