



## Admissions policy in Qatar-Finland International School

### **Apply to Qatar-Finland International School!**

We have made you an easy checklist, hoping you might find that helpful to start with.

### **Sibling priority**

The siblings of existing students are prioritized in the admissions process. However, they still need to go through the normal assessment.

The parents of existing students are encouraged to be proactive in their sibling child's registration so that the reservations can be made early enough for the coming academic year.

### **Step 1: Application**

Please fill in the online application, which can be found on the school website under admissions.

### **Step 2: Attachments**

Upload the following attachments (maximum size 1 MB/attachment):

- Copy of the student's passport and RP (residence permit number)
- Copies of the parents'/guardian's passports and Qatar IDs
- Copies of school record cards for the previous 2 years, as available
- Copy of the student's birth certificate
- Copy of the student's medical record/vaccination card issued by health centres
- Copies of any health and/or psychological assessments conducted with the student

Copies of school report cards and assessments must be in English. Documents in other languages must be translated into English by a legal translation office. A copy of both the original and translation must be provided.

Application is made by filling the application form and submitting all the documents on the checklist at which point the file will be considered for admission.



### Step 3: Review of the application

School's admissions team reviews the child's application and documents after they are submitted completely. Based on the information, the team recommends the assessment for the applied grade level or the grade level the team sees more appropriate for the child.

### Step 4: Assessment

We wish to meet the child personally in a small group test. Our admissions coordinator will contact you in order to arrange the assessment time. Assessment fee is QAR 500 (paid by cash only), and it's non-refundable no matter whether the child is accepted or not. Please bring a recent passport size picture of your child when you come to assessment. Please come to school 10-15 minutes before the booked time to complete the office protocol before the test begins with your child.

Assessment is based on holistic evaluation of the child's learning and his/her performance during the test. In the assessment process the school values equally the academic, social and emotional, behaviour and motoric skills. Any of these areas can be a reason for a refusal of an applicant. We are following the Finnish curriculum standards when assessing the child and finding the right grade level. Despite of the child's previous grade level, the school holds the right to decide a proper grade level in Q.F.I. School after the assessment.

We do not show the test results to the family but instead we will give short feedback of child's performance during the test right after the assessment is done (if the person facilitating the assessment is available). For more information concerning the assessment results, please contact the Head of Admissions +974 50322893, +974 40127888.

### Step 5: Acceptance

School admission board will decide the acceptance of each applicant. We will inform you by email whether we are able admit your child to Q.F.I. School. If we are able to offer a place, you need to confirm the offer by:

- Signing and returning the Acceptance Letter you receive
- Paying the initial Registration Fee QAR 2500 and the Seat Reservation Fee QAR 2500 (seat reservation fee will be deducted from the first tuition fee) before the deadline stated in the email
- Signing school policy documents



## School fee policy

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All payments are non-refundable.

All school fees are due and payable to the start of each academic term.

In case of unpaid school fees, the school has been instructed by the Ministry of Education and Higher Education (MOEHE) not to hand out any official documentation, including school report cards. Unpaid school fees prevent the student transferring and being accepted to any other school. Also, the student cannot attend lessons until the pending payments have been paid.

Qatar-Finland International School belongs to the voucher system and follows the MOEHE rules and regulations in this process.

## Contact information

Head of Admissions: admissions(at)qfiskool.com, +974 50322893, +974 40127888

Finance: finance(at)qfiskool.com, +974 40127900

I have read and understood the Qatar-Finland International School Behavior and agree to comply with it. As the parent/guardian of the student, I am responsible for the payment of the fees for the period that my child/children is/are enrolled at the school:

Name and class of student(s):

Student

Class

Teacher

Name of parent/guardian:

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Date:

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Signature:

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