



Tel (974) 44420844 / 66328091  
P O Box 201886 Doha, Qatar  
Email: [admissions@pps.sch.qa](mailto:admissions@pps.sch.qa)  
Website: [www.pps.sch.qa](http://www.pps.sch.qa)

Attach Photo here

## APPLICATION FORM

### STUDENT INFORMATION

**NOTE: PLEASE ENTER STUDENT'S DETAILS BASED ON HER/HIS PASSPORT**

FIRST NAME:		
MIDDLE NAME:		
SURNAME:		
DATE OF BIRTH (DD/MM/YEAR)		GENDER M/F :
AGE:		NATIONALITY:
COUNTRY OF BIRTH		LANGUAGE SPOKE AT HOME:
FIRST LANGUAGE		RELIGION:
QATAR RESIDENCE PERMIT NO.		EXPIRATION DATE:
PREVIOUS OR CURRENT SCHOOL		YEAR LEVEL APPLYING FOR:

Ministry of Education Regulations state that it is mandatory for all children holding an Arabic passport to take **ARABIC LANGUAGE**. Please reconfirm which passport your child holds. \_\_\_\_\_.

I want my child to take Qatar History in ☐ ARABIC ☐ ENGLISH

### PARENTS INFORMATION

**NOTE: THE ADMISISONS DEPT. MUST BE INFORMED IMMEDIATELY OF ANY CHANGES TO CONTACT INFORMATION.**

	FATHER	MOTHER
FIRST NAME		
MIDDLE NAME		
SURNAME		
NATIONALITY		
QATAR RESIDENCE PERMIT NO.		
EMPLOYER		
OCCUPATION/ PROFESSION		
COMPANY PO BOX NUMBER		
OFFICE TELEPHONE NUMBER		
MOBILE NUMBER		
HOME TELEPHONE NUMBER		
EMAIL ADDRESS		
RESIDENTIAL ADDRESS IN QATAR		



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OTHER INFORMATION	YES	NO
Has your child ever received specialist therapy like psychology, speech and other		
Has your child ever been refused enrolment or been asked to leave a school?		
Has your child ever received any support for learning or behavioral difficulties?		
Details of any learning or behavioral difficulties experienced?		

PHOTOGRAPHY & VIDEO CONSENT		
<p>Occasionally, we may take photographs or videos of the children at our School. We may use these images and videos in our school's prospectus or in other printed publications that we produce, as well as on our website, Facebook page and any other Social Media platforms.</p> <p>We need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form where shown.</p>		
	YES	NO
May we use your child's photograph or video in the school Prospectus and other printed/visual publications that we produce for promotional purposes?		
May we use your child's image on our website?		
May we use your child's image on Facebook or other Social Media platform?		
PARENT'S FULL NAME	PARENT'S SIGNATURE	DATE



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## FEE REGULATIONS

### 1. Application Fee

New applicants are required to pay an application fee. This fee is non-refundable and non-transferable and covers the cost of processing your application. This fee is separate from the registration fee and tuition fees. It is payable at the time of submitting the application form. Please refer to the fees structure.

### 2. Assessment Fee

New applicants are required to pay the assessment fee. This fee is non-refundable and non-transferable and covers the cost of the entry assessment. Please note applicants must pay this fee **before** the day of the assessment.

### 3. Registration Fee

Upon offer of a placement there is a registration fee which is non-transferable and non-refundable for the first-time registration of a student. This fee is due when a place is offered and accepted. In order for the place to be secured, acceptance needs to be confirmed by the applicant through payment of the registration fee within 10 days of notification. This fee is separate from the assessment fee, refundable deposit and tuition fees.

### 4. Refundable Deposit

A refundable deposit is charged to each new student accepted. This deposit is returned in full when the student leaves the school, unless there are any outstanding debts owed to the school in which case some or all of the deposit will be retained. Please refer to the fee structure for the refundable deposit.

### 5. Seat Reservation

Reservation of Seat is Non-refundable and Non-transferable.

### 6. Tuition Fees

There are 3 tuition fee periods during an academic year. Fees are invoiced in advance and must be paid prior to the commencement of the period to which they apply. Fees for a period which has already started are payable in full unless a student is accepted near the end of a fee period or after a half term break. In these cases fees will be charged pro-rata calculated on a weekly basis. Fees must be paid prior to the starting date if a student joins after the commencement of a fee period.

### 7. Tuition Fee Refunds

- a) Requests for tuition fees refunds should be submitted in writing and addressed to the Chairman.
- b) If a student moves to another educational facility, after attending less than 2 weeks within the fee period, 50% of the tuition fees (include ASP/SEN fee) will be refunded if the tuition fees have already been paid or still outstanding.
- c) No refund or reduction of tuition fees is given to students who permanently leave after attending more than 2 weeks within the fee period, regardless of the length of time they have attended. Any outstanding fees for this period will still be payable.
- d) No refund or reduction is given to students who are on holiday or absent due to illness during scheduled classes.

