

PRE-REGISTRATION FILE

Preschool KGI

REGISTRATION PROCESS:

1. Download the **Registration Form available** on the school website and fill it in meticulously.
2. **Constitute the file:**
 - ✓ **2 recent photos** (Passport size).
 - ✓ A recent **Family picture** (both parents + the child + siblings).
 - ✓ A recent **Individual Civil Extract** (issued within the past 6 months) + photocopy, only for Lebanese students.
 - ✓ A recent **Civil Family Extract** (issued within the past 6 months) + photocopy, only for Lebanese students.
 - ✓ A **photocopy of the Passport**, Only for foreign students.
 - ✓ A **photocopy of the Family Booklet** (if applicable).
 - ✓ The **Medical Form**, properly completed (available on the school website).
3. Submit the complete file to the Admission office. Any incomplete file will not be processed.
4. Settle the Opening File Fee of 100 000 LBP non-refundable regardless of the school's decision.
5. An Administration / parents and child meeting will be scheduled.

ANSWERS TO FAMILY:

Submitting a pre-registration file does not engage the school in any decision. Decisions will be communicate to parents over the phone.

Acceptance decisions are not considered valid until settling the amount of 2 250 000 LBP per student, non refundable and corresponding to your contribution to the development funds of the school.

- ❖ **An Open Doors day is scheduled on November 9, 2019 for those who wish to visit the school.**

PRE-REGISTRATION FILE
KGII → GRADE 12

REGISTRATION PROCESS:

1. Download the **Registration Form** available on the school website and fill it in meticulously.

2. Constitute the file:

- ✓ **2 recent photos** (Passport size).
- ✓ A recent **Individual Civil Extract** (issued within the past 6 months) + photocopy, only for Lebanese.
- ✓ A recent **Civil Family Extract** (issued within the past 6 months) + photocopy, only for Lebanese.
- ✓ A **photocopy of the Passport**, Only for foreign students.
- ✓ A **photocopy of the Family Booklet** (if applicable).
- ✓ The **Medical Form**, well completed (available on the school website).
- ✓ A recent **Family picture** (both parents + the child + siblings).
- ✓ A **Certificate of termination** from previous school holding the final decision of the class council.
- ✓ A **certified photocopy of the Lebanese Brevet Diploma, for students not exempted from the Lebanese Program and applying for Grade 10, 11 and 12.**
- ✓ A **Letter in Arabic from previous school holding the admission to a higher-grade level, and the student number as it appears in the Lebanese Ministry of Education and Higher Education records.** (Applicable for students coming from a school in Lebanon, and applying for KGII to Grade 12)
- ✓ **An Official Equivalence delivered by the Commission of Equivalence at the Lebanese Ministry of Education and Higher Education.** (For students coming from abroad and applying for Grade 3 to Grade 12).
- ✓ **Exemption from the national curriculum delivered by the Commission of Equivalence at the Lebanese Ministry of Education and Higher Education.** For non-Lebanese students.

The documents requested in blue are to be provided only after final registration

3. Submit the complete file to the Admission office. Any incomplete file will not be processed.
4. Settle the Opening File Fee of 100 000 LBP non-refundable regardless of the school's decision.
5. An Administration / parents and child meeting will be scheduled.

ANSWERS TO FAMILY:

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