



Application Form

1. Child Details

Full legal name (as on passport. This will be used for all school reports and official documentation)

First name (for use in school)

Last name (for use in school)

Date of birth

Nationality

Muslim?

Yes No

Gender

Male Female

Qatar ID

Fluent Arabic speaker?

Yes No

Fix 2
passport
photos here

Fix 2
passport
photos here

2. Education

Most recent school / nursery report

School name

Date of report

Country

I confirm I have attached a copy of the most recent report to this Application Form

Has your child ever been identified as having any special needs or learning difficulties? Yes No

If Yes, please provide details (attach reports if appropriate)

3. Medical Details

List any medical complaints (illnesses, allergies or dietary requirements. Attach reports if appropriate)

For Office use:

Follow up req'd?: Yes No

Medical plan agreed?: Yes No N/A

Added to WebSatchel?: Yes No N/A

Sign & date (Nurse): _____

Sign & date (SMT): _____

For Office use:

ID:

Class:

ID of siblings:

Notes:

Test details:

Test date:

Results:

Offer details:

Date of offer:

Start date:

5. Siblings

Details of brothers and sisters already in AWIS or applying at this time:

Student name	Class (if in AWIS), or Date of birth	Student name	Class (if in AWIS), or Date of birth

6. Guardians

Father's details

Full name
Employer
Qatar ID
Mobile
Email address

Mother's details

Full name
Employer
Qatar ID
Mobile
Email address

Others authorised to collect your child / emergency contacts

	Name	Qatar ID	Mobile	Relationship to child
1.				
2.				

7. Fee Payment

Fees are normally invoiced in the name of the father. If this is **not** suitable, indicate your preferences at right:

Company:
Address:
Contact person:
Phone: Email:

8. Checklist

- | | | |
|--|--|--|
| <input type="checkbox"/> Consent Form - signed | <input type="checkbox"/> 2 x passport photos of child | <input type="checkbox"/> Assessment Fee paid |
| <input type="checkbox"/> Qatar ID and passport of child - copy | <input type="checkbox"/> Immunisation record of child - copy | <input type="checkbox"/> Birth certificate of child - copy |
| <input type="checkbox"/> Qatar ID of father - copy | <input type="checkbox"/> Most recent school report - copy | <input type="checkbox"/> Letter of employment from child's sponsor's workplace |

9. Declaration

I declare that:

- The above information is, to the best of my knowledge, correct and I have not withheld anything that could have a material effect on the school's decision to accept my child
- I have read, understood and agree to the Fee Policy and the Undertaking (see the Consent Form)
- I wish to enrol my child in the school
- I will keep the school updated with all changes to the above information (such as contact details, passport details etc)

Name (print name of person completing this form)

Signature

Date

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Consent Form for

Full legal name:

1. Emergencies

I hereby agree, or DO NOT agree that: *(tick whichever applies)*

If I or my authorised contacts cannot be reached then, in the case of an emergency, school personnel have my full permission to seek emergency medical treatment for my child. This may include transportation to the nearest Government Hospital.

2. Photography

I hereby agree, or DO NOT agree that: *(tick whichever applies)*

I give permission for photographs taken of my child to be published on the school's website, Facebook page, newsletter and any other publicity materials (whether printed, broadcast or online) used by the school.

3. Fee Policy

- The Fee Schedule is available from the School Office. It is subject to change from time-to-time.
- A one-off Assessment Fee is payable at the time your child is assessed for a place in the school.
- A one-off Registration Fee is payable when you accept the offer of a place for your child.
- All Termly Fees are payable in advance, as per the payment date on the invoice. Failure to pay by the due date may result in your child's school place being withdrawn.
- The school dates are available from the School Office or can be downloaded from our website. There will be no reduction in fees where a child returns to school after the start of a term or is absent for part of the school year.
- Where a new student first joins the school more than 4 weeks after the start of a term, the Tuition Fee relating to that semester will be reduced on a prorata basis. There will be no reduction in other charges. Fees for returning students will not be discounted or prorated under any circumstances.
- Where an existing student leaves the school there will be no refund of fees.
- Where an existing student is to leave the school, half a term's notice must be given to the School Office in writing. Students not returning after the summer holidays must therefore give such notice before the middle of Term 3. Those returning after the summer holidays will be required to pay a non-refundable holding deposit, deductible against the following term's fees.
- All fees and charges are non-refundable and non-transferable.
- School policy is to not offer any sibling discount.

4. Undertaking

I hereby undertake and agree that:

- I shall respect the school's policies and procedures. These are summarised in the Parent Handbook and a complete version is available for inspection at Reception.
- I have read, understood and agree to be bound by the contents of this Consent Form, as set out above.

Name (print name of person completing this form)

Signature

Date