### 8. Late Payment of Tuition Fees

- a) The following procedure will be done when fees are not paid by the due date:
  - A text message will be sent 3 days after the due date
  - A reminder letter will be sent 7 days after the due date
  - Place will be withdrawn if fees will not be paid by 14 days (New Students)
  - Existing students may not be allowed to be admitted to their classes if fees will not be fully settled within 14 days.
- b) Parents unable to pay the tuition fees by the due date must provide an explanation of their financial circumstances supported by adequate documentary evidence. It is anticipated that only cases of severe financial hardship will be considered as valid reasons for delayed fee payment.
- c) If a parent's employer is responsible for meeting tuition fees and fails to do so parents are subsequently responsible for payment.
- d) All legal fees incurred by The Phoenix Private School for the recovery of unpaid fees will be paid by the debtor.



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## 9. Payment Methods

Fees may be paid by Cash, BACS (bank transfer), and cheque (Should be payable to The Phoenix Private School). Credit Cards and Post-dated cheques are not accepted as per the School policy.

### Additional Fee Information

Please note that the following items are **included** in the fees:

- Tuition
- Provision of reports relating to attendance and academic performance.

Please note that the following items are **not included** in the basic fees:

- Some excursions and fieldtrips
- All items of Uniform
- Textbooks and stationary requirements

**By signing below I confirm that I have read, understand and agree to be bound by the fee regulations.**

Signature: \_\_\_\_\_ (Parent / Guardian)

Print name: \_\_\_\_\_ (Parent / Guardian)

Date: \_\_\_\_\_

### **FEE PAYMENT INFORMATION**

*Please place an X against one of the following*

1. Employer pays full tuition fees
2. Employer pays part tuition fees and contributes QR\_\_\_\_\_ per year
3. Employer does not pay tuition fees

If your employer pays tuition fees please supply the following information for invoicing purposes:

Name of Company	
Contact name in Human Resources or Finance	
Telephone number	
Email address	
Fax number	

### **Parent / Guardian Declaration**

The offer of a school place is subject to the parents/guardians providing all the information relevant to the application, including details of academic, behavioral or social problems. Where it is discovered that information has been withheld, the pupil's school place may be withdrawn. If, at some future date, it becomes evident that we are unable to meet a child's educational and/or social needs, we reserve the right to withdraw the school place.

- Final decisions on admission are the responsibility of the Principal.
- Children will not be admitted if they are assessed by the school as having learning and/or behavioral difficulties unless the school feels able to offer appropriate curriculum and/or facilities.
- Parents of applicants with specific learning difficulties, and where the school feels able to provide appropriate support, will be asked to fund support where required.
- I confirm that the information given on this form is accurate.
- I agree to abide by the Rules and Regulations of The Phoenix Private School and accept that the decision of the Principal, designated representative in any matter relating to The Phoenix Private School is final.
- I have read, understood and accept the Fee Regulations of The Phoenix Private School.



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***I agree that The Phoenix Private School is absolved from any responsibility for:***

- Damage to or loss of student's possessions or valuables.
- Student's accident or mishap when by participating in normal risk activities whilst under authorised supervision, including but not confined to field trips and recreational trips, organised sports, gymnastics, informal play, craft and practical work.
- The welfare and safety of the student outside the normal timetable. This includes safe delivery and collection of students to and from The Phoenix Private School.
- It is the parent's / guardian's responsibility to ensure that the student attends school regularly. As a school it is expected that a student is present at a minimum of 95% of the time.
- Any resulting accident or mishap should a student take unilateral action which is extra-curricular and without permission including, but not confined to, leaving the premises without permission.
- I release and absolve the owners/employees of The Phoenix Private School from all personal liability in respect of the affairs of the establishment.
- I understand that my child's School work and photos maybe used as part of the School's displays etc. I consent to this and understand this will be only for School use.

***In signing below I confirm that I have read and understand the terms and conditions set out in the undertaking above. I agree to be bound by these terms and conditions and by the fee regulations.***

Signature: \_\_\_\_\_ (Parent / Guardian)

Print name: \_\_\_\_\_ (Parent / Guardian)

Date: \_\_\_\_\_

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**HOW DID YOU HEAR ABOUT THE PHOENIX PRIVATE SCHOOL?**

☐ FAMILY/FRIENDS

☐ FACEBOOK/TWITTER

☐ SEARCH ENGINE

☐ OTHER/S \_\_\_\_\_



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## MEDICAL FORM

PLEASE COMPLETE ALL SECTIONS AND SUBMIT WITH THE APPLICATION FORM TO THE ADMISSIONS OFFICE.

