

GEMS AKIS SCHOOL POLICES

Admissions Policy



1. Preamble

- 1.1.** GEMS Al Khaleej International School (AKIS) practices inclusion and provides high-quality education in a caring and nurturing environment. The school features an American education program in an international context with an emphasis on the importance of inquisitive learning and enrichment activities. AKIS integrates UAE's local cultural and Islamic values and beliefs as part of the school's overall learning objectives.
- 1.2.** An excellent team of education professionals and multinational qualified teachers who provide a strong English language grounding in the early years among other nationalities guide children effectively towards achieving their all-around potential.
- 1.3.** The school is accredited by the New England Association of Schools and Colleges (NEASC).
- 1.4.** AKIS is a recognized training and testing center for TOEFL and SAT.

2. The Role of GEMS

- 2.1.** GEMS management oversees the admissions policy of the school and ensures an inclusive admissions ethos to maintain its school's mission and vision.
- 2.2.** Admissions appeals should be addressed to the Superintendent who may consult with GEMS officials although the Superintendent's decision in all matters of admissions is final.

3. Eligibility

- 3.1.** AKIS admits children between the ages of 3 and 17 years old from PRE- to G12.
- 3.2.** All applicants are subjected to an admission test to help determine learning needs and placement.
- 3.3.** Students that achieve lower than the expected grade level, must be registered in support classes across the academic year.
- 3.4.** AKIS is an inclusive school. The school accepts admission applications for children with SEND, depending on the resources available that can provide support for students.
- 3.5.** SEND students are provided with the needed support, accommodations, and curricular modifications required to enable access to educational opportunities.
- 3.6.** Students with SEND receive **“Sibling’s Priority”** for admissions to AKIS.
- 3.7.** Admissions to AKIS can be made at any time. However, as there are cut-off dates during the year, which are designated by the Knowledge and Human Development Authority (KHDA), approval must be taken from KHDA in case the deadline is over.

4. Application Procedures

- 4.1.** Contact the school either by telephone, personally, or email. An appointment will be scheduled to meet the Parents’ Relations Executive (PRE) and tour the school.
- 4.2.** Proceed with the online registration by Clicking [HERE](#).
- 4.3.** Complete and submit the registration form. If your child has already been at school, please include a copy of:
 - Your child’s latest school report.
 - Full details of any Special Education Needs and Disabilities (SEND) and any related documents, Individual Education Plans (IEPs), and psychoeducational report if completed.
- 4.4.** An AED 525 Application Fee should be paid (non-refundable and non-deductible from school fees).
- 4.5.** The student will be informed about the assessment time.
- 4.6.** If the application is successful and a place is available, a letter of offer will be issued along with joining information.
- 4.7.** The offer remains valid for a period of seven days. To secure the place, a registration deposit of 10% of the total tuition fees should be paid and are non-refundable. Your first term’s fees will be reduced by this amount.
- 4.8.** You should also submit the following documents, which are a UAE Ministry of Education requirement.
 - 4 original photos.
 - Original and copies of UAE ID card of student & parents.

- Copy of Passport of student & parents.
- Copy of Visa of student & parents.
- Copy of student's Birth Certificate.
- Copy of student's Immunization/Vaccination Record.
- Copy of Family Book (Emirati students only).
- Copy of the latest 2 years of school reports.

Transfer Certificate is:

- A) If the student transferred from a school within United Arab Emirates (Dubai or any other Emirate), the new school must be provided with a transfer certificate stamped by the school and attested by the KHDA/ Ministry of Education located in that region.
- B) If the student transferred from a school outside the United Arab Emirates, the new school must be provided with a transfer certificate stamped by the school and certified by the UAE Ministry of Foreign Affairs.
 - Certificate of Good Conduct from G9-12.
 - Transcript request form G 9-12/ Statement of numbers of hours and courses taken from G9-12.

5. Conditional Offers at AKIS

5.1. You may be offered a conditional place at AKIS in case the application does not meet one or more of the admissions criteria. You may be asked to provide additional documentation:

- Further documentation about your child's schooling.
- Evidence of application for residency or your residency status.
- A psychoeducational report in support of identifying your child's learning needs.

5.2 A review period may be set at which point the student's progress will be reviewed to establish if AKIS is the most suitable school to meet the child's particular needs.

5.2. If the conditional criteria are not met AKIS retains the right to withdraw the place and ask the parents to seek alternative arrangements for their child's education.

6. Withdrawal of an offer

6.1. AKIS aims to maintain the highest standards in all that it does. AKIS requires all employees, contractors, parents, children, and visitors to maintain a high standard of conduct. There is a minimum standard of behavior and conduct to ensure people at AKIS feel happy, safe, valued, and confident.

6.2. Hostile or aggressive behavior is not tolerated at AKIS and such behavior will result in a withdrawal placement, with KHDA approval. Behavior and conduct of children, parents or, their immediate family in or out of school likely to bring AKIS into disrepute will also result in the withdrawal of a child's AKIS offer.

