



NEW GENERATION PRIVATE SCHOOL

APPLICATION FORM 2018/19



School Application Form

Student Details		
Family Name		
Middle Name		
First Name		
Date of Birth	Years	Months
Student Passport Number		
Date issued		
Date of Expiry		
Religion		
Nationality		
Languages spoken		
Student's Previous Schools		
Name and address of the previous school/s (if appropriate)		
Telephone		
Email address		
Dates attended	From	To
Name and address of the previous school (if applicable)		
Telephone		
Email address		
Dates attended	From	To



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Parent Details	
FATHER	
Family Name	
Middle Name	
First Name	
Occupation	
Employed by:	
Email 1:	
Email 2:	
Home address	
Nationality	
Mobile numbers	
Email address	
MOTHER	
Family Name	
Middle Name	
First Name	
Occupation	
Employed by:	
Email 1:	
Email 2:	
Home address	
Nationality	
Mobile numbers	
Email address	

Siblings also applying		Siblings already in School	
Name	Grade	Name	Grade



STUDENT HEALTH DECLARATION

STUDENT'S NAME	STUDENT DATE OF BIRTH

	YES	NO
Is your child allergic to any medication, food or product? (For example, penicillin, peanuts)		
Is your child taking any regular medication or is he/she receiving regular treatment? (For example, Insulin, Ritalin, anti-epileptic medication, inhalers etc)		
Does your child have any specific health, behavioural, emotional or psychological problems?		
Does your child have any hearing or hearing related problems? (For example, grommets)		
Does your child have any problems with eyesight or does he/she wear glasses?		
Please give details of any illness, operations or injuries since birth:		
Has your child had or required treatment for any of the following? (If yes, please give brief details below)		
	YES	NO
Asthma		
Bone/Joint Disease		
Hay Fever		
Haemophilia/Thalacaemia		
Diabetes		
Sickle Cell		
Anaemia		
Serious Operations/Hospitalisation		
German Measles/Rubella		
Epilepsy		
Congenital Heart Disease		
Chicken Pox		
Hepatitis		
Fits/Convulsions		
Measles		
Persistent Headaches		
Mumps		
Other. Please give details:		
Parent Name:		
Parent Signature:		Date:



In addition to the completed application form you need to provide the following documents. Please note that we will not proceed with the application until we have received the following documentation.

STUDENT

Copy of student RP passport page
Copy of student CPR card
Vaccination Record Card
Birth certificate
2 passport sized photos

For Students transferring from another school we also require:

Student's most recent School Report
Transfer Certificate

PARENTS

Copy of both Parents' RP passport pages
Copy of both parents' CPR
Non-refundable Assessment fee of 20 BD plus Application fee of 50 BD

EXPATS:

Saudi applicants require the Iqama
British applicants do not need CPR or transfer certificate
Expats need to take the last report to the Ministry of Examination Directorate in Isa Town to get an Equivalency Report

I (we) the undersigned confirm that I (we) have provided all relevant information in this application form and it is accurate, true and correct to the best of my (our) knowledge at the time of completion. I am (we are) aware that the New Generation International School, Bahrain is a selective school and my child must meet the entry requirements.

Signature of Parent: _____ Date _____

PLEASE SEND THE COMPLETED APPLICATION FORM AND REQUESTED DOCUMENTATION AND APPLICATION FEE TO:

New Generation International School, Building No. 1421, Road No. 4126, Block No. 341, JUFFAIR, Kingdom of Bahrain Tel 17235000, Fax 17135000

Email:admin@ngis.co

FOR OFFICE USE ONLY

RECEIPT NUMBER		INVOICE NUMBER	
ASSESSMENT DATE		APPLICATION ID NUMBER	
STUDENT ENTRY ID NUMBER		ACTUAL ENTRY DATE	
Principal signature			



IMMUNISATION RECORD

You must take this form and have it certified by a doctor or medical practitioner before your child is admitted to school. This is a requirement by the Ministry of Health & Education, Kingdom of Bahrain.

Please also attach a clear copy of your child's immunisation records.

NAME OF CHILD DoB / / CPR

AGE	VACCINE	DOSE	DATE RECEIVED
At birth	BCG for newborns born to parents originally from endemic countries	Single Dose	
	Hepatitis B for newborns of HBsAg positive mothers or of unknown HBsAg status	Birth Dose	
2 months	(DaPT + HB + Hib + IPV) Hexavalent	First dose	
	Conjugated Pneumococcal	First dose	
	Rota vaccine oral	First dose	
4 months	DPT + HB + Hib) Pentavalent	Second dose	
	OPV	Second dose	
	Conjugated Pneumococcal	Second dose	
6 months	(Rota vaccine) oral	Second dose	
	(DPT + HB + Hib) Pentavalent	Third dose	
	OPV	Third dose	
12 months	Conjugated Pneumococcal	Third dose	
	MMR	First dose	
	Conjugated Pneumococcal	Booster	
18 months	OPV	First Booster	
	DPT + Hepatitis B + Hib	Booster	
	Hepatitis A	First dose	
2 years	Meningococcal ACYW	Single dose	
	Hepatitis A	Second dose	
	DTaP	Second Booster	
5-6 Years	OPV	Second Booster	
	MMR	Second dose	
ADOLESCENTS			
12 Years	Hepatitis AHA	First dose	
13 Years	TdaP	Booster	
	Hepatitis A HA	Second dose	

