Al Shomoukh International School
Early Childhood Education Center

Enrolment Process

Thank you for considering our Center. If you would like to make an application please complete the following process:

Step 1. Complete and return an Enrolment Form
This can be downloaded from our web site www.alshomoukh.com and submitted, as an email attachment, to our Business Manager at info@alshomoukh.com. Alternatively you can complete one from the Information Package or request one from our Business Manager on telephone +968 96523508 or collect one from our school office during business hours.

As soon as we receive your completed Enrolment Form, Medical Form and non-refundable administration fee to cover the enrolment process (150 OR) we will place your child on our Provisional Entry List. You will need to complete Step 1 to Step 4 to confirm Enrolment.

Step 2. Obtain a School Report and/or letter of recommendation in English from your child’s current school and forward it to our Business Manager. This is not required for KG1, 2 or Grade 1.
This is important as it assists us in placing your child in the most appropriate Grade. Testing is also undertaken to assist in placement and while we cater for students of differing ability we are unable to cater for all situations and it is important for you to contact us if you have any concerns.

Apart from Arabic and Arabic Social Studies our programs are provided through English. It is therefore important that your child is able to communicate in English sufficiently well to access the curriculum and thereby learn effectively.

Step 3. You and your child will be invited to an interview at the Center.
This interview, together with your child’s school report/letter of recommendation and appropriate testing in English and Mathematics enables us to place your child into the most appropriate grade. It is also an opportunity for you to ask any questions.

Step 4. Offer of a place.
Once Step 3 has been completed your child will be offered a place and starting date.

Step 5. Acceptance of an Offer.
An offer is confirmed on payment of the school fees in full or first instalment.

Assistance
If you have any questions please do not hesitate to contact the School Business Manager or School Director for clarification. Our aim is to make the process as user friendly as possible and to ensure your child has a great start to their career at our school.
FEES INFORMATION FOR PARENT: from School Policy Manual

6.4 FEES POLICY and PROCEDURES
1. Fees are raised and paid over three payments, i.e. one on registration (40%), one at the start of term one (30%) and third at start of term two (30%).
2. Where fees are paid on full year basis before the start of term 1 they attract a 5% discount.
3. Sibling’s Discount: There will be a
   • 10% sibling discount for two siblings on the younger sibling
   • 15% sibling discount for three or more siblings on the youngest sibling
4. Fee notices will be sent out on enrolment and in April prior to the next school year.
5. Except in exceptional circumstances and with the approval of the owners on the advice of the Director, fees are non-refundable.
6. When seeking enrolment there is a non-refundable fee of 150 OR to cover administration costs. This contributes to the fees. An offer of a place is only guaranteed with the payment of the first payment or full fees.
7. There are several ways in which fees can be paid. They are:
   • cash
   • direct payments into our bank account (bank details follow). All sending and receiving bank charges will be borne by the sender.
   • credit card and EFTPOS. Use of credit cards will incur a fee of 2.5%.
   • cheques. Use of cheques will incur a fee of 3% and until cleared by our bank fees paid this way are deemed unpaid.

6.5 FAILURE TO PAY FEES
1. If payment or a suitable arrangement have not been made by week 2 of the term following telephone call reminders a reminder notice will be issued and a student asked to stay at home until fees are paid.
2. If neither payments nor a suitable arrangement have been made by week 4 a final notice will be issued.
4. If neither payments nor a suitable arrangement have been made by the end of term the account may be put into the hands of an external debt collector, and incur extra expenses.
5. Where a parent develops history for none or delayed payment acceptance of their student for the following year will be dependent upon 50% payment at the start of the next year.

School Bank Details for direct payment

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Oman Arab Bank S.A.O.C.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch</td>
<td>Branch: Al-Ghubra Branch</td>
</tr>
<tr>
<td>Bank address</td>
<td>P.O. Box: 2010, Ruwi, P.C. 112, Sultanate of Oman</td>
</tr>
<tr>
<td>Account No.</td>
<td>3128339183500</td>
</tr>
<tr>
<td>Account name</td>
<td>Al Shomoukh International School</td>
</tr>
<tr>
<td>Bank routing number (Swift code)</td>
<td>OMABOMRUXXX</td>
</tr>
<tr>
<td>Bank telephone number</td>
<td>24614049</td>
</tr>
<tr>
<td>Bank fax number</td>
<td>24495548</td>
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