



# دي بي اس - مدرسة مونارك الدولية

## DPS-MONARCH INTERNATIONAL SCHOOL

## ADMISSION & WITHDRAWAL POLICIES

### **Student admission policy**

Admission is open for KG I to Grade 11 to all the nationalities subject to the availability of seats, however admission for grades 10 and 12 Will be granted in case of transfer residence subject to approval from CBSE.

### **General guidelines:**

- We follow the CBSE curriculum only.
- Our academic year starts from April to march.
- July and August are summer holidays, and December are winter holidays.
- Admission registration is valid for one academic year.
- It is mandatory to possess a valid Passport and Qatar Resident Permit of the student, Father, and Mother at the time of admission, and relevant documents must be submitted before granting admission.
- Admission will be granted in the order of merit. Short-listed candidates are called for the admission process.
- Candidates seeking admission must qualify for the entrance test that assesses the expected skill levels and previous knowledge.
- For admission to KG, an interaction of the candidate with a team of KG teachers is organized to record the level of physical and emotional development of the child.
- Students should appear for admission tests in English and Mathematics (Classes III - V); English, Mathematics, and Science (Classes VI – XI).
- Mid –Term admission will be done only if there is a vacancy. The syllabus will be according to term wise.

Children with special learning needs, abilities, and challenges will be evaluated on a case-to-case basis, and admission is granted based on the school's available resources.

## **Admission Process.**

- Fill out the admission inquiry form on the schoolwebsite [www.misdoha.com](http://www.misdoha.com)
- All mandatory fields need to be filled.
- You will receive email confirmation on registration.
- Eligible students will be called for admission interaction for KG 1 and admission test for KG II to grade 11.
- You will receive email confirmation on your seat.
- The documents are verified & payment of fees is applicable upon confirmation with the transport department on the transport facility.
- Books & uniforms can be collected from the school store on the date specified.

## **Admission - Documents**

1	Copy of Passport father	
2	Copy of Passport mother	
3	Copy of Passport Child	
4	RP copy of father	
5	RP copy of the mother	
6	RP copy of the child	
7	Health care / Health Insurance card copy of the child	
8	* Blood group has medically proven document of the child	
9	4-Passport size photographs of the child	
10	1- Passport size photographs of father	
11	1- Passport size photographs of mother	
12	Copy Of Birth Certificate of the Child	<b>KG I TO GRADE X</b>
13	Copy of Immunization Card of the Child	<b>KG I TO GRADE II</b>
14	Attested Report Card from the previous school	<b>GRADE I TO XI</b>
15	Transfer Certificate from the previous school	<b>KG II TO GRADE XI</b>
16	14 Migration certificate only if the child is from another board (XI & IX)	

**Note: If the blood group of the child is mentioned on the health card, then ignore point no8.** Admission will be under the Provisional category until the submission of complete documents in the list. Fee structure will be attached.

## **ADMISSION WITHDRAWAL GUIDELINES**

1. Fill out the TC application form on the school website [www.misdoha.com](http://www.misdoha.com)
2. Submit the duly filled transfer certificate form and submit with father's Qatar ID to the admission office between 08:00 am to 04:00 pm.
3. Parents who are applying for change of school in Qatar are requested to submit Vacancy letter issued by the school is seeking admission.
4. Caution deposit will be refunded as a cheque issued in favor of ward's father.
5. If a child who is newly admitted into the school is withdrawn before the beginning of the academic session, only the admission fees will be forfeited from the fees deposited.
6. The Books & Uniform fee is nonrefundable.
7. TC will be issued between 7 to 10 working days.
8. Modification of the transfer certificate (TC) will incur a fee of QAR 100/.
9. If the Transfer Certificate is lost or misplaced, a new certificate will be issued on payment of QAR 50/.
10. An additional copy of the final marksheet will be issued only after the payment of QAR 50/- for each year.
11. Students can be asked to leave the school on the following grounds:
  - a) Disciplinary ground
  - b) Unsatisfactory progress in academics
  - c) Detention or repeated detentions in the class

### **Important Note:**

- Term fee (Tuition fees, transport fee) should be settled if the TC application form is submitted after the commencement of the relevant term and if the student attends even a single day of the term.
- The term fee will not be applicable for the students who had submitted TC application form at the beginning of the relevant term and not attended a single class in a term.
- One-month tuition fee (subject to the date of attendance) will be applicable only in case of termination who are leaving Qatar.

**Please take note of the following rules and conditions:**

- Parents are kindly requested to approach the Admission Desk to complete the necessary formalities and clearances from the relevant departments for TC issuance. The Admission Desk will provide you with the required guidance.
- After all internal approvals and clearances have been obtained, the school authority will need 10 working days to validate and print the TC Forms. You will be notified via email once the TC is ready for collection.
- In adherence to the school's iPad policies, if iPads have been deposited with the school authorities, it is imperative that they are collected during the TC collection process.
- The school will allow a 15-day window from the date of confirmation by the Admission Desk for parents to collect both TCs and iPads, including any additional accessories deposited along with the iPad.

Furthermore, an additional grace period of 30 days will be granted to parents who may require extra time to collect their iPad. Kindly inform the IT Department via email, with prior intimation, to avail this flexibility.

We understand that unforeseen circumstances may arise, and in such cases where parents are unable to collect the iPad within the designated timeframe, we request that you provide authorization to your guardian along with the necessary documentation (Authorization Letter via email, Copy of Qatar ID along with Passport, and proof of the authorized person collecting the iPad). Please copy the Principal and Admission Desk in your communication to the IT Department.

It is important to note that if the iPad is not collected within the 30-day grace period, and without prior intimation, the school will not be held responsible for any issues pertaining to the iPad. It will be considered school property and utilized for internal activities. This policy is in place to ensure a fair and efficient distribution of resources within the school.

We greatly appreciate your cooperation and understanding in this matter. Your support is invaluable in maintaining the smooth functioning of our school's resources.