DOCTOR / MEDICAL PRACTITIONER'S SIGNATURE:

CLINIC STAMP

DATE:



MEDICATION

If you wish the school nurse to give your child medication that has been prescribed by your doctor during school hours, you must send the child with a written note giving the name of the medication, the reason for administration, dosage and times to be given, also a contact number where you can be reached on that day/ week. Without this note, any medication brought to the school by your child cannot be administered. It is extremely important to keep the school updated to any changes in your contact details. Especially if both parents are leaving the country whilst your child is still in school, please ensure that the school has the nominated emergency contact details. Please notify the school nurse immediately if your child has contracted any communicable diseases and/or if you notice any change in your child's overall health. This will help us ensure that the health of your child and others in the school community is paramount. If your child becomes ill during his/her day at school, the school nurse would like your permission to administer the following medication at her discretion. In all instances, a note will be sent home with the child stating the dosage, amount given and the time it was given.

I **DO** consent to my child, if taken ill to be given the following medication by the school nurse if necessary.

Please indicate the medication you authorise that can be administered.

	YES	NO
Calpol Syrup – For children under 6 years of age		
Calpol 6 Plus Syrup For children 6 years and over		
Ibuprofen (Brufen) Syrup		
Paracetamol based Elixir/tablets		
Claritin (antihistamine) Syrup/Tablets		
Epipen (for serious nut allergy only)		

PARENT NAME:

SIGNATURE:

DATE



TERMS AND CONDITIONS OF ADMISSION

If you submit an application to the school it will be subject to the terms and conditions detailed below. If you are unsure about any information contained within this page, please speak to a member of the Admissions Team who will be able to advise you further.

1. Deposits Payments

1.1 To reserve a place in the school, applicants must pay the full prescribed fee as indicated in the conditional offer letter.

1.2 Parents must allow at least 3 working days for Bahrain bank cheques or direct bank transfers to clear and up to 30 working days for a foreign country bank draft to clear.

1.3 Parents will be liable to pay all necessary bank and/or transfer charges for any application processes

2. Payment of fees

2.1 Dates on which payments are due are clearly indicated on the Invoice and it is the responsibility of individual parents to ensure fees are paid on time.

2.2 The School reserves the right to suspend or expel any student who has overdue fees.

2.3 Students who have overdue fees may be refused entry to the School premises and suspended from attending classes and/ or using School facilities. This includes the right for the School to refuse letter requests and cancel student name from the enrolment register.

2.4 It is requested that no direct deposits are made to the School's bank account. Parents who pay by electronic transfer are requested to quote the invoice number and student name as transaction reference and submit a receipt of this transaction to the accounts department either by hand or via email.

2.5 Any student who is suspended, expelled or withdrawn by the School for breach of the School's terms and conditions is not entitled to any refund; he/she will also be liable to pay the remainder of the fee, in its entirety, at the discretion of the School.

2.6 The School will take such action, including recourse to the legal process, as it deems necessary to recover all outstanding debt. Any such action will also include the recovery of reasonable costs incurred by the School in relation to the recovery procedures.

2.7 The whole remaining fee becomes immediately payable for students who are in breach of their agreement without prior written consent from the School; this is at the discretion of the School.

2.8 Invoices for the Annual fees are generally handed out at the time of enrolment for new students and for existing students, posted ten weeks prior to the end of the Summer term, with payment due six weeks prior to the end of that term. In the event of the invoice still not



having been received eight weeks prior to the end of term, the Accounts Office should be contacted and a duplicate invoice obtained. Misplacement or non-receipt of the original invoice will not be considered a valid reason for failure to pay the fees by the due date.

2.9 Tuition fees for the term are payable in full regardless of sickness or absence for other reasons (including study leave). Where payment has been made by cheque and the issued cheque is not honoured by the bank for whatever reason, a further administration charge of BD25 will be levied.

2.10 In the event of the non-payment of school fees by the due date, the School reserves the right to remove the student from the school roll and offer the place to a student on the waiting list.

2.11 Parents/Students must remember at all times that the school's agreement is with the Individual parents/students and they are liable to pay the school all the prescribed fees, as and when necessary. The employer of the parents will have nothing to do with the school.

2.12 No students are allowed to enter the class if school fees have not been paid, also s/he will not be allowed to sit any examinations if the appropriate fees have not been paid.

3. Other charges

Other fees are payable in individual cases. These include:

- Specific School outings
- International trips
- Extra-curricular activities

Fees for these and arrangements for payment will be notified separately.