- 6.3. A verbal warning, followed up with written confirmation, for the preaching of any item mentioned in the policy. Second, a formal written warning will be issued. Finally, the AKIS place will be withdrawn with immediate effect and the child should be removed from school.

7. Fee payment, Registration, and Withdrawal

AKIS Fee Structure for Academic Year 2022-2023

The approved fees from KHDA are as follows:

Grades	Tuition Fees for AY 2021-2022	Term 1 (Sep-Dec) Due date - 1st Sep 2021	Term 2 (Jan-Mar) Due date - 1st Jan 2022	Term 3 (Apr-Jun) Due date - 1st Apr 2022
Pre-KG, KG1, KG2	17,772.00 AED	7,112.00 AED	5,330.00 AED	5,330.00 AED
G1, G2, G3	20,186.00 AED	8,086.00 AED	6,050.00 AED	6,050.00 AED
G4, G5, G6	23,915.00 AED	9,575.00 AED	7,170.00 AED	7,170.00 AED
G7, G8, G9	28,741.00 AED	11,501.00 AED	8,620.00 AED	8,620.00 AED
G10, G11, G12	34,007.00 AED	13,607.00 AED	10,200.00 AED	10,200.00 AED
Payment				
Cash	Credit cards	3 Checks <ul style="list-style-type: none"> (1current +2pdc), paid to "AKIS" (dates latest DOJ, January & April). Please note that returned checks will be charged at AED 25. As Admin charges. Checks returned will not be re-deposited. Future payments will only be accepted in Cash or Credit Card. 		

All tuition fees are payable in advance of attendance and are in accordance with the fee structure established by GEMS under the guidance of KHDA's established School Fee Framework.

In order to provide compelling value for all stakeholders, we will apply a dual fee structure:

- **Existing students:** Existing fee 2019/20 plus future fee increase per the existing school fee and exceptional fee framework.

- **New students:** New fee structure for students joining the new campus. New students who enroll in the school for AY 2021-22 from 2nd semester would be subject to a new fee (AED 21,326 in Pre-KG to AED 40,808 in Grade 12)

Grades	New Students	
	AY 2021-22	AY 2022-23
Pre-KG	21,326	22,322
KG1 – KG2	21,326	22,322
Grades 1 – 3	24,221	25,353
Grades 4 – 6	28,698	30,038
Grades 7 – 9	34,489	36,100
Grades 10 - 12	40,808	42,714

- 7.1.** The Registration Fee is non-refundable and non-transferable. School fees must be paid on or before the first day of the relevant School term to secure the student’s place at the School. Furthermore, the Parents may be required to pay additional fees, including but not limited to fees for the student’s learning support needs (if such individual needs are identified by the School in prior consultation with the parents/guardians) and examination fees (“Additional Fees”). Please contact the School for a current list of the additional fees that may be applicable. **7.2.** Failure to pay any School fees may result in the exclusion of the Student from the School.
- 7.3.** School fees, including but not limited to Tuition, Registration, Re-registration fees (if applicable), and Additional Fees may increase at any time in accordance with applicable law.
- 7.4.** Parents must give written notice to the Registrar thirty (30) days prior to the last day of attendance if the student is withdrawing from the School. In the event of withdrawal, school fees will be refunded in accordance with the school’s fee refund policy, available on our school website.
- 7.5.** The school may coordinate with a third-party transport services provider in order to provide transport services to students at the School. However, such services are not included in the school fees, and the terms and conditions of such services are to be agreed directly between the parents/guardians and the Transport Service Provider.

8. Refunds

- 8.1.** The Application Fee, Registration Fee, and Re-Registration Fee remain non-refundable, while tuition fee refunds follow the Ministry of Education bylaws for Private Education. If a student withdraws or leaves school for any reason, the refunds will be processed as follows and returned to the original payee.

- 8.2.** If a student withdraws prior to the start of the academic year, the balance of the first term/semester fee paid will be refunded, except the AED 525 of the Application Fee.
- 8.3.** Application Fee is non-refundable, and the Registration Deposit of 10% of the total tuition fees is non-refundable but deductible from the total tuition fees for the academic year.
- 8.4.** If a student withdraws during the school term/semester, the Application Fee, Registration Fee, and Re-Registration Fee, are non-refundable, and the remaining tuition is refunded in accordance with the Ministry of Education bilo for term payments:
- 8.5.** Fees will be charged for one full month if a student attends school for two weeks or less.
- 8.6.** Fees will be charged for two full months if a student attends school for more than two weeks and less than one month.
- 8.7.** Fees will be charged for three full months if a student attends school for more than one month.

9. Notice of Leaving

- 9.1.** The UAE federal authorities issue regulations about the collection of fees depending on the period that a child has been at school and AKIS adheres to these regulations in full.
- 9.2.** When fees remain, unpaid children are not entitled to receive a transfer certificate or their final reports until fees have been paid.
The Principal's decision is final in all matters of admission.



EDUCATION



Reviewed by: Admission team and SLT
Reviewed on: June 2021
Approved By: Deputy Principal