<b>First Name:</b>	<b>Surname:</b>	<b>Middle Name:</b>
<b>Date of Birth:</b>	<b>Gender M/F:</b>	<b>Year Group:</b>

### STUDENT'S MEDICAL INFORMATION

	YES	NO
Has the student ever been hospitalised for any serious illness or accident?		
Does the student suffer from any allergies?		
Does the student require regular medication?		
Does the student suffer from a specific medical condition?		
Does the student wear spectacles/eyeglasses?		
Does the student wear a hearing aid?		
Does the student have any prosthetic limbs?		
Does the student have a physical disability?		
If the answer is 'yes' to any of the above questions please provide details below.		

### INFECTIOUS DISEASES

Have your child ever had:	YES	NO	If Yes, date of infection and other relevant information
Chicken pox			
Diphtheria			
German measles			
Measles			
Mumps			
Polio			
Scarlet Fever			
Tuberculosis			
Whooping Cough			



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## OTHER CONDITIONS

Does your child suffer from:	YES	NO	Details of his/her conditions
Allergies			
Asthma			
Diabetes			
Epilepsy			
Other/s:			

### **EMERGENCY CONTACT INFORMATION** *(Somebody in Qatar other than parents or guardians)*

FULL NAME	
CONTACT NUMBER	
RELATIONSHIP TO FAMILY	

In the event that your child requires emergency treatment you will be contacted and asked to collect your child. If we are unable to contact you then your given emergency contact will be contacted. In the event that neither party can be contacted then your child will be taken to a doctor/Hamad Medical hospital for diagnosis and treatment. Efforts to contact you will continue.

Please sign below that you give consent for appropriate medical action to be taken on your behalf by the Principal of Phoenix (or his representative). This will include contacting Emergency Medical Services (EMS) if required.

***I consent to my child being taken to a doctor / Hamad Medical Hospital in the event of medical emergency:***

Parent/Guardian signature: \_\_\_\_\_

### **Consent for the Administration of Paracetamol**

In the event that your child develops a fever or has pain it may be necessary to administer Paracetamol.

Please tick appropriate box:

☐ My Child is unable to take this medication      ☐ My child is able to take this medication

I consent to my child being given Paracetamol should it be considered necessary by an authorised employee of Phoenix.

Parent/Guardian's signature: \_\_\_\_\_



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## PARENT DISCLAIMER

The offer of a school place is subject to the parents/guardians providing ALL information relevant to the application, including full details of academic, behavioural or social problems. It is especially important at the moment as in-person, formal assessments are not being conducted.

	Please complete the following:	
	<b>Student Name :</b> _____	
Q1	Has your child ever been assessed by a doctor, nurse, Educational Psychologist, Speech or Occupational Therapist?	Yes / No
	Who carried out the assessments? What was the result?	
Q2	Have you ever received any reports from medical professionals about the health or development of your child?	Yes / No
	Who carried out the assessments? What was the result?	
Q3	Has your child ever received additional learning support or had an IEP (Individual Education Plan) or additional tuition?	Yes / No
	If yes, what were your child's specific targets?	





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Q4	Does your child have any social/behavioural concerns/issues we should be aware of? Has any previous school mentioned any behaviour issues?	Yes / No
	If yes, please provide details	

Please read through the list and tick to show if your child has been assessed and given an official diagnosis.		
	Tick if you child has been assessed:	Tick if your child has been diagnosed:
Autism		
Asperger's Syndrome		
Anxiety		
Attention Deficit Disorder		
Auditory processing		
Blindness		
Deafness		
Dyslexia (literacy difficulties)		
Dyscalculia (numeracy difficulties)		
Dysgraphia		
Developmental Delay		
Depression		
Eating Disorder		
Emotional Disturbance		
Gifted and Talented		
Hearing impairment		
Hyperactivity		
Hyper sensitivity		
Memory and recall Impairment		
Mute		
Obsessive Compulsive Disorder		
Oppositional Defiant Disorder		
Physical Disability		
Processing Speed Delay		
Speech Delay		
Social Development		
Tourette's Disorder		
Verbal Delay		
Visual Processing		



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The Phoenix Private School is an inclusive educational provider and we encourage you to provide all relevant information about our child to ensure we are able to meet their individual needs. To ensure the correct placement of your child, we require full details of any additional learning needs your child may have.

Your child's school place may be withdrawn:

- 1) Due to failure to provide all relevant information during the admissions process and throughout the academic enrolment at The Phoenix Private School
- 2) If at some future date it becomes evident that we are unable to meet a child's educational, behavioural and/or social needs.

I hereby declare that I have read and understood The Phoenix Private School admission guidelines.

I also confirm that I have provided ALL relevant educational/social/behavioural information for my child. I understand that my child's school place may be withdrawn if it is revealed that not all relevant information was shared upon admission, which leads to The Phoenix Private School being unable to meet my child's educational and/or social needs.

I understand that that The Phoenix Private School may need me to seek further medical advice from Sidra or Rumailah hospitals if any further information is required.

Parent/Guardian Full Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_