



Beverly Hills International School

Admission and Registration Policy



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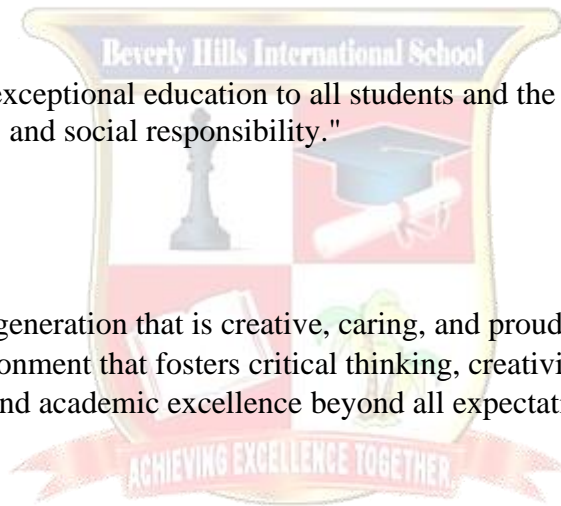
1- Beverly Hills International School Mission and Vision:

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 is 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 2023-2024 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. **Visit the School's Website:**
 - Parents are encouraged to visit the school's official website at www.bhis-school.qa to familiarize themselves with the institution's goals and conditions.
2. **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.
3. **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).
4. **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.
5. **Submission of Required Documents:**
 - Upon acceptance, parents will proceed to upload all the necessary documents and papers through the school's designated online platform.



6. 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 on the website.

6- School Fees and Payment Information:

For the academic year 2023/2024, the school adheres to the fee schedule approved by the Ministry of Education and Higher Education. To access the detailed fee structure, please visit the school's official website at www.bhis-school.qa.

Fees Overview:

1. Assessment Exam Fee:

- A non-refundable fee of 300 Qatari Riyals is applicable for new students applying for grades 1 through 9. This fee covers the assessment exam.

2. Registration Fee:

- A non-refundable fee of QAR 1,000 is required for each new student upon enrollment. This fee is payable directly upon registration.

3. Seat Reservation Fee:

- A fee of 1500 Qatari Riyals is applicable to all students (new or existing affiliates). This fee is deducted from the tuition fees and is non-refundable.

4. Additional Fees:

- These include costs for books, uniforms, and other materials. Once the school year commences, these fees are non-refundable.

Payment Schedule:

1- First Payment (Additional Fees):

- Due Date: 01/06/2024
- The first payment, covering additional fees, is required by the specified date to facilitate necessary arrangements for the upcoming academic term.

2- Second Payment (First Instalment):

- Due Date: 01/09/2024
- The second payment represents the first instalment of the total tuition fees and is due by the given date.



3- Third Payment (Second Instalment):

- Due Date: 01/12/2024
- The third payment corresponds to the second instalment of the total tuition fees and must be made on or before the stated deadline.

4- Fourth Payment (Third Instalment):

- Due Date: 01/02/2025
- The fourth payment is the final instalment, completing the total tuition fees for the academic year, and is to be settled by the specified date.

Payment Methods:

- The first payment upon registration can be made in cash or by bank card at the accounting office or through a bank transfer to the school account.
- Subsequent payments can be made by check, cash, or bank card at the accounting office or via bank transfer to the school account. However, specific exceptions may apply.
- Tuition fees must be collected in advance at the beginning of each semester.

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 during the Academic Year:

- For registrations occurring during the first half of the academic year (before December 1/12), full tuition fees and additional fees for books and uniforms must be paid upon registration.
- Registrations starting from 1/1 January of the academic year require half of the tuition fees, in addition to the full fees for books and uniforms, to be paid upon registration.



Cancellation of Registration:

The rules for canceling registration and refunding apply to all educational levels:

- Valuation fee, registration fee, and seat reservation fee are non-refundable under any circumstances.
- Additional fees for books and school uniforms are non-refundable after the first day of the school year.
- Any cancellation before the first day of the academic year results in a refund of the additional fees' value, and full tuition fees paid except for the seat reservation fee. However, if items under additional fees have been received, no refund will be issued.
- Cancellation during the first month of the academic year results in a refund of tuition fees paid after deducting the seat reservation fee and fees for attended school days.
- Cancellation between the second month and December 31 of the academic year is subject to half the value of the tuition fees.
- Cancellation starting from 01 January of the academic year is due to the full value of the tuition fees.

Important Note:

Students will not be registered for the next year during the registration period for old students if their parents have failed to pay the fees on time in the previous year. Registration will only be allowed after full payment of the remaining fees from the previous year.

Compliance Pledge:

I hereby pledge to fully comply with the above rules and conditions. I agree to all stipulations, including any actions taken by the school administration in the event of failure to pay the fees and charges according to the specified dates. This agreement serves as an acknowledgment of my commitment to the school's financial policies.



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, available on the school's website www.bhis-school.qa.

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 4,000 (round trip), to be paid as follows: [Include details of payment schedule]

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.

Admission and Registration Policy – January, 2024

Date of Review – August, 2025



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:

- Visit the school's website www.bhis-school.qa to familiarize yourself with goals and conditions.
- Schedule an appointment on the school website for a personal interview 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: Lina Rawda – 40123357
- Registration Office: Amani Rahahleh – 40123371

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.