



AMERICAN SCHOOL

Manarat El-Mostaqbal American School

Student Application Form

For Admission Use Only

- 500 LE Assessment fee is paid.
- Interview done.
- Payment Contract is signed.
- Documents are submitted.
- Final report showing successful completion of current school year.
- Bus: Yes No

Grade Applying For: _____ Academic Year: _____ / _____

STUDENT DATA

• **Student Name:** _____

(N.B.: Write the name as written in the birth Certificate)

• **الإسم باللغة العربية:** _____

(ملحوظة: يرجى كتابة الإسم كما هو مكتوب في شهادة الميلاد)

• **Date of Birth (DD/MM/YY):** _____ / _____ / _____

Place of Birth: _____

Nationality: _____

Religion: _____

Sex: Female Male

• **Student's Preference for the 2nd Language:** German French

• **Does the applicant want to use the bus service:** Yes No

• **Preferred fees schedule:** Annually On Installments

(Refer to the fees worksheet)

PARENT / GUARDIAN DATA

	Father	Mother
Name:	_____	_____
Citizenship:	_____	_____
Home Address:	_____ _____	_____ _____
Home Phone:	_____	_____
Mobile Phone:	_____	_____
E-mail Address:	_____	_____
Degree:	_____	_____
Current Job:	_____	_____
Company Name:	_____	_____
Sector:	_____	_____
	<input type="checkbox"/> Owner <input type="checkbox"/> Partner <input type="checkbox"/> Employee	<input type="checkbox"/> Owner <input type="checkbox"/> Partner <input type="checkbox"/> Employee
Business Phone:	_____	_____

EMERGENCY CONTACTS (2 PERSONS OTHER THAN PARENTS)

Name:			
Relationship:			
Home Address:			
Home Phone:			
Mobile Phone:			

BROTHERS AND SISTERS DATA

	Name	Current School	Age	Grade	Applying to Manarat El-Mostaqbal?
1					
2					
3					
4					

PREVIOUS SCHOOL DATA

	Previous Schools (most recent first)	Years Attended	Grade(s)	Language of Instruction	School Location
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____

For KG Students

- Please list the pre-Schools/ Nurseries your child have been to:

	Previous Pre- Schools / Nurseries	Years Attended	Location
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

- Has your child ever attended a Montessori program before?

Yes No

If so, where?

OTHER DATA

- Reason for transfer: _____
- Student's first language (mother tongue): _____
- Languages spoken at home: _____
- Parents are: Married Separated Divorced Widowed
- Legal Guardian (s): Father Mother Others (_____) (Legal papers if any)
- Has your child ever skipped/repeated a grade?

Yes No

If yes, please give details

- Has your child ever had learning support/assessments?

Yes No

If yes, please give details

- Has your child ever received services for learning difficulties?

Yes No

If yes, please give details

- Please provide any other information relevant to your child's wellbeing at school

• **Is your child able to participate in all school activities**

Yes No

If no, please give details

• **Please provide all important health information (allergies, injuries, illnesses, dietary requirements, etc.)**

• **How did you first learn about Manarat El-Mostaqbal American School?**

Friends Relatives Advertisement
 Brothers Facebook Others.....

ADMISSION PROCESS, TERMS AND AGREEMENT

- 1- An application form can be obtained from the admission office with payment of a non-refundable assessment fee of 500 LE.
- 2- Application is to be completed in full and signed by the parent or guardian.
- 3- **Assessment:**
 - A. The admission office will set an appointment time for assessment.
 - B. An interview will be conducted with both of the applicant's parents.
 - C. The applicant's academic records of the previous school year, as well as any completed quarter's work, must be presented on the day of assessment.
 - D. A letter of recommendation from the previous school must be submitted for Middle and High School students.
 - E. Each student will be assessed and parents will be notified of the child's acceptance or denied admission within one week of the completed assessment.
- 4- Following notification of acceptance, in order to reserve a place, the registration fee and 50% of tuition fees must be paid **within 7 days** and the payment schedule must be signed by the student's parent/ guardian.
- 5- Subsequently, additional required documents must be submitted to the registrar's no later than September 1st.
- 6- In case there are no places available at their current grade level, accepted students will be placed on a waiting list in chronological order, according to the date of receipt of enrollment fees.
- 7- **Fee structure and schedule:**
 - A. New students will pay a one-time, non-refundable registration fee of 2,000 LE, in addition to 50% of tuition fees to establish the status of enrollment.
 - B. Fees cover the duration of a full academic year. Full tuition fees are to be paid according to the established payment. In the case that a student withdraws from the school at a later time or for any reason, no refund of fees will be made.

C. Payment schedule:

 - **KGs will pay before 15th of May 2014.**
 - **Elementary, Mid and High school as follow:**

First installment:	50% one week after + registration in March for re-enrollment.
Second installment:	30% by September 15 th .
Third installment:	20% by December 15 th .
 - D. All Extra-Curricular activities and field trip fees, except for trips outside of Cairo or other Fun Trips, are included in tuition fees.
 - E. Book fees are not included in the tuition fees, except in the case of KG1 and KG2.
 - F. Bus service is optional and bus fees must be paid in full by June 15th. There is no "one-way" payment option for bus transportation.
 - G. Tuition fees do not cover the cost of uniforms.
 - H. A penalty of 5% per month will be applied to installments which are not paid by the due date specified in the contract for those who have no brothers and sisters at Manarat El-Mostaqbal School.
For those who have brothers and sisters at Manarat El-Mostaqbal School the discount will be cancelled.
 - I. Payment contracts are for one academic year and are due for renewal each year in March. Re-enrollment is made by paying 10% of tuition in order to secure a place at Manarat American for the following academic year.
 - J. The school cannot guarantee the student's place if there is a delay in the re-enrollment payment.
- 8- **Discounts:**
 - A. **Siblings:** A discount on tuition fees will be granted for each child when more than one child from the same family is enrolled at Manarat according to the discount rate approved by the board.
 - B. **Full Payment:** A 5% discount will be granted when the full annual fees are paid before June 30th for the following school year. A 3% discount will be granted when the full annual fees are paid before the first day of school.
For KGs full payment discounts applies if before April 1st.
- 9- **Declaration:**

I certify that the above information is complete, true, and accurate to the best of my knowledge.

Parent/Guardian name and signature:

Date:

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