4. Refund policy

4.1 Refunds will only be processed in accordance with the terms and conditions outlined in clauses

4.2 to 4.10, and provided students requesting a refund have complied fully with the School's terms and conditions.

4.2 It is the policy of the School not to refund tuition fees. If unforeseen and pressing circumstances result in a student having to leave before the start of the new term, a 50% refund of tuition fees may be considered, provided that the School has received written notice prior to the due date for advance payment of fees for that term. Such refunds will be granted solely at the discretion of the School and only in exceptional circumstances.

4.3 All applications for refunds must be made in writing by submitting a completed 'Refund Request Form' to the Admissions Department at least 60 days prior to the term start date (as detailed in the offer letter).



4.4 Where the school is unable to provide the programme of study for which the student originally applied for, offered and accepted and the applicant does not want to take up a place on any alternative programme offered, the applicant will be considered for a refund.

4.5 Refunds will only be made via the original payment method; except where the original payment was made by cash.

4.6 Parents are liable to pay any bank/ transfer charges associated with the processing of a refund application.

4.7 The School will aim to process all refunds within 6 weeks from the date the complete 'Refund Request Form' and any supporting documents are received.

4.8 If the student is eligible for a refund of their fees by bank draft or cheque, the School will not be in any way responsible for the draft after its dispatch from the School premises and will not issue a replacement draft or cheque if it is lost or misplaced.

4.9 Refunds will not be made to a third party unless the School has received (written) explicit authorisation from the applicant. This should be in the form of a signed hard-copy letter from the parent, specifically authorising the School to refund their fees to a named third party. This condition applies regardless of the source of the original fee payment.

4.10 Refunds requested which are not in accordance with the terms and conditions outlined in this policy will be made at the sole discretion of the School.

5. Term Deferral

5.1 Term deferrals will be approved in accordance with the School's Admissions policy.

5.2 Term deferrals are subject to application, payment of a deferral fee, and the School's written approval.

5.3 Students are reminded that as per the School's Admissions Policy all term deferral requests must be made in writing at least 60 days before the Term start date.

5.4 If a deferral is approved, a fee will be charged:

(i) Full term fee for the term deferred.

5.5 Upon deferring the term, students waive their right to a refund. Where a student has deferred their term, and subsequently fails or attempts to withdraw from the school, no refund will be provided except at the sole discretion of the School.

6. Attendance

6.1 A record of attendance is kept for each student. The school reserves the right to withdraw a student's candidature from examinations and withdraw them from the school, if the student's attendance record shows that they have attended fewer than 90% of their scheduled periods.



6.2 The school reserves the right to suspend or expel such students, without any liability whatsoever to the school. In the event of unforeseen circumstances that prevent the student from attending their periods, the school must be informed immediately. (Please refer to the school attendance policy provided separately.)

7. Personal Conduct:

7.1 The School imposes a strict code of conduct on its students. The school expects its students to behave as responsible and to act within the moral and legal norms of society, whether they are on school premises or otherwise.

8. Changes and Amendments:

8.1 The school reserves the right to amend the time table and advertised curriculum content, tuition fees and start dates for its terms at its discretion and without any prior notice. The school reserves the right to change the advertised examining body for any or all of the courses offered.

8.2 The school reserves the right to conduct classes in any of the school (or partner schools) premises, including temporarily hired or rented rooms.

8.3 The school reserves the right to amend or alter its prospectus at its discretion and without any prior notice.

8.4 The school reserves the right to amend or alter any or all of these Terms and Conditions at its discretion and without any prior notice.

Parents are reminded to visit the school website regularly for the details of up-to-date

Disclaimer:

- It is the parent's responsibility to provide valid and up-to-date contact information for them and, when appropriate, their agent. This contact information should include a working e-mail address. The school will assume that any method of communication for which the parent has provided contact information, including e-mail, is secure. The school will not be liable for any damages, financial or otherwise, resulting from the release of the student's personal information to a third party as a result of communication with an invalid or insecure contact point or the interception of communication with said contact point, be it a postal or e-mail address, a telephone or fax number or an SMS.
- The confirmation that all the information presented in support of the application is complete and accurate and that there are no issues of an academic, behavioural or medical nature that have not been disclosed.



- The parents accept that the school reserves the right to require a student to leave if, subsequent to the submission of an application and the signing of The Terms and Conditions of Registration and Re-Registration, information is discovered or disclosed that would have led to the rejection of that application.
- The parents accept that the school shall not be held responsible or liable for the loss of or damage to any item brought into the school.
- Photographs of students often feature in the press, social media and in NGIS publications as part of the Marketing Policy of the school. If parents do not wish their child's photograph to appear, a written request must be submitted to the Principal before 01 September of every Academic year.

DECLARATION

I/we agree to the terms of conditions of the school and have fully understood the contents and give my consent to enrol my child in the New Generation International School, Bahrain under the above terms and conditions.

Name of Father	Signature of Father
Name of Mother	Signature of Moher
For Office Use Only:	
Name of student:	
Year group:	
Class:	