



# REGISTRATION PROCESS 2018- 2019



## FEES AND PROCESS

The Student's age must be within the range shown in the table below (as of 15/09/2018).

Class Level	Starting Age	Date of Birth Between
Tiny Tots - Pre-Foundation Stage Listener (PRE-FSL)	9 months	15/12/2017 - 16/9/2016
Foundation Stage Listener (FSL)	2 years	15/9/2016 - 16/9/2015
Foundation Stage 1 (FS1)	3 years and 6 months	15/9/2015 - 16/3/2014
Foundation Stage 2 (FS2)	4 years and 6 months	15/9/2014 - 16/3/2013
Primary 1 (Y1)	5 years and 6 months	15/3/2013 - 16/3/2012
Primary 2 (Y2)	6 years and 6 months	15/3/2012 - 15/3/2011
Primary 3 (Y3)	7 years and 6 months	15/3/2011 - 16/3/2010
Primary 4 (Y4)	8 years and 6 months	15/3/2010 - 16/3/2009
Primary 5 (Y5)	9 years and 6 months	15/3/2009 - 16/3/2008
Primary 6 (Y6)	10 years and 6 months	15/3/2008 - 16/3/2007

- The priority for student admission will be given to siblings of those already registered in the school.
- An interview and assessment will be conducted for new students prior to registration.
- An official letter of acceptance in The English Playgroup and Primary Schools may be secured upon passing the assessment. This letter will allow you to transfer the student's file from the school he/she has previously attended.
- EPG is unable to support or accept children with special needs (academic or behavioral) identified or assessed, as there are no facilities to meet the requirements of these children.
- The school is accepting the students from 5 years old in primary level according to pledge signed by the parents that they are aware of the age bracket in the Government and Private education.
- The following forms need be completed:
  - Student Application Form
  - Child's Medical File from the doctor
  - Financial Agreement Document and Policy Forms

## Discounts Policy

EY	<ul style="list-style-type: none"><li>• Siblings in EPG will receive 10% discount applicable in final payment.</li><li>• Late registration discount effective 1/11/2018.</li><li>• Discount calculated from 1/11/2018 at 10% of total fees increasing by 10% every 1<sup>st</sup> of subsequent months.</li></ul>
PS	<ul style="list-style-type: none"><li>• Siblings in EPG will receive 10% discount applicable in final payment.</li><li>• EPG Primary Students (Y1-Y6) who re-register before the end of May 2018, are entitled to a discount of 200KD on total tuition fees.</li><li>• Primary Students late registration effective from 1<sup>st</sup> of January 2019 discounted at 35%.</li></ul>

## Cancellation Policy

EY	<ul style="list-style-type: none"><li>• Effective date of cancellation will be applied as per written cancellation form.</li><li>• Any refunds will be payable after deducting the registration fees and the monthly payments from the first date of attendance until the date of cancellation request plus the cost of uniform.</li><li>• 100% payment is due if cancellation is applied from 1<sup>st</sup> of March 2019.</li></ul>
PS	<p>In cases of Primary Student cancellation, the following tuition fees will be due:</p> <ul style="list-style-type: none"><li>• Full tuition fees from 1<sup>st</sup> of March 2019</li><li>• 2/3 of total tuition fees from 1<sup>st</sup> of December 2018</li><li>• 1/3 of total tuition fees from 7<sup>th</sup> of September 2018</li></ul>

## Transport Withdrawal Policy

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| EY & PS | <ul style="list-style-type: none"><li>• The 50KD registration fee is non-refundable, even if cancellation takes place before the start of the academic year.</li><li>• Transport withdrawal after starting of the academic year: 50KD registration fees + monthly fees due until date of cancellation regardless of attendance.</li></ul> |
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*\*Late enrolment discounts are applied on the final installments of fees.*

*\*The transportation fee must be paid per year (the school does not offer transportation service per month.*

*\*Bus registration is available for 2 ways for the same address at morning and afternoon.*

## Late Enrolment Policy

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| EY & PS | <ul style="list-style-type: none"><li>• From September to 15<sup>th</sup> of Oct → No discount is given</li><li>• From 16<sup>th</sup> Oct till end of Oct → 10% discount is given on annual fees</li><li>• From 1<sup>st</sup> Nov till end of Nov → 20% discount is given on annual fees</li><li>• From 1<sup>st</sup> Dec till end of Dec → 30% discount is given on annual fees</li><li>• For January &amp; February → 40% discount is given on annual fees</li></ul